



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

THE BACK TO WORK CHILD CARE GRANT

Announcement Date:

Jan. 28, 2022 (12 p.m.)

Pre-Application Webinar:

Feb. 8, 2022 (1 p.m.)

Application Submission Deadline:

March 11, 2022 (3 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

Quality, supply and affordability of child care are goals the District of Columbia is constantly working to address through a robust array of early childhood programs, policies and funding. The ability of child care providers to operate financially viable, sustainable businesses is an essential condition to realize these goals. While the District of Columbia policies have long sought to support effective business practices in child care facilities, the COVID-19 (Coronavirus) public health emergency that began in March 2020 has made the importance of sustainable child care clearer than ever.

At the onset of the pandemic, 88 percent of the District of Columbia's child development facilities closed. Although many resumed operations in the summer and fall of 2020, health and safety guidelines required them to operate at reduced capacity through May 2021. Closures and reduced operating capacity had a significant financial impact on the District's child care sector. The District was able to offset this impact for child care providers who participate in the District's child care subsidy program. The subsidized child care program continued payments regardless of operating status through October 2020 and subsequently through flexible attendance policies, as well as an increased subsidy reimbursement rate from December 2020 through September 2021. The District also funded multiple rounds of emergency relief grants to most licensed child care facilities (subsidy and non-subsidy). While these policies and funding—as well as the resourcefulness of the District's child care leaders and educators—have enabled the child care sector to persevere through the public health emergency to date, the hardships encountered during the public health emergency illustrate the need for additional support during the COVID-19 recovery phase.

As of January 2022, 446 of the District's 484 licensed child care providers have reopened. However, many child care providers still face hardships due to financial losses sustained earlier in the public health emergency and continuing increased costs and enrollment that remains below pre-COVID-19 numbers relative to providers' full capacity.

The availability of child care slots for the District's families and children is paramount to the recovery of the District's post-COVID-19 economy. The Office of the State Superintendent (OSSE) aims to assist families returning to the workforce by supporting child care providers experiencing hardships as the District continues to recover from COVID-19. In 2021, OSSE updated the *Modeling the Cost of Child Care in the District of Columbia* report, which presents an analysis of child care providers' expenses, revenues and overall business models developed using the District of Columbia Child Care Cost Estimation Model. As in past years, the analysis underscores the importance of full enrollment for child care provider business viability. When enrollment decreases, the cost to provide services per child increases, deeply impacting a provider's bottom line. This finding is consistent with national research, which identifies the "Iron Triangle" of full enrollment, full fee collection and revenues that cover per-child costs as three key factors to maximize child care provider financial viability.

Consistent with these findings, OSSE uses the cost estimation findings to inform subsidy rates at levels that support child care provider costs and financial viability and provides business supports to help providers maintain enrollment and maximize fee collection. During the public health emergency and recovery, however, child care providers face additional barriers to full enrollment,

particularly in communities most impacted by COVID-19. In these communities, families may be more hesitant to return their children to formal child care arrangements or have lost employment during the public health emergency at higher rates. For the District to recover from the public health emergency, families who have left the workforce must have access to child care in order to return to work. However, without additional support to help child care providers cover costs or maintain operations with reduced enrollment, there is a risk of loss of child care supply in communities most affected by COVID. In addition, some child care providers may reduce their supply of care or increase tuition charged to families in order to adapt their models in response to lower enrollment and increased costs. These may be wise decisions from an individual child care business perspective but could create additional barriers for families seeking to return to the workforce.

To ensure that families have access to the care they need to return to work, the Back to Work Child Care Grant seeks to provide additional support to child care providers during the COVID-19 recovery, coupled with business supports to enhance marketing, enrollment, fee collection, business efficiency and adapt their business models to changing realities.

1.1.1 Release for Application

The release date of the Request for Applications (RFA) is Jan. 28, 2022 (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 Feb. 8, 2022, 1-4 p.m. To attend the pre-application webinar, please email Alexis Williams, Program Manager, at Alexis.Williams@dc.gov by Feb. 4, 2022.

1.1.3 Submission of Application

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

1.1.4 Application Deadline

Applications are due no later than March 11, 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

To respond to challenges described in 1.1 Background and to continue to support and sustain the District's child development facilities, the Division of Early Learning, within the Office of the State Superintendent of Education (OSSE/DEL), is soliciting applications for the Back to Work Child Care Grant. This new funding opportunity will provide grants to child care providers to support reopening and maintaining the operations of child care programs in the District during the COVID-19, enhance child care provider financial viability, support affordability and enable families to access the care they need to return to work.

1.2.2 Purpose of Funds

The goal of the Back to Work Child Care Grant, is to provide economic relief to child care providers, with a priority for child care providers servicing children participating in the subsidized child care program and those in communities with the highest rates of COVID-19 cases, unemployment, or child development facilities with low enrollment. Providing child care providers with funding will help stabilize the industry and enable families to access child care as they return to work.

The Back to Work Child Care Grant funds will be disseminated to child care providers through an intermediary to provide financial assistance to maintain operations during the COVID-19 recovery phase. Child care providers in the District have experienced financial losses as a result of the public health emergency. In making grant awards, the grant will prioritize child development facilities that have experienced significant negative financial impacts as a result of COVID-19 and are located in geographic areas that COVID-19 has disproportionately impacted, as evidenced by location in a qualified census tract¹ or high rates of confirmed COVID-19 cases or unemployment and low vaccine rates compared to the District as a whole. The grant funds will preserve the supply and affordability of child care, enhance child care provider financial viability and enable parents to access the care they need to return to work.

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants. Only not-for-profit, for-profit, community-based organizations and faith-based organizations are eligible for this grant. Eligible applicants must have experience in business and financial management, system design, early childhood and a working knowledge of the District's early childhood landscape.

Competencies will be scored as detailed in Section 1.5.2 Scoring Rubric. Expectations of the grantee(s) are spelled out in Section 1.3.1 General Grantee Responsibilities. Specific expertise required varies, as detailed in Section 1.5.2 Scoring Rubric.

¹ Qualified census tracts are a common, readily-accessible and geographically granular method of identifying communities with a large proportion of low-income residents. "Qualified census tracts" are designated by the U.S. Secretary of Housing and Urban Development and has the same meaning given in 26 U.S.C. 42(d)(5)(B)(ii)(I).

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 Sub award and Executive Compensation Information;
- 2 C.F.R. Part 180, OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement); and
- 2 C.F.R. Part 200, The Uniform Administrative Requirements, Cost Principles and Audit Requirements.

This grant award is also subject to the U.S. Department of Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds and any other interpretative guidance by other parties in any agreements it enters into with other parties relating to these funds.

1.2.5 Award Period

The period for this grant will be three fiscal years, ending on Sept. 30, 2024, contingent upon the availability of funds and compliance with the terms and conditions of the grant. Each budget period will be one fiscal year, with the first period ending Sept. 30, 2022. Grantees must re-apply each year for continued funding.

Continuation of awards in subsequent years is contingent upon:

- the availability of funds;
- the grantee'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 grantee;
- compliance with District and federal laws, regulations and guidance;
- operation of the grant program as submitted in the application; and
- the appropriate expenditure of funds throughout each grant award period.

1.2.6 Funds Available

The total funding available for developing and implementing the Back to Work Child Care Grant is \$32,015,000 over the three fiscal year period. The allocated funding for the first grant year is \$7,903,000, \$15,805,000 for the second grant year and \$8,307,000 for the third grant year. OSSE/DEL anticipates issuing one award from this funding opportunity.

OSSE maintains the right to adjust the grant award and amount based on funding availability. Successful applicants may be awarded amounts less than requested.

1.2.7 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.

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, the application review process, reporting requirements and other relevant information for sub-grant applicants.
 - ii. Conduct additional marketing across the District to spread awareness of the grant opportunity.
 - iii. Design a sub-grant competition, evaluation and awarding processes to be approved by OSSE. Requests for applications must include, but are not limited to, the following elements:
 1. Eligibility requirements for sub-grantees;
 2. Demonstration of need for financial support of operational expenses;
 3. Program sustainability plan;
 4. Average funding amounts;
 5. Deadline for applications (time and date);
 6. Method of application delivery;
 7. Application format: Applications for all sub-grants must include a section on how the funds will be used to stabilize and sustain the child care provider's business operations and ensure slots are available for families returning to the workforce.
 - iv. Distribute the awards through competitive sub-grants, with the following specifications:
 1. Sub-grantees shall be organizations that provide licensed child care services in the District.
 2. The term of sub-grants shall be one year, subject to the availability of funding.
 3. Sub-grants shall be awarded for the following purposes: (i) maintain child care program operations; (ii) stabilize business operations and enhance the long-term financial viability of child care programs (including through the adoption of technology); (iii) minimize cost increases for families or provide additional financial assistance for families to access care; and (iv) preserve the supply of child care.
 4. One hundred percent of funds sub-granted shall be used to stabilize or maintain the operation of child care services for children eligible for subsidized child care.
 5. The following priorities must be considered when awarding sub-grants:
 - a. The child care facility's location in a qualified census tract;

- b. The current unemployment rate in the neighborhood where the child care facility is located, relative to city-wide averages;
 - c. The cumulative COVID-19 case rate in the neighborhood where the child care facility is located, relative to city-wide averages;
 - d. The COVID-19 vaccination rates in the neighborhood where the child care facility is located, relative to city-wide averages;
 - e. The current enrollment and capacity of the child care facility;
 - f. The program's participation in the subsidized child care program; and
 - g. The capacity of the child care facility to sustain operations following completion of the sub-grant.
- b. Provide business supports for grantees to enhance long-term financial sustainability following completion of the sub-grant:
 - i. Assess the current business practices and overall financial health of sub-grantees;
 - ii. Provide technical assistance or refer providers to appropriate sources of technical assistance and training to address identified needs;
 - iii. Support the child care provider to develop a plan for financial stability following completion of the grant period;
 - iv. Monitor the provider's implementation of the plan during the sub-grant period; and
 - v. Support the child care facility in securing and/or using a Child Care Management System (CMS) by purchasing or covering the costs to purchase a CMS on behalf of providers who do not currently have them and providing technical assistance, training or other supports needed to implement the system successfully in the child development facility.
- c. Monitor the impact of sub-grants to ensure the financial and technical support directly results in the stabilization of child care facilities and preventing closures.
- d. Carry out other activities, as determined by OSSE, related to maintaining available child care slots and stabilizing the financial operations of child care facilities in the District, including providing technical assistance to sub-grantees and ensuring that funds are expended for approved uses.

1.3.2 Objectives

The objectives for this grant are as follows:

- a. Provide financial assistance to the District's child care providers during the COVID-19 recovery phase.
- b. Preserve or increase the availability of child care in areas of the District experiencing high unemployment rates.
- c. Preserve or increase the availability of child care in areas of the District that have been disproportionately impacted by COVID-19.
- d. Increase access to quality child care for the District's most vulnerable children.

1.3.3 OSSE/DEL Responsibilities

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

The grantee will create and maintain collaborative relationships with OSSE/DEL to continually evaluate the effectiveness of the sub-grants and use data to drive decision making and better inform where investments need to be made to improve the financial stability of the District's child care facilities. OSSE/DEL will hold administrative-level monthly meetings, at a minimum, to ensure that all parties are kept abreast of the progress of the work and the deliverables associated with this grant. These monthly meetings will be used to review analyzed data pertinent to this grant.

1.3.4 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantee's performance will result in measurable improvements related to access to child care for those returning to the workforce. The grantee will be expected to meet with OSSE/DEL 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/DEL and the grantee.

1.4 Award Administration

1.4.1 Grant Award Notice and Payments

In order to be awarded a grant, organizations must establish eligibility by submitting a completed application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's EGMS that will include the award amount, award agreement, terms and conditions of the award and any supplemental information required.

Once OSSE has fully approved the application and issued an official GAN, the grantee may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE implements a reimbursement process for grantees. Grant award payments are reimbursable on a monthly basis. The grantee must pay program costs 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 a reimbursement request electronically using EGMS.

1.4.2 Audits

At any time or times, before final payment and during the required record retention period, the District and/or the federal government may audit the applicant's expenditure statements and source documentation.

1.4.3 Monitoring and Reporting

The recipient will cooperate with any program evaluation, such as providing OSSE requested data and access to records and pertinent staff. OSSE grant managers will monitor program services and grant administration pursuant to the grant agreement terms and may make onsite visits. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to comply with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

The grantee shall be required to cooperate with all requirements and information requests by OSSE relating to the evaluation of the program and the collection of data, information and reporting on outcomes regarding the grant and activities carried out with grant funds. The grantee shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

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. The quarterly program reports will describe the grantee's and sub-grantees' financial health, outline progress in achieving the program's goals and objectives and recommend steps for continuous improvement. Reporting may require detailed as well as aggregate reporting of accomplishments.

Quarterly reports will be due on the 10th of the month following the end of each fiscal quarter.

1.4.4 Confidentiality of Records

Except as otherwise provided by local or federal law, no recipient shall use or reveal any research, statistical or personally identifiable information for any purpose other than that for which such information was obtained in accordance with this grant. 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 grantee must demonstrate an ability to maintain the confidentiality of the information of child care providers and to report the information specified below to the OSSE/DEL. Specifically, the grantee must agree to and abide by the following conditions:

- a. The records of participants 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. The grantee must request authority from OSSE in order to disclose any such records to a third party.

- b. No person receiving information concerning participants shall publish or use the information for any purpose other than that for which it was obtained, reviewed or presented. The grantee must request authority from OSSE/DEL in order to disclose any such records to a third party.
- c. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.

1.4.5 Conflict of Interest

The grant recipient 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.

1.4.6 Vaccination Requirements

The grant recipient must comply with all District laws and regulations and Mayor's Orders regarding District COVID-19 vaccination requirements.

1.4.7 General Terms and Conditions

- a. Funding for this award is contingent on OSSE's continued availability of funds. 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 its best interest 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 grant-making rule(s) or any applicable federal 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 onsite 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 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 shall provide the citations to the statute and implementing regulations that authorize the grant; 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 the grantee must meet.
- h. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulations 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

The grant described in this RFA will be awarded competitively. A panel or panels of external reviewers will be convened to review, score and rank each application. The review panel(s) will be composed of neutral, qualified, professional individuals selected for their expertise, knowledge and/or related experiences. External reviewers may also include employees of the District government who are not employed by OSSE. All external reviewers must sign a Conflict of Interest statement. The application will be scored against a scoring rubric. OSSE may convene any panel to conduct a facilitated discussion of the reviewers' scores and comments on a particular application. A reviewer is not required to change their scores or comments after a facilitated discussion. A facilitated discussion only provides an opportunity for reviewers to hear other panel members' reasoning for their scores and comments.

Upon completion of the panels' review, the panels shall make recommendations for awards based on the scoring rubric(s). The State Superintendent of Education, or his/her designee, will consider those recommendations, but all final award decisions are left to the Superintendent's, or his/her designee's, discretion. Winning applicants may be required to make amendments to the budget or other application sections to meet grant requirements.

1.5.2 Scoring Rubric

1.5.2.1 Overview

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 reviewers and OSSE staff to determine an applicant's justification of the 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

Executive Summary:

Briefly describe the applicant organization and its proposed methodology for providing technical assistance, designing an appropriate sub-granting mechanism to support child care providers and administering the grant fund in a manner that will directly result in the fiscal stability of child care providers in the District.

1.5.2.3 Information about the Organization (Maximum: 10 points)

Mission and History (Maximum: 5 points):

- Provide the organization's mission statement and a description of its core programs.

- Explain the relevance of the organization's programmatic and operational activities to the purpose of the grant.
- Provide an organizational history as it relates to work in supporting and sustaining small businesses and/or engaging with the child care providers.

Strategic Logic (Maximum: 5 points):

- Describe the strategic logic for the organization to manage this grant at this point in the organization's history.

1.5.2.4 Organizational Knowledge (Maximum: 35 points)

- Experience in providing financial assistance to child care facilities:** Describe your organization's experience in designing a grant competition and providing technical assistance to improve small businesses' business practices and financial stability, including child care facilities. (10 points)
- Organizational Expertise in Financing and Investment in Early Childhood Development:** Describe your organization's experience and expertise in providing business and sustainability and financial contingency planning support for small businesses, community development initiatives and technical assistance for child care businesses and specifically in grant-making and technical assistance related to child care providers. (10 points)
- Plan to Leverage Best Practices in Child Care Financing:** Applicants should demonstrate knowledge of best practices for child care providers, small businesses and non-profit organizations for financial management and sustainability planning 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 the impact of the grant beyond the work of the applicant's program alone. (5 points)

1.5.2.5 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 fiscal stability. (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 for the purposes of maintaining business operations and enhancing overall financial sustainability according to the specifications made in Section 1.3.1: General Grantee Responsibilities Overview. Describe the sub-grant application requirements – including prioritization that reflects that the purpose of the grant is to provide economic relief to child care providers who have experienced negative financial impacts as a result of COVID-19, with a priority for child care providers servicing children participating in the subsidized child care program and those in communities located in a

qualified census tract, with the highest rates of COVID-19 cases and unemployment or the lowest vaccination rates (applicants may propose additional indicators of child care provider financial hardship they propose to consider in awarding sub-grants, along with a supporting rationale). (25 points)

- ❑ **Monitoring Sub-Grants and Providing Technical Assistance to Sub-Grantees:** Describe the methodology for monitoring 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)

1.5.2.6 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). (5 points)
- ❑ **Proposed Budget:** Using the grant 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. However, until a sub-granting mechanism is finalized and approved by OSSE/DEL, 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. The standard indirect cost rate offered by OSSE 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) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least one 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.

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 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, all resumes and full job descriptions as attachments.

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 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., Tax Exemption Letter)

2.4.5 Conflict of Interest Policy

2.4.6 Separation of Duties Policy

2.4.7 Organizational chart

ATTACHMENTS

Attachment A: Assurances and Certifications

Attachment B: Attestation of Priority Areas

Attachment C: 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: Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

The applicant shall be required to provide the following assurances in EGMS:

Program Assurances

1. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/DEL grant monitor. In the case 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.
2. Applicants must provide certifications herein that, if awarded funding, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under this funding, as required by applicable D.C. law. Any conviction or arrest identified in the background checks of the program's employees will be reported to the OSSE, which will determine the employee's suitability for employment.
3. The applicant must employ appropriately qualified staff and maintain documentation that its staff members and any subcontractors possess adequate training and competence to perform assigned duties.
4. We agree to submit quarterly program reports as described in the request for applications and other information that OSSE may require.

Attachment B: Attestation of Priority Areas

**ATTESTATION OF PRIORITY AREAS
Office of the State Superintendent of Education**

- The **BACK TO WORK CHILD CARE GRANT** will be given to an organization or agency that can:
- a. Design and implement a competitive sub-granting mechanism.
 - b. Provide business supports for grantees to enhance long-term financial sustainability following completion of the sub-grant.
 - c. Monitor the impact of sub-grants to ensure the financial and technical support directly results in the stabilization of child care facilities and preventing closures.
 - d. Carry out other activities, as determined by OSSE, related to maintaining available child care slots and stabilizing the financial operations of child care facilities in the District, including providing technical assistance to sub-grantees and ensuring that funds are expended for approved uses.

Please have an authorized representative of the applicant organization sign and attest to the agency'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 C: 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 (Sub grants over 41000, 000) 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
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)
21. The Individuals with Disabilities Education Act of 2004 (IDEA), 20 USC 1400 ET seq.

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