

## **Request for Application (RFA)**

RFA Number: -DELCLASSOBSERVE12042013

Government of the District of Columbia  
Office of the State Superintendent of Education (OSSE)  
Division of Early Learning (DEL)

**Fiscal Year 2014**

**Classroom Assessment Scoring System™ (CLASS™) Observations**

The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL) invites the submission of applications for funding through the Administration for Children and Families (ACF), Office of the Child, the Child Care and Development Fund (CCDF) and the District of Columbia local appropriations.

**Late Applications Will Not Be Forwarded to the Review Panel.**

## **IMPORTANT DATES**

Issuance Date:	11/08/2013
Pre-Application Conference	11/20/2013
Closing Date:	12/04/2013
Closing Time:	3:30 pm
Award Announcement	12/18/2013
Grant Start Date	1/1/2014
Grant End Date	9/30/2014

## PRE-APPLICATION CONFERENCE

**WHEN:** Tuesday, November 19, 2013

**WHERE:** 810 First Street, NE  
9<sup>th</sup> Floor  
Rm 9014  
Washington, D.C. 20002

**TIME:** 1:00 pm – 3:00 pm

**CONTACT PERSON:** Walter C. Lundy, Jr., M.Ed.  
Associate Director  
Office of the State Superintendent of Education (OSSE)  
Division of Early Childhood Education (ECE)  
810 First Street, NE, 9<sup>th</sup> Floor  
Washington, DC 20002  
[walter.lundy@dc.gov](mailto:walter.lundy@dc.gov)

**Please RSVP to the OSSE no later than Monday, November 18, 2013 as seating is limited.  
You may RSVP to [walter.lundy@dc.gov](mailto:walter.lundy@dc.gov).**

## Checklist for Applications

- The Applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Program Budget is complete and complies with the format found in Attachment H of the RFA. The budget narrative is complete and describes the category of items proposed.
- The Budget and Funding Information is complete and complies with the format found in Attachment I of the RFA.
- The Applicant has read and signed the Statement of Confidentiality found in Attachment L of the RFA, and has submitted signed copies for all staff who will work on this project.
- The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- The total application **MUST** not exceed 25-pages. Applications exceeding 25-pages will be disqualified from being reviewed.
- The application format conforms to the guide listed in Section VI, Application Format, listed on page 14 of the RFA.
- The application is submitted electronically to Office of the State Superintendent of Education, Division of Early Learning to [ece.invoice@dc.gov](mailto:ece.invoice@dc.gov) no later than **3:30 p.m. EST**, on the deadline date of **December 4, 2013**.

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**REQUEST FOR APPLICATIONS**

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## SECTION I: GENERAL INFORMATION

### Introduction

The Office of the State Superintendent of Education (OSSE), formerly known as the State Education Office is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy. As the State Education Agency for DC, the OSSE sets statewide policies, provides resources and support, and exercises accountability for ALL public education in DC.

OSSE's Division of Early Learning (DEL) provides leadership and coordination to ensure that all District of Columbia children, from birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school. The DEL works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders, and securing strong financial supports.

**Request for Applications:** The OSSE/DEL is seeking proposals from qualified vendors to conduct observations in pre-k classrooms utilizing the Classroom Assessment Scoring System-Pre-K (CLASS-Pre-K) instrument.

The vendor shall demonstrate in its proposal that it can provide data collectors that are reliable on the CLASS Pre-K. The proposals should include the following information:

- a schedule for data collection beginning in January 2014 through June 2014;
- describe the skills of the data collectors, including the ability to conduct observations in multiple languages;
- previous experience managing large scale program evaluations using the CLASS Pre-K instrument;
- protocols for logistics management, including how data will be tracked and aggregated;
- plan for ensuring quality of data collection and providing final analysis of data to the OSSE/DEL at the classroom, school, and LEA level; and
- plan for providing and sharing feedback on the data with the schools/programs.

### Eligible Organizations/Entities

- Individual, nonprofit or for-profit, nonpartisan organizations licensed to do business in the District of Columbia with extensive expertise in providing early learning classroom, assessment, data and analysis that informs strategic planning, policy making, quality assurance and capacity building recommendations.
- Applicants must have prior experience working with cross sector early childhood systems, public and private institutions, community-based organizations and early childhood leaders.

- Applicants must be able to demonstrate previous experience managing large scale program evaluations using the CLASS Pre-K instrument;
- Applicants must have knowledge of the District of Columbia's early childhood demographic make-up, and familiarity with the landscape and relevant resources necessary to further the objectives of this grant award.
- Applicants must be able to document the availability of resources and access to necessary human capital and licenses needed to support the grant award

### **Source of Grant Funding**

Funding for the Classroom Assessment Scoring System™ (CLASS™) Observations is made available through federal funding provided by the U.S. Department of Health and Human Services (DHHS), as well as the Administration for Children and Families (ACF), Office of the Child, the Child Care and Development Fund (CCDF) and the District of Columbia local appropriations. This Request for Applications (RFA) does not commit OSSE to make an award. Total amount available is \$250,000.

### **Award Period**

Grants under this Program will be awarded for nine (9) months with up to an additional four (4) option years. The award period will be beginning January 1, 2014 and ending September 30, 2014.

### **Grant Awards and Amounts**

The OSSE/DEL seeks to fund one (1) grant award with **funding up to a maximum of \$250,000**. Should a Grantee fail to achieve the stated goals and objectives described in the individual proposal under this Application, the Grantee may be subject to penalties that include but are not limited to loss of funding, suspension or termination.

The OSSE/DEL also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE/DEL shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the Applicant's sole responsibility.

The OSSE/DEL also reserves the right to accept or deny any or all applications if the OSSE/DEL determines it is in the best interest of the Agency to do so. The 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 federal regulations or requirement.

### **Terms and Conditions**



If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control and it shall be the responsibility of the Applicant to ensure compliance.

### **Anti-Deficiency Considerations**

The Grantee must acknowledge and agree that 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.

### **Use of Funds**

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

## **SECTION II: PROGRAM SCOPE AND OBJECTIVES**

The Office of the Chief Operating Officer (COO), Office of the State Superintendent of Education (OSSE) seeks proposals from education-based organizations, consulting firms, or vendors to conduct observations utilizing the Classroom Assessment Scoring System-Pre-K (CLASS-Pre-K) instrument in 3 and 4 year old pre-kindergarten classrooms across two (2) sectors (community-based organizations and District of Columbia Public Charter) in each ward.

### **DEFINITIONS**

CLASS – The Classroom Assessment Scoring System™ (CLASS™) is an observational tool that provides a common lens and language focused on what matters—the classroom interactions that boost student learning.

Community-based organization - Head Start or early childhood education programs operated by a non-profit or faith-based organization, or organization that participates in local or federally-funded early childhood programs, including the Child Care Subsidy Program.

Quality Rating Improvement System – A method to assess, improves, and communicates the level of quality in early care & education and after-school settings.

Pre-k Enhancement and Expansion Amendment Act of 2008- The Act expands pre-K to serve the approximately 2000 three- and four-year-olds in the city who do not have access to programming. The law also provides resources and support to improve the quality of pre-K programs, and assist individuals in obtaining the appropriate credentials to serve as teachers and assistant teachers in DC pre-K classrooms.

## **BACKGROUND**

According to the Pre-k Enhancement and Expansion Amendment Act of 2008, the Office of the State Superintendent of Education shall: develop and oversee a monitoring, assessment, and accountability protocol for all programs within the Pre-K education system and publicize a quality improvement process for pre-K programs that fail to maintain required high-quality standards. In response to the Pre-K legislation, the OSSE is revising and enhancing its QRIS.

The QRIS is an evidence-based strategy to assess, communicate levels of quality, and improve levels of quality in early learning education programs and assists programs in attaining higher levels of quality through tailored supports and resources. The quality rating of program is based on standards that research shows make a difference in the quality of the program.

The purpose of QRIS is to establish a system that rates all early learning childhood programs using statewide data as a proxy to obtain a reasonable assurance of quality and provide supports for improvement in order to increase in the number of high quality early learning programs that meet the academic and social developmental needs of prekindergarten students in comprehensive and enriching environments.

The enhanced QRIS will use CLASS as components to communicate tier designation. The CLASS is an observation tool that measures the quality of interactions between teachers and children as quality daily interactions that enhance a child's social, emotional, and cognitive development. CLASS is an evaluation instrument that assesses classroom quality in areas specifically related to the interactions that take place throughout all elements of formal and informal instruction. It also identifies areas of strength and weakness in instructional support, classroom organization and emotional support.

## **REQUIREMENTS**

The vendor shall set up the schedule, provide CLASS-trained consultants, manage logistics with sectors, track the data, aggregate the scores, provide notes/reports and provide a final analysis for each of the three sectors (schools/programs). There will be approximately 275 pre-kindergarten classrooms throughout the three sectors (DC Public Charter Schools and Community Based Organizations).

## DELIVERABLES

CLIN	Deliverable	Quantity	Format and Method of Delivery	Due Date
	Provide administration schedule	1	Word Document	January 10, 2014
	Provide certification that observers have been trained & certified	Vary	Word Document and/or Excel Document	January 17, 2014
	Aggregated Scores/Data	Per school/program	Word Document and/or Excel Document	June 1, 2014
	Notes and Reports for Observations	Per school/program	Word Document	June 30, 2014
	Final Analysis for each	Per school/program	Word Document	July 30, 2014

### General Grantee Responsibilities

The Grantee will be required:

1. Meet with the OSSE/DEL to share information related to the status of classroom assessment activities when requested;
2. Document and describe scope of work successes , unmet needs, barriers and problems encountered, and report the status and activities performed to the OSEE/DEL on a monthly basis;
3. The Grantee must provide the OSSE/DEL Monitor and other authorized representatives of the OSSE/DEL:, as well as members of the District of Columbia Government access to data, records, program trainees, and staff as deemed necessary for monitoring purposes;
4. Submit any proposed printed materials or reports for the OSSE/DEL's review and approval prior to their use and dissemination. The Grantee must translate distributed materials or reports into the language of the targeted community; and
5. Assist the OSSE/DEL in distributing these materials or reports.

## **Performance Standards and Quality Assurance**

OSSE/DEL expects that the Grantee's performance will provide high-quality, objective research, assessment and analysis. The Grantee will be expected to meet with OSSE/DEL to share information and review reports related to the status of classroom observation activities. In addition, the Grantee will be required to meet performance standards and acceptable quality levels to be determined by OSSE/DEL and the Grantee.

## **Award**

The grant award will be available through September 30, 2014. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant.

## **Monitoring and Reporting**

The OSSE/DEL will monitor grant recipients through site visits and review of financial reports. The purpose of these semiannual reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these monthly reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely monthly reports may result in delayed award payments and possible suspension of the grant award.

## **Audits, Review or Examinations**

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

## **III: APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

### **Application Content Overview**

Applicants are required to follow the format below. The application must contain the following information:

- Executive Summary (*2 page maximum*)
- Table of Contents (*1 page maximum*)
- Project Description (*maximum 20 pages*)
- Project Financial Information, Budget Narrative, and Operating Budget (*2 page maximum*)

**Note:** Total application pages cannot exceed 25 pages. Applications over the 25-page limit will be disqualified from being review. Appendices and Attachments A-F do not count against your 25-page total.

### **Certifications, Licenses, and Assurances and Acknowledgement**

Applicants shall complete Attachments B and C and return the attachments with the application. If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

### **Appendices**

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- **Conflict of Interest Policy:** A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Certificate of Clean Hands.** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. *It will take approximately seven (7) to fourteen (14) business days to process.*

## **IV: APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than **December 4, 2013, 3:30 p.m. EST**. All applications must be submitted electronically to the Office of the State Superintendent of Education, Division of Early Learning to [ece.invoice@dc.gov](mailto:ece.invoice@dc.gov) no later than **3:30 p.m. EST**, on the deadline date of **December 4, 2013**.

Applications received **after 3:30 p.m. EST** on December 4, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission. Note: applications received via and delivered, courier or mail will not be accepted, only signed electronic copies will be accepted.

## V: REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE/DEL shall make the final funding determination.

### Scoring Criteria

Raters are asked to evaluate each element of the proposal narrative as listed in the application. Two raters will independently read and evaluate each proposal. If there is a difference of 10 points or more between the two reviewers' scores, a third reviewer will review the application and the lowest score will be dropped and the score on this portion will be based on the average of the remaining two evaluations. Only applicants that first meet all of the mandatory requirements will advance to scoring.

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

**Table 1: Rating Guidelines**

Quality Indicator	Description
Very Good	The response is specific and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived and thoroughly developed.
Good	The response is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support or elaboration in places.
Fair	The response is non-specific and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the RFA. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.
Poor	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice.
No Evidence	The response does not address the criteria or simply re-states the criteria.

<b>Requirement (Up to 30 points)</b>				
<b>0</b>	<b>1 - 2</b>	<b>3 - 5</b>	<b>6 - 8</b>	<b>9-10</b>
<input type="checkbox"/> No Evidence Score:	<input type="checkbox"/> Poor Score:	<input type="checkbox"/> Fair Score:	<input type="checkbox"/> Good Score:	<input type="checkbox"/> Very Good Score:
1) A detailed CLASS implementation schedule				
2) A detailed plan on how progress analysis will be provided to OSSE				
3) A detailed plan for aggregating scores and data and disseminating it to				
<b>Program Design and Work Plan (Up to 50 points)</b>				
<b>0</b>	<b>1 - 2</b>	<b>3 - 5</b>	<b>6 - 8</b>	<b>9-10</b>
<input type="checkbox"/> No Evidence Score:	<input type="checkbox"/> Poor Score:	<input type="checkbox"/> Fair Score:	<input type="checkbox"/> Good Score:	<input type="checkbox"/> Very Good Score:
1) The Applicant describes, in detail, how the Program Scope and requirements will be accomplished in a manner that is timely, responsive, efficient, and cost-effective.		<b>Score:</b>	<b>Explanation of Score:</b>	
2) The Applicant describes, in detail, how the Program Scope and requirements will be accomplished in a manner that is timely, responsive, efficient, and cost-effective.				
3) The Applicant describes sound program goals and objectives that are time-phased, measurable and specific. The activities, work plan and budgets are consistent with clearly defined measurable and time specific performance objectives. The proposed activities and work plan will result in timely project start-up.				
4) The Applicant demonstrates the ability to adequately evaluate the effectiveness of the program and for determining the extent to which objectives are accomplished.				
5) The Applicant demonstrates its knowledge and understanding of characteristics, challenges and barriers that the target population faces to access proposed program.				
<b>Vender Experience (Up to 60 points)</b>				
<b>0</b>	<b>1 - 2</b>	<b>3 - 5</b>	<b>6 - 8</b>	<b>9-10</b>
<input type="checkbox"/> No Evidence Score:	<input type="checkbox"/> Poor Score:	<input type="checkbox"/> Fair Score:	<input type="checkbox"/> Good Score:	<input type="checkbox"/> Very Good Score:
1) The program narrative and supporting documents clearly detail the qualification of observers. Successful completion of the project is realistic given the qualification of assessors. What approach and criteria will be used to hire experienced and qualified staff are clearly described and reasonable.		<b>Score:</b>	<b>Explanation of Score:</b>	
2) The Applicant demonstrates proposed personnel's experience and capability in monitoring and providing technical assistance to target population.				
3) The Applicant describes the knowledge and experience relevant to the project scope and requirements and in serving the target population. The Applicant provides				

documented professional ties and experience working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.				
4) The qualifications of the Applicant organization, any partner organization, and key staff demonstrate the ability to achieve the program goals and objectives.				
5) The Applicant demonstrates its ability to plan, implement, monitor, document and evaluate the program.				
6) The Applicant has demonstrated relevant experience with providing services to the population to be served and consistency with the purpose presented in the Program Scope.				
<b>Budget (Up to 10 points)</b>				
<b>0</b>	<b>1 - 2</b>	<b>3 - 5</b>	<b>6 - 8</b>	<b>9-10</b>
<input type="checkbox"/> No Evidence Score:	<input type="checkbox"/> Poor Score:	<input type="checkbox"/> Fair Score:	<input type="checkbox"/> Good Score:	<input type="checkbox"/> Very Good Score:
1) The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization; The Applicant has documented the availability of resources that support the Applicant's organization other than the grant funds applied for.	<b>Score:</b>		<b>Explanation of Score:</b>	



**SECTION VI: LIST OF ATTACHMENTS**

**Attachment A Applicant Profile**

**Attachment B Certifications, Licenses, and Assurances**

**Attachment C Acknowledgement of District and Federal Statutes**

**Attachment D Work Plan**

**Attachment E Budget**

**Attachment F Statement of Confidentiality**

# Attachment A: Applicant Profile

Place this form at the front of the application.

Program: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

<b>ORGANIZATION</b>	<p>Organization Name: _____</p> <p>Phone Number: _____ Fax: _____</p> <p>Physical Address of Project Site: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>E-Mail Address: _____</p> <p>Federal Tax Identification No.: _____</p> <p>D-U-N-S. No.: _____</p> <p>Budget -Total Funds Requested: \$ _____</p>
<b>CONTACT PERSON</b>	<p>Contact Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>
<b>MAIL REIMBURSEMENT TO</b>	<p>Contact Name: _____ E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>

<b>CONTACT INFORMATION</b>	<p>Site Name: _____</p> <p>Site Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>Site Phone Number: _____ Site Fax: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Mail Address of Site <b>(If different than above)</b></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p>						
<b>AUTHORIZED TO SIGN GRANT AWARD (GAN)</b>	<p>Authorized Name: _____</p> <p>Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p>						
<b>SIGNATURES</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Title</td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Title</td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> </table>	Signature	Title	Date	Signature	Title	Date
Signature	Title	Date					
Signature	Title	Date					



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## **ATTACHMENT B**

### **Certifications, Licenses and Assurances**

#### **Financial Records**

All sub-Grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

#### **Overdue Taxes**

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

#### **Administrative and Financial Capability**

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is a financially viable organization not subject to federal liens or bankruptcy proceedings;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

#### **Implementation Capability**

That the Applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the Applicant has a satisfactory performance record performing similar activities as detailed in the award;

The Applicant has a satisfactory record of integrity and business ethics;

The Applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The Applicant is in compliance with the applicable District licensing and tax laws and regulations;

The Applicant's child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, and no unresolved complaints against the facility;

The Applicant has conducted Criminal Background Checks for all staff. Staff is in compliance with immunization requirements.

### **Misconduct Certifications**

The Applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Assurances**

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they

have family, business, or other ties.

6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.

**ATTACHMENT B**

**CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC**

**The District of Columbia**

This document was acknowledged before me on \_\_\_\_\_ [Date] by  
\_\_\_\_\_ [name of principal].

[Notary Seal]  
\_\_\_\_\_

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: \_\_\_\_\_

**Acknowledgement of Authorized Representative**

*As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances*

\_\_\_\_\_

**Typed/Printed Authorized Representative and Title**

\_\_\_\_\_

**Signature of Authorized Representative**

## **ATTACHMENT C**

### Applicable District and Federal Statutes and Regulations Acknowledgement

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*)
- Title II of the Americans with Disabilities Act
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*)
- Rehabilitation of the Handicapped Act (Section 504)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 *et seq.*)
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*)
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*)



- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended)
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19,1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
- Pre-K Enhancement and Expansion Amendment Act of 2008
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
- The Pro Children Act of 1994, Part C, Pub. L 103-227

As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

\_\_\_\_\_  
Authorized Representative Signature and Title

\_\_\_\_\_  
Date



## Attachment D: Work Plan

<b>Agency:</b>							<b>Submission Date:</b>					
<b>Services Area:</b>							<b>Project Manager:</b>					
<b>Budget:</b>							<b>Telephone #:</b>					
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Aug</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

**Attachment E: Budget**

<b>Organization:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number</b>	
<b>CATEGORY</b>	<b>GRANT FUNDS</b>	<b>MATCHING FUNDS (If Applicable)</b>	<b>TOTAL</b>
Occupancy			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

## Attachment F: Statement of Confidentiality

### GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

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Signature

Title

Date

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Name of Organization