

REQUEST FOR APPLICATIONS (RFA): #0808-00

**District of Columbia
Office of the Chief Financial Officer
Office of Grants Management and Development**

**Department of Human Services
Office of Early Childhood Development**

Child Care Center Operation



**DHS/OECD invites the submission of applications for funding through the U.S.
Department of Health and Human Services, Child Care and Development Block Grant.**

Announcement Date: August 1, 2000

RFA Release Date: August 8, 2000

Application Submission Deadline: September 8, 2000, 5:00 p.m., EST

**LATE APPLICATIONS WILL NOT BE
FORWARDED TO THE REVIEW PANEL.**

NOTICE

PRE-APPLICATION CONFERENCE



WHEN: *August 16, 2000*

WHERE: *Office of Early Childhood Development
717 14th Street, NW
2nd Floor Conference Room
Washington, DC 20005*

TIME: *10:00 a.m. – 12:00 p.m.*

CONTACT PERSON: *Kimberly Ryan
Office of Grants Management and Development
717 14th Street, NW, Washington, DC 20005
(202) 727-6537*



Application Checklist Child Care Center Operation

- ❑ The applicant organization/entity has responded to all sections of the Request for Application.
 - ❑ The Applicant Profile, found in Attachment A, contains all the information requested and is attached to the outside of the submitted package or envelope.
 - ❑ The Program Budget is complete and complies with the Budget form in Attachment G of the RFA. The budget narrative is complete and describes the categories of items proposed.
 - ❑ The application is printed on **8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. OGMD will not forward applications to the review panel that do not conform to this requirement.**
 - ❑ The Proposal Summary section is complete and is within the 3-page limit for this section of the proposal submission.
 - ❑ The Organizational Experience and Qualifications Section is complete and is within the 2-page limit for this section of the proposal submission.
 - ❑ The Project Narrative Section is complete and is within the 20-page limit for this section of the proposal submission.
 - ❑ **The applicant is submitting the required six (6) copies of its proposal. Of the six (6) copies, one (1) copy must be an original. OGMD will not forward the proposal to the review panel if the applicant fails to submit the required six (6) copies.**
 - ❑ The application proposal format conforms to the “Proposal Format” listed in Section VII, page 12 of the RFA. **The review panel will not review applications that do not conform to the proposal format.**
 - ❑ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
 - ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
 - ❑ The application is submitted to OGMD no later than 5:00 p.m., EST on the deadline date of September 8, 2000.
 - ❑ The application is submitted with two original receipts, found in Attachment D, for OGMD's approval upon receipt.
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**District of Columbia
Department of Human Services
Office of Early Childhood Development**

Request for Applications (RFA): #0808-00

Child Care Center Operation

SECTION I GENERAL INFORMATION

Introduction

The Department of Human Services (DHS), Office of Early Childhood Development (OECD) is the lead agency in the District of Columbia responsible for providing child care services for District of Columbia children six weeks through 12 years of age. Additionally, OECD provides services for families that cannot afford quality child care at market prices, and that need child care at non-traditional hours, such as early mornings, overnight, weekends, and holidays. These programs also serve children with disabilities or who qualify for protective services.

DHS/OECD is seeking to award a grant to a qualified applicant to provide high quality, developmentally appropriate infant and toddler care at a center located at 825 North Capitol Street, NE in the District of Columbia.

Target Population

The District intends to serve a combination of families qualifying for the District's child care subsidy program and of families able to pay full tuition. Priority will be given to children of District government employees. Any remaining slots will be open to the general public either at the subsidy rate or the market rate, depending on availability.

Eligible Organizations/Entities

Applications are requested from licensed child care providers in good standing and with experience in child care subsidy program eligibility determination.



Source of Grant Funding

The funds are made available through the Child Care and Development Block Grant from the U.S. Department of Health and Human Services.

Award Period

The grant award will be for an initial period not to exceed one year from the date of the award. Upon satisfactory performance and availability of funds, four one-year renewable options may be offered.

Grant Awards and Amounts

DHS intends to award one grant in the form of start-up capital, start-up equipment, and lease payments to an organization that will provide child care center operation as outlined in the Program Scope in Section II of this RFA. The total amount available for the grant is approximately \$139,200, which includes \$41,000 for start-up costs and \$98,200 for one-year usage of the center site.

Contact Person

For further information, please contact:

Kimberly Ryan
Office of the Chief Financial Officer
Office of Grants Management and Development
717 14th Street, NW, Second Floor
Washington, DC 20005
Phone (202) 727-6537
Fax (202) 727-1617
Website: www.dccfo.com

Internet

Applicants who obtained this RFA through the Internet shall provide the Office of Grants Management and Development (OGMD) with the following:

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

This information shall be provided so that the applicant will receive updates and/or addenda to the Child Care Center Operation RFA.



Pre-Application Conference

The Pre-Application Conference will be held on August 16, 2000, from 10:00 a.m. to 12:00 p.m., at the Office of Early Childhood Development (OECD), 717 14th Street, N.W., Second Floor Conference Room, Washington, DC, 20005.

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax any detailed questions to the contact person listed above. Questions submitted after September 6, 2000 will not receive responses. Please allow ample time for mail to be received prior to the deadline date.



SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) copies of the proposal must be submitted in an envelope or package. Attachment A should be affixed to the outside of the envelope or package. Of the six copies, one copy must be an original. **OGMD will not forward the proposal to the review panel if the applicant fails to submit the required six copies.** Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Application Submission Date and Time

Applications are due no later than 5:00 p.m., EST, on September 8, 2000. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., EST, September 8, 2000, will not be forwarded to the review panel.** Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m., September 8, 2000. Applicants will not be allowed to assemble materials in the lobby of the Office of Grants Management and Development. Applications must be ready for receipt by OGMD.

Six (6) copies, including an original and five (5) copies, of the application **must be** delivered to the following location:

Office of Grants Management and Development
717 14th Street, NW
Second Floor
Washington, DC 20005
Attention: Kimberly Ryan

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., EST deadline on September 8, 2000, at the above location. Applications arriving via messenger/courier services at or after **5:01 p.m. will not be accepted** by the Office of Grants Management and Development.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

NOTE: OGMD is located in a secured building. Applicants must allow time to sign in at the Security Guard's desk. OGMD will not accept responsibility for delays in the delivery of the proposals to the 2nd Floor.



SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities outlined in the Program Scope of this RFA.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the proposal submissions.

Staff Requirements

The applicant shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties, which they have been assigned.

The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/ certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain an individual personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, signed statements of confidentiality, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to the Grants Administrator upon request.

The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

With regard to volunteers, the applicant must illustrate, through program orientation that: (1) volunteers are subject to all rules and procedures with regard to confidentiality of information which are in effect for employees of the District of Columbia; (2) volunteers are not permitted to engage in political activities during the time voluntary services are being performed; (3) volunteers are informed of the nature and scope of the teen pregnancy prevention program; and (4) volunteers are to remain under the direct supervision of the applicant throughout the program period.

The applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and clinical supervision over each priority service activity.



Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/OECD Grants Officer.

Facility Requirements

The applicant shall provide all supplies and services routinely needed for maintenance and operation of the facility, such as janitorial services and trash pick-up.

Performance Standards and Quality Assurance

The applicant shall monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality and timeliness of the service.

The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

Reports

- a. The applicant shall submit a monthly report to the Grant Administrator by the 10th day after the end of each month of service regarding the progress towards completion of tasks and requirements in the scope of services. Such reports must contain the following information in a format approved by the Grant Administrator:
 - Enrollment status by classroom, by parents' employers, and by county/city of residence;
 - Waiting list by age and parents' employers;
 - Number of families using the additional family services;
 - Staffing status;
 - Program status, including accreditation status; and
 - Occurrence of accidents and unusual incidents.
 -
- b. The applicant shall submit monthly financial reports, using a budget format approved by DHS/OECD, which will summarize income and expenditures for the center. The applicant must also provide financial information to DHS/OECD on the families with children enrolled in the center for scholarship dissemination.
- c. The applicant shall submit to the Grant Administrator at DHS/OECD a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.



- d. The applicant shall report unusual incidents by the telefacsimile or telephone to the Grant Administrator within 24 hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or applicant's staff) or clients, which is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client from a program; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant; complaints from the target populations; requests for information from the press, attorneys, or government officials outside DHS involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

Records

The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of program activities.

The applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Human Services and the District Government, such access to project and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.

The applicant shall retain records for at least three (3) years following final closeout of the grant.

Monitoring

The DHS/OECD shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant Agreement. The Grant Administrator or his/her designee will make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.

The applicant shall provide the Grant Administrator, and other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

DHS/OECD shall assign a staff person to monitor the project. The grant monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the grant agreement.

Evaluation

The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes outlined in the Program Scope. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services.



SECTION IV GENERAL PROVISIONS

Insurance

The applicant when requested must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

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

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Child Care and Development Block Grant funds.



SECTION V PROGRAM SCOPE

DHS/OECD seeks to provide a grant to an organization capable of providing services at a child care center to be located at 825 North Capitol Street, NE. The proposed site contains 3,600 square feet and should serve the appropriate number of infants and toddlers for the space allotted.

The applicant shall propose hours of operation for the center with consideration of the District's need for child care during non-traditional hours.

In its proposal, the applicant must demonstrate the organization's ability to:

- Develop a parent involvement plan;
- Maintain a waiting list for children to be enrolled in the center;
- Develop and provide a parent handbook to be distributed to all parents;
- Market the center and recruit and enroll children according to an established admissions policy, which gives priority to children of District government employees and children of working parents in the community who qualify for the D.C. child care subsidy;
- Enroll children without regard to race, color, sex, religion, national origin, or special needs;
- Ensure the health, hygiene and safety of all children enrolled in the center, including its procedures for child security, emergencies, sick children, accidents, communicable disease control, and suspected child abuse/neglect;
- Meet the requirements of the U.S. Department of Agriculture Child and Adult Care Food Program and establish a meal plan;
- Provide a high quality, developmentally appropriate program consistent with the accreditation criteria of the National Academy of Early Childhood Programs (NAECP) and become accredited within two years of the opening of the center;
- Provide additional family services including, but not limited to, health care information, English as a Second Language education, parenting classes, and nutrition classes;
- Customize its programs to accommodate a multicultural and multi income population; and
- Recruit and retain qualified personnel to achieve the appropriate child/staff ratio and adhere to District of Columbia Municipal Regulations (DCMR), Section J, page 98 and NAEYC, whichever is more stringent.

The applicant must submit with its proposal a work plan (found in Attachment E), a staffing plan (found in Attachment F), and a comprehensive budget (found in Attachment G).



SECTION VI 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 human services and child care provision. The review panel will review, score and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/OECD shall make the final funding determinations.

SCORING CRITERIA

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Theoretical and Technical Soundness of the Proposal (Total 40 Points)

The proposed activities and work plan will result in the accomplishment of project objectives, and are consistent with program requirements presented in the Program Scope, i.e., marketing and admissions plans, parent involvement, additional family services, etc. **(40 Points)**

Criterion B Organizational Capability and Relevant Experience (Total 45 Points)

1. The applicant demonstrates the knowledge and experience necessary to provide child care to infants and toddlers in accordance with all applicable local and national standards and regulations. **(10 Points)**
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 points)**
 - Applicant has demonstrated an understanding of issues affecting infants and toddlers and their families.
 - Language issues are addressed through the availability of staff with appropriate communication skills, including Spanish.
3. Applicant demonstrates knowledge of the District of Columbia child care subsidy program and associated eligibility determination. **(10 points)**
4. Capacity to administer the proposed program is demonstrated. **(15 points)**
 - The applicant meets all applicable licensure and certification requirements for staff and facilities.



- Proposed staffing, supervision, management and quality control mechanisms will promote effective and efficient service delivery.

Criterion C Sound Fiscal Management and Reasonable Budget (Total 15 Points)

1. The applicant provides evidence of sound fiscal management and financial stability through the submission of audited financial statements and/or tax returns. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. Applicants included tuition rates and other revenue sources in its budget form and budget narrative. **(5 Points)**
3. Applicant demonstrates its ability to financially sustain the project. **(5 Points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services, Income Maintenance Administration. The final decision on awards is vested solely with DHS/OECD. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/OECD shall decide to which applicants to award funds and the amounts to be funded.



SECTION VII PROPOSAL FORMAT

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

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Proposal Summary (**3 pages**)
- Project Narrative (**20 pages**)
- Organizational Experience and Qualifications of Applicant (**2 pages**)
- Project Work Plan (**Not counted in page total, See Attachment E**)
- Staffing Plan (**Not counted in page total, See Attachment F**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment G**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (Resumes, Organization Chart, Position Descriptions)
(**Not counted in page total**)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total proposal **cannot exceed 25 double-spaced pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point are required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.



Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the proposal with quick reference page indexing.

Proposal Summary

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the major aspects of the proposed services that are discussed in depth in other sections of the proposal.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented.

Organization, Experience and Qualifications of Applicant (2 pages)

The applicant must provide detailed information on the qualifications and experience of project staff to demonstrate the organizational capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment G. The budget for this proposal shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.



Non-personnel

These costs generally include expenditures for space---rented or donated--- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

Indirect Costs

Indirect costs are cost that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statements;
- Indication of nonprofit or for-profit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Staff resumes; and
- Planned job descriptions.



SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Submission Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget

ATTACHMENT A

Child Care Center Operation



Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

For-Profit _____ Non-Profit Organization _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

BUDGET

Total Funds Requested: \$ _____

ATTACHMENT B

Child Care Center Operation



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**

ATTACHMENT B

Child Care Center Operation



- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

ATTACHMENT B

Child Care Center Operation



Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**Office of Grants Management and Development, 717 14th St., NW, Suite 1200,
Washington, DC 20005.**

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; 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.

Also, the Application assures and certifies that:

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 insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA
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- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**

- 10. 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.**

- 11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; 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.**

- 12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); 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 IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.**

- 13. 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 Programs.**

ATTACHMENT C



Child Care Center Operation

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

- 15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

Signature

Date

ATTACHMENT D

Child Care Center Operation



**OFFICE OF GRANTS MANAGEMENT AND DEVELOPMENT
717 14TH STREET, NW, SUITE 1200
WASHINGTON, DC 20005**

**SUBMISSION RECEIPT
Child Care Center Operation
RFA #0808-00**

THE OFFICE OF GRANTS MANAGEMENT AND DEVELOPMENT (OGMD) IS IN RECEIPT OF A
PROPOSAL FROM:

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Title)

(Amount Requested)

OGMD USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES.

RECEIVED ON THIS DATE _____ ☒ _____ ☒ 2000

Received by: _____

**PROPOSALS RECEIVED AFTER 5:00 PM WILL NOT BE FORWARDED TO
THE REVIEW PANEL.**

ATTACHMENT E

Work Plan



Child Care Center Operation

Organization	Submission Date			
Budget \$	Telephone #			
Measurable Objectives/Activities				
1. Objective:				
Activities:	1 st Q	2 nd Q	3 rd Q	4 th Q
2. Objective:				
Activities:	1 st Q	2 nd Q	3 rd Q	4 th Q

Please make copies if necessary.

ATTACHMENT G

BUDGET



Child Care Center Operation

Organization:

Date of Submission:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL:			

AMENDMENT 1
August 18, 2000

Child Care Center Operation
RFA #0808-00

Department of Human Services
Office of Early Childhood Development

This Amendment contains clarification or additions to RFA #0808-00 Child Care Center Operation.

In Section I, Grant Awards and Amounts, on page 2 of the RFA, the following statement should be added. "DHS/OECD will provide approximately \$50,000 in start-up equipment, making the total amount of the grant approximately \$189,200."

When developing their budgets, applicants should be aware that there are no allowable indirect or administrative costs under this grant.

A diagram of the center is available for review by potential applicants at the Office of Grants Management and Development, 717 14th Street, NW, Second Floor, between 9:00 a.m. and 6:00 p.m.

AMENDMENT 2
August 18, 2000

Child Care Center Operation
RFA #0808-00

Department of Human Services
Office of Early Childhood Development

This Amendment contains clarification or additions to RFA #0808-00 Child Care Center Operation.

In their proposals, applicants should address their organization's capacity to determine eligibility for the District's child care subsidy program.