



REQUEST FOR APPLICATIONS (RFA)

Temporary Assistance for Needy Families (TANF) Out-of-School Time Program

Total Grant Award: \$6.5 Million

Application Due: September 9, 2015 at 3:30pm EST

For more information contact:

Office of the State Superintendent of Education
810 First Street, NE, 9th Floor Washington, DC 20002

OSSE.DELgrants@dc.gov

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DEADLINES AND IMPORTANT DATES

Notice of Funding Availability	July 24, 2015
Request for Application release date	August 10, 2015
Pre-application Conference	August 17, 2015, 10:00am - Noon
Written question and answer deadline	August 24, 2015
Answers to questions available at http://osse.dc.gov	August 31, 2015
Submission Deadline	September 9, 2015, 3:30 p.m. EST
Award Announcement	September 18, 2015
Grant Start and End Dates	October 1, 2015 to September 30, 2017

Section I. PURPOSE

The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL) requests applications for quality out-of-school time (OST) programs. OST programs are an important element of an effective system of community supports and services for families and children. Research has documented the negative effects of leaving children unsupervised during afterschool hours and highlights the importance of quality OST programs. These programs provide academic enrichment opportunities for children who come from economically disadvantaged families outside of regular school hours. OSSE has a need for structured academic and enrichment OST programs that serve children during the regular school year and during the summer.

Section II. BACKGROUND

OSSE is allocated funds yearly from the DC Department of Human Services for the purpose of providing opportunities for students who are Temporary Assistance for Needy Families (TANF) eligible to attend quality OST and summer programs. This RFA supports quality OST programs that are accessible to students within DC Public Schools and Public Charter Schools

Research has documented that leaving children unsupervised during afterschool hours places them at-risk for committing and becoming victims of crime. OST programs empower youth to overcome challenges that they face in their home, school or community environments and help them develop resiliency to reach their full potential. Unfortunately, data show that the majority of school-age youth are not enrolled in after school programs.

OSSE is administering a competitive RFA to determine the schools or community-based organizations that will receive financial assistance for providing TANF eligible students with quality OST programs that deliver extended (after school) learning. **Funds may not be used for expanded (extending the school day) activities.** *This source of funding should not be an agency's only source of funding for its OST Program.*

Section III. DEFINITIONS

OST (after school and summer) Programs

A quality OST program provides safe, structured environments for students outside of the regular school day through extended learning. The regular school year and summer program will operate concurrently with the District of Columbia Public Schools (DCPS) and Public Charter School calendars, with limited exceptions. The regular school year program will be conducted from the end of the school day until 5:30 p.m. The summer afterschool program will operate concurrently with the Summer School session from the end of the summer school day at Noon to 5:40 p.m. daily.

The Academic Component

The Academic Component is founded on the notion that students need time to attend first to homework assigned in the local school during a given day and then to participate in a broad range of educational activities which support skills development, especially in the areas of reading and mathematics. Health issues, nutrition issues, violence prevention matters, drug-

use prevention activities, and pregnancy prevention activities may also be included in this component, where appropriate.

The Enrichment Component

Students will take part in enrichment activities that focus but are not limited to the performing and visual arts, athletics, and community services where practicable and age-appropriate. These activities will vary and depend upon the facilities available at the various local school sites. Community service activities will be geared toward providing a rewarding and enjoyable experience for students and the local school community.

Section IV. ELIGIBLE APPLICANTS

Eligible applicants include:

- Local Education Agencies (LEA) on behalf of one or more schools; applications on behalf of more than one school are considered one application. Preference is not given to a single-school application or a multiple-school application. Preference is given to quality OST programming that reaches the most students.
- Not-for-profit, for-profit, and faith-based child development facilities and youth serving organizations.
- Priority will be given to OST programs serving economically disadvantaged students in Wards 1, 5, 7, 8.
- Schools receiving OSSE Title I funding that is specifically utilized for afterschool programming will not be given priority consideration.
- LEAs applying on behalf of one or more schools and public charter schools may partner with a community-based organization in the provision of after school and/or summer programming.

Priority consideration will be given to applicants that demonstrate strong collaboration and coordination between schools and community-based organizations.

Section V. PROGRAM AND BUDGET CRITERIA

Program Criteria:

- The OST program must be conducted from the end of the school day until 5:30 pm. The summer after school program will operate must be conducted from the end of the summer school day until 5:40 pm daily.
 - Students must be TANF eligible and be enrolled in a DCPS or a public charter school. In accordance with 45 CFR Parts 98 and 99, in order to be eligible for services under Section 98.50, a child must be under 13 years of age; or under age 19 if child is special needs.
 - The OST program must support extended learning opportunities and may not be earmarked for expanded learning opportunities.
 - The OST program director must participate in OSSE/DEL mandated trainings.
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- Where appropriate, OST program grantees must translate program information into the language of the target population or into the languages required by the Language Access Act.
- OST grantees must cooperate with OSSE staff in the area of monitoring, corrective action plans and quality control, including the provision of program monitoring instruments appropriate to its needs and accompaniment of OSSE staff on monitoring and quality control visits to sites upon request.

Student Eligibility

- Students must be TANF eligible and must be enrolled in DC Public Schools or a DC public charter school.
 - If applicable, applicants should include a letter of agreement/partnership with the schools and CBOs enrolled students attend. Grantees must collect the USI or STARS ID for students enrolled in the OST Program
 - Ensure that all enrolled students meet all applicable eligibility criteria in order to qualify for TANF-funded OST program. Documentation of eligibility and record keeping requirements are described in **Attachment D**. The following five (5) general criteria must be met:
 1. Relationship
Each Applicant must provide verification that the adult requesting services has legal and/or financial responsibility for the children needing child care services and any other children to be considered as dependents.
 2. Residence
Each Applicant must be a resident of the District of Columbia, and each recipient of services must be a District resident throughout the period of eligibility. The only exceptions are children under Foster Care or protective services or who are wards of the D.C. Superior Court that are placed by the District of Columbia government in Maryland, Virginia, or another state.
 3. Need
Need in this context relates to children or families who are TANF recipients or TANF-eligible. However, income verification is required to determine TANF eligibility. Grantees shall make eligibility determinations for the TANF OST program, in accordance with D.C. Official Code § 4-401 et seq. and 42 U.S.C. § 9858 et seq.
 4. Income
 - a. The adjusted gross income must fall within the established income range for a particular family size in order for the family to be eligible for subsidized childcare. **See Attachments E and F.**
 - b. Any Applicant/recipient whose adjusted gross annual income exceeds the amount on the income scale for the family size is not considered eligible for TANF OST funding.
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- c. Any of the following who reside in the same household are considered to be members of the same family: mother, father, children, or children by a previous relationship of either parent if living in the same household. Also included are other children living in the same household and for whom guardianship status can be verified.

5. Legal Status

Families applying for TANF OST programs must provide documentation that their child is a U.S. citizens or eligible noncitizens, unless the OST grantee is prohibited by law from requesting such documentation.

Budget Criteria:

OSSE will support children at the level of \$1,500 for the regular school year, and \$1,075 for summer OST programs. Please note that direct programming may equal, or exceed, 85% and must include instruction, materials for student enrichment, professional development for educators, and supplies. Administrative support may not exceed 15% which may include functions such as accounting support, security, legal services, utilities, and rent for location of program among others. Applications must include a baseline target student population that is anticipated to be served and include data to support these targets. Applications must justify all costs in relationship to students being served in a detailed budget narrative. Funds may be utilized for costs related to personnel, travel, supplies, equipment, and other expenses needed to implement the program. The following are not allowable uses of these funds:

- Supplanting existing program funding;
- Support for existing athletic program; and
- Food for students and staff.

Funding Cycle: All grants under this RFA will be 2 year awards beginning in October 2015. Each grant period will be from October 1st to September 30th.

Section VI. TERMS AND CONDITIONS

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, termination of the grant award.

OSSE, at its sole discretion, reserves the right to cancel this solicitation and not award any grant for this requirement. Additionally, OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA in its entirety. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

OSSE also reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the Applicant if it rejects the

Applicant's proposal. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA.

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 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (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 Section V of this RFA and included in the Applicant's submission. Grantees must be in full compliance with all OSSE grants and programs as a condition of receiving funds as part of the Temporary Assistance for Needy Families (TANF) Out-of-School Time Program. **(See Attachment A)**

Insurance

An Applicant that is awarded grant funding under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award. A copy of the binder or cover sheet of a grantee's current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements, must be provided.

All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award.

The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Section VII. REQUIRED ELEMENTS

Applications must be submitted in EGMS. The following is required for submission. (Use this as a personal checklist to ensure a complete submission.)

- Appendix A: Application Cover Page and Demographic Information.

 - Appendix B: General Information.
 - B1: Statement of Need
 - B2: Relationship of the After School Program to the Common Core State Standards

 - Appendix C: Program Information.
 - C1: Academic Component Description
 - C2: Enrichment Component Description
 - C3: Staffing
 - C4: Students Served/Hours of Operation
 - C5: Proposed Budget (not scored)
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Section VIII. CRITERIA FOR SELECTION/EVALUATION

Evaluation Criteria	Possible Points
<p>The need for an OST program in the LEA/school was clearly identified utilizing multiple sources of data, including but not limited to student, school and/or community data to substantiate the need. An understanding of the linkages between environmental risk factors associated with academic success is demonstrated.</p>	<p>15</p>
<p>The OST program is clearly connected with the DC Early Learning State Standards/Common Core State Standards for the purpose of closing the achievement gap.</p>	<p>15</p>
<p>The academic component that will be utilized for the OST is clearly described. Program offerings/activities assist students in meeting state content standards in the core academic subjects, such as language arts/reading and mathematics, by providing students with opportunities for academic enrichment. Programs serving children 3-5 years of age have provided a plan that ensures developmentally appropriate practices are incorporated. Information about the effectiveness of the program/activities and why the program/activities were chosen, including linkages to closing the school's achievement gap is included.</p>	<p>25</p>
<p>The enrichment component offerings/activities that will be utilized in the OST program are clearly described. Enrichment offerings/activities demonstrate how they meet the requirements for a quality enrichment component in an after school OST program. Programs serving children 3-5 years of age have provided a plan that ensures developmentally appropriate practices are incorporated. Information about the effectiveness of the program/activities and why the program/activities were chosen, including linkages to closing the school's achievement gap is included.</p>	<p>25</p>
<p>The program personnel requirements and expected availability of staffing is clearly described. Appropriate staffing for each of the components: 1) academic, 2) enrichment.</p>	<p>10</p>
<p>The number of students anticipated to be served by the Program is included. The hours of operation of the Program are detailed, including: 1) number of days during the week the program will be offered; 2) daily hours of operation; and 3) number of weeks during the school year (inclusive of summer, if applicable) the program will be offered. A clear rationale for the number of students served and the hours of operation for the OST program is provided.</p>	<p>10</p>
<p style="text-align: right;">Total</p>	<p>100</p>

Section IX. QUESTIONS ABOUT THE REQUEST FOR APPLICATION

The pre-application conference will be held August 17, 2015 from 10am – 12am at 810 First Street NE, 3rd Floor Grand Hall. Prospective applicants should send all questions to osse.delgrants@dc.gov. Questions will be accepted until August 24, 2015 and will be answered and posted on a rolling basis at <http://osse.dc.gov> until August 31, 2015.

Submission

All applications must be completed through the EGMS grants management system by September 9, 2015 at 3:30pm.

Appendix A

CONTACT AND DEMOGRAPHIC INFORMATION
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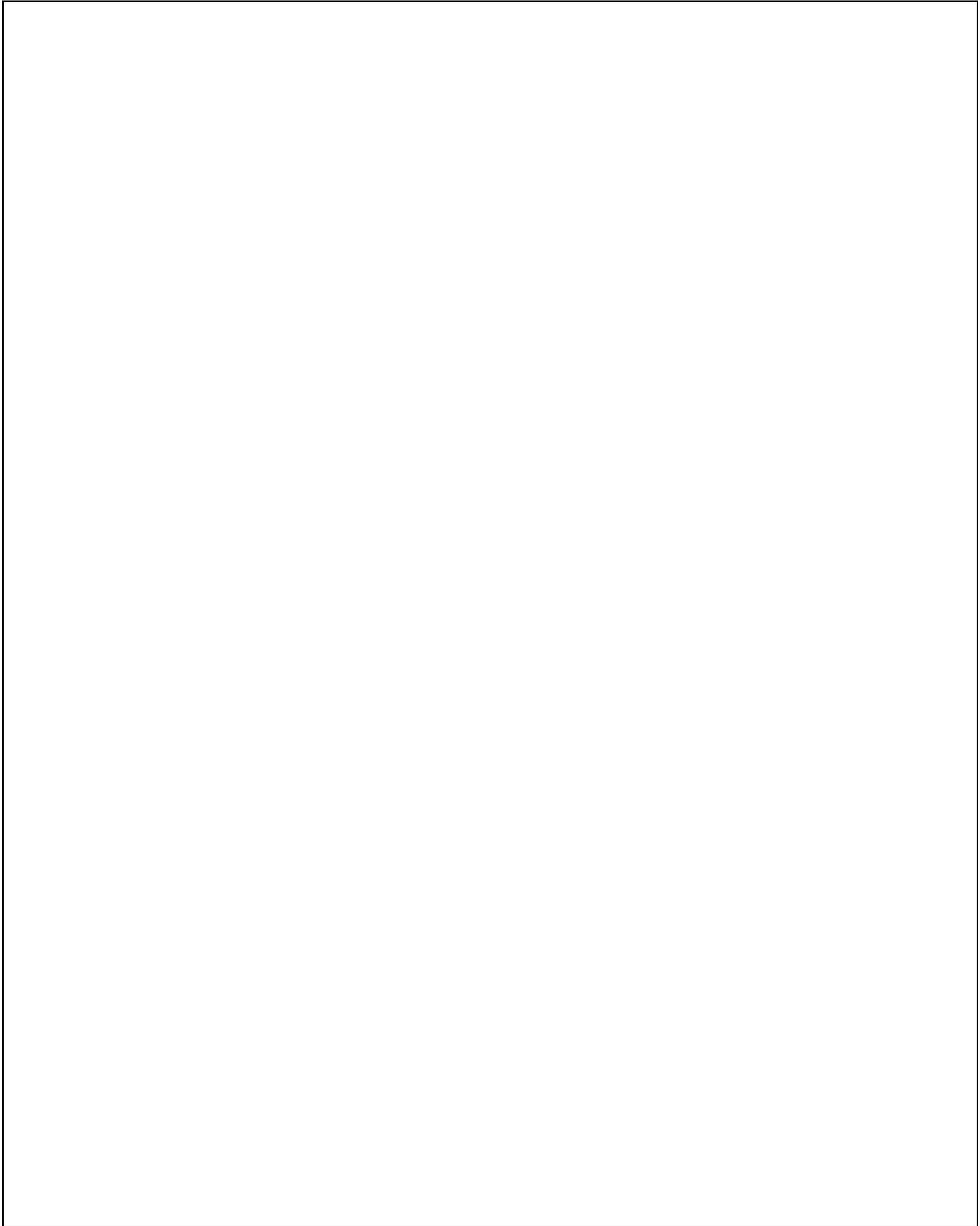
Local Education Agency/ School/Community Based Organization			
Name			
Principal/Head of School/Agency Director			
Name			
Phone		E-mail	
Mailing Address			
Program Coordinator / Point of Contact			
Name			
Phone		E-mail	
Mailing Address			
Business Manager			
Name			
Phone		E-mail	
Mailing Address			

Amount of funding requesting for OST Programs	
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School/Site to be included in this application:

School/Site Name	Address	Principal	Phone	E-mail

Briefly describe the demographic and socio-economic profile of the target population and community served (not scored):



Appendix B

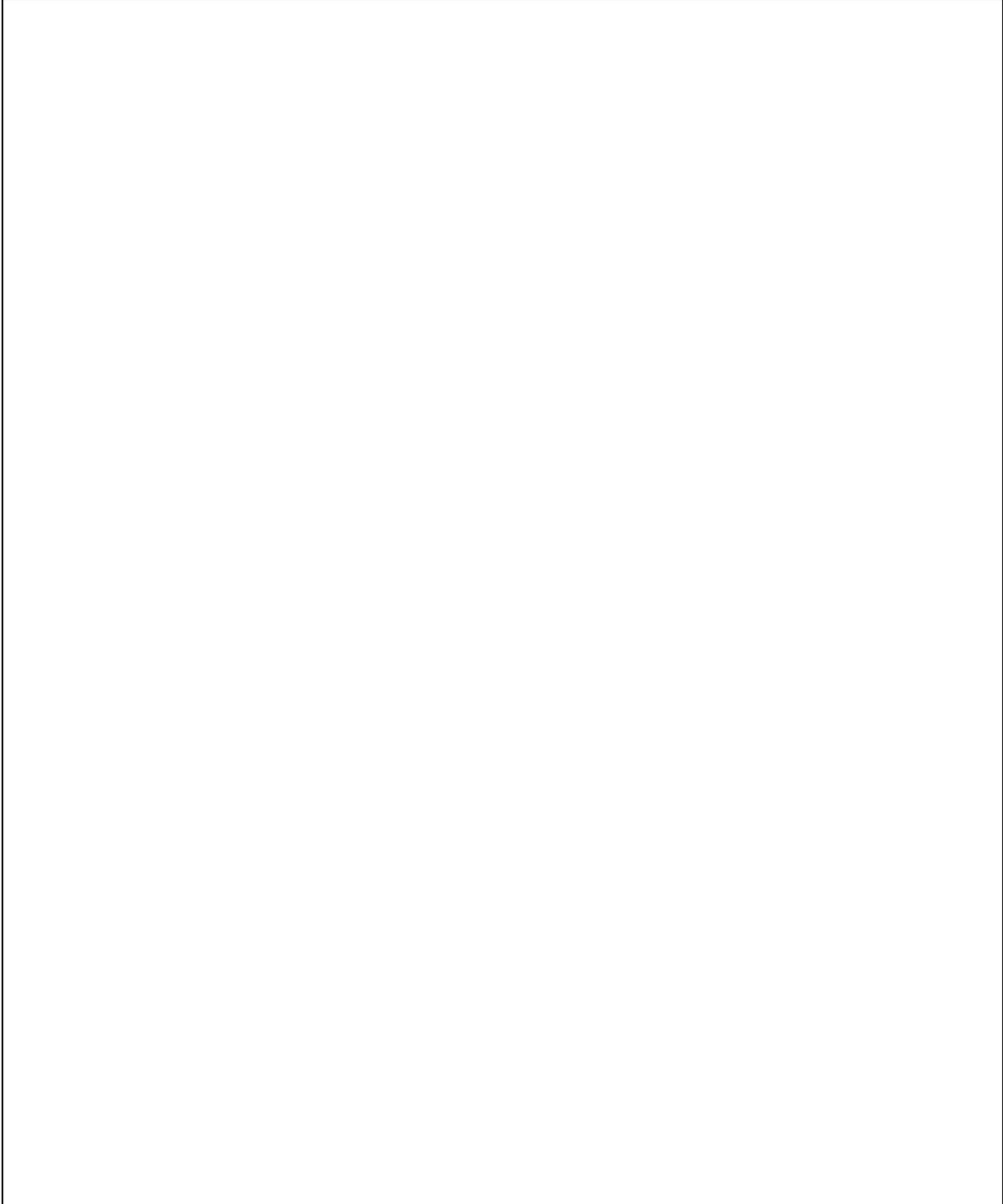
GENERAL INFORMATION

Appendix B1: Statement of Need

In the space provided below, describe the need for an OST program in the identified location/school(s) in this application. Clearly identify the need for a quality OST program in the location/school(s) utilizing student, school, and/or community data. Demonstrate an understanding of the linkages between environmental risk factors associated with academic success for the school and/or community. (15 Points)

Appendix B2: Relationship of the OST Program to the Common Core State Standards, including the DC Early Learning Standards for children three to five years of age.

In the space provided below, describe the connection between the quality OST Program and the Common Core State Standards and/or DC Early Learning State Standards (if applicable) for the purpose of closing the achievement gap. (15 Points)



Appendix C

AFTER SCHOOL PROGRAM INFORMATION

Appendix C1: Academic Component Description:

In the space provided below, describe the Academic component that will be included in the OST program. Demonstrate how they assist students in meeting state content standards in academic subjects, such as language arts/reading and mathematics by providing students with opportunities for academic enrichment. For programs serving children 3-5 years of age, address how the program will ensure developmentally appropriate practices are utilized in this component. Include information about the effectiveness of the selected offerings/activities for the proposed program and why the selected offerings/activities were chosen. Include linkages to closing the school's achievement gap. (25 Points)

Appendix C2: Enrichment Component Description:

In the space provided below, describe how program offerings/activities include multiple aspects of cultural and educational improvements and skill building that will be included in the OST program. Examples of offerings/activities may include but are not limited to: learning through movement/exploration, performing arts, technology, artistry, civic involvement, etc. For programs serving children 3-5 years of age, address how the program will ensure developmentally appropriate practices are utilized in this component. Include information about the effectiveness of the selected offerings/activities for the proposed program and why the selected offerings/activities were chosen. Include linkages to closing the school's achievement gap. (25 Points)

Appendix C3: Staffing:

In the space provided below, identify the personnel requirements and the expected availability of staff. Include staffing for the Academic and Enrichment components of the program. Staff can serve in more than one role. Programs must adhere to the staff/child ratios outlined in 29 DCMR §343.5(b)¹ (10 Points)

¹ Centers providing OST services to children of legal school age: under six years of age the maximum group size is 24 with a 1:12 ratio and six years and older, the maximum group size is 30 with a 1:15 ratio. The maximum group size is 16 with a ratio of 1:8 for programs serving 3 and 4 year old children. ***When a center serves mixed age groups, the group size and ratio of the youngest students must be followed.***

Appendix C4: Students Served/Hours of Operation:

In the space provided below describe: 1) the number and ages of students anticipated to be served by the OST Program; 2) Hours of operation including: a) number of days during the week the program will be offered, b) the daily hours of operation, and c) number of weeks during the 2015-2016 and 2016-2017 school year the program will be offered. Include a clear a rational for the number of students served and the hours of operation for the proposed OST Program. (10 Points)

Appendix C5: Proposed Budget

On the budget form below provide a detailed line itemized budget and narrative justification. **Indicate in-kind support.** (Additional pages may be used if necessary) (Not scored)

<u>Description</u>		<u>Justification</u>
Personnel (include number)		(Include type of staff / number of staff / staff qualification below)
Salary	Total Amount:	(Include formula for determining salary– e.g., hourly rate)
Benefits	Total Amount:	(Include formula for determining benefits– e.g., percent of salary)
Personnel Travel	Total Amount:	(Include justification for need of travel)
Supplies (list types and amounts)	Total Amount:	(Include justification for need of supplies)
Equipment (list types and amounts)	Total Amount:	(Include justification for need of equipment)
Other (be specific)	Total Amount:	(Include justification for need of other)
Total Amount Requested = _____		
Total Number of Students Served:		

Attachment A

Eligibility Requirements and Assurances

Financial Records

All Grantee fiscal records are to be kept in accordance with Generally Accepted Accounting Principles (GAAP), and ensure: accountability for all funds, tangible assets, revenue, and expenditures; 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 must be 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 OMB Guidelines to Agencies on Government wide Debarment and Suspension (non-procurement) 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; Executive Order 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.

The Applicant further provides assurances 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 hour's 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-l 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.

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 B

**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. 108-201, 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. §§ 1681-1688);
- 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.

Attachment C

STATEMENT OF CONFIDENTIALITY



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
STATEMENT OF CONFIDENTIALITY**

I, _____, hereby affirm that I will hold
(Name)

confidential any information gathered or disclosed to me as a staff member/volunteer of
_____ as set forth in Section §16-2363 of the Prevention of Child
(Organization)

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.

Signature

Title

Date

Name of Organization

ATTACHMENT D

**General Guidance Regarding Documentation of Eligibility and
Record Keeping Requirements**

GENERAL GUIDANCE REGARDING DOCUMENTATION OF ELIGIBILITY FOR TANF OUT OF SCHOOL TIME PROGRAMS AND RECORD KEEPING REQUIREMENTS

Please refer to the OSSE ELIGIBILITY DETERMINATION POLICIES FOR SUBSIDIZED CHILD CARE MANUAL as well as:

- The Day Care Policy Act of 1979, effective September 19, 1979, D.C. Law 3-16, D.C. Official Code Section 4-401 *et seq.*:
- The Child Care Services Assistance Fund Act of 1988, effective January 6, 1989, D.C. Law 7-220, D.C. Official Code Section 7-2001 *et seq.*;
- Child Care and Development Fund State Plan, current version; and
- OSSE departmental policies and trainings that may be issued from time to time.

I. General Organization

- A. Individual record for each child shall be maintained to facilitate retrieval of information.
- B. Records may be organized by grade level; however, it is essential to file records alphabetically by children's names within each group.
- C. In cases where several children in a family are receiving OSTP services, there must be an application and eligibility information on file for each child receiving services.

II. The Application

- A. The application shall have several "student information" sections in which the parent or guardian will list every child that participates in the OSTP. The form can be copied for multiple children's records.
- B. The applicant must list any other children in the immediate family who are not in the program so that the family size may be determined.
- C. The application must capture both father's and mother's names and indicate whether they are living together. Both parents must be eligible if they are living together and both incomes must be counted.

III. Documentation of Relationship

- A. Relationship must be verified between the children receiving OSTP services and the parent or guardian. One of the following methods may be used:
 - Documentation of TANF status which includes children's names;
 - Birth certificate (large format - must include parents' names);
 - Passport including parents and children;
 - Adoption papers; or
 - A referral from a D.C. government agency.

IV. Income Documentation

Family income of children receiving OSTP services must be documented. Income from employment shall be verified from one or more of the following:

A. TANF status may be verified by either:

- A letter from the TANF case worker that includes the child(ren)'s names; or
- An Automated Client Eligibility Determination System (ACEDS) printout from the TANF database.

B. Income from employment may be verified by either:

- A letter from the employer specifying hours of work and salary.
- Two recent, consecutive pay statements (paper or printed electronic) must be submitted by applicants, so that an average salary may be computed from the two statements received.
- Gross annual income should be determined and recorded using the relevant "Calculator of Parent's Income" form. **Copies are attached.** These forms reflect weekly, biweekly, bimonthly, and monthly pay periods. Family size must be entered on the form and the attached parent fee scale should be used.

V. **District of Columbia Residency Verification**

The family's address in the District of Columbia must be documented. Either of the following is acceptable:

- A. A letter from the principal of the school on letterhead and signed by that official, listing the children's names and confirming that appropriate documentation of District residence has been received for each child.

VI. **Legal Status Verification**

Children for whom federal child care assistance is sought must meet citizenship criteria prior to being found eligible for such assistance. **Only the status of the child is to be considered.**

The grantee shall ensure that each child considered for TANF OST is a United States citizen or national of the United States, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa or the Northern Mariana Islands or otherwise in the country legally.

Applicants who cannot provide verification of citizenship or legal status are not eligible to receive TANF OST funding.

Acceptable documentation for legal status verification:

- A referral from a District agency such as Foster Care or Child Protective Services.

- Birth certificate showing that the child was born in the United States or to parents holding U.S. citizenship;
- The Lawful Permanent Residency Document (formerly known as the “green card”);
- Immigration and Naturalization Service (INS) documentation or other official identification verifying citizenship or legal status;
- A visa such as the H-2 visa allowing presence in this country for the time period during which child care is to be provided;
- Refugees: Form I-94 to show entry as a refugee;
- Asylees: Form I-94 showing grant of asylum;
- Order from an Immigration Judge showing deportation withheld;
- Form I-94 showing admission under conditional entry;
- An approved or pending petition of a battered spouse or child; or
- A formal referral from one of the following sources:
 - o Temporary Assistance for Needy Families (TANF);
 - o Food Stamp Employment/Training Program;

ATTACHMENT E

Calculations of Parent Income



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY LEARNING

CALCULATION OF PARENT'S
INCOME

WEEKLY PAY

NAME OF CUSTOMER _____

All pay statements used for verification of employment must be current within the past 30 days. If several documents are presented, at least one must be dated no more than thirty (30) days prior to the date of the eligibility determination.

The two most recent consecutive pay statements should be submitted. In cases where the customer has a variable work schedule, an average salary is computed from the several payments. However, if the customer has a regular schedule of hours, such as 40 hours per week, the salary computation should be based on the regular earnings for that tour of duty, even though every pay statement may not reflect a full schedule.

All income is converted to a yearly figure.

Gross Amount	Pay Date	
1. \$ _____	_____	
2. \$ _____	_____	
Total \$ _____	divided by 2 \$ _____ x 26 =	A) \$ _____

OTHER COUNTABLE INCOME _____ B) \$ _____
Source

TOTAL ANNUAL GROSS INCOME (add A+B) C) \$ _____

Minus **DEDUCTION** (If none enter -0) D) \$ _____
(Check source)

Private Child Care \$ _____

Child Support \$ _____

Child w/ Disability \$ _____

Adjusted Annual Gross Income (Subtract D from C) E) \$ _____

FAMILY SIZE _____

Find parent co-payment on the fee scale. Fees should be assigned in order from the oldest receiving subsidized child care to the youngest.

Child 1 _____	Parent fee _____	Other fee _____
Child 2 _____	Parent fee _____	Other fee _____

Eligibility Worker

Signature

Date



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY LEARNING

CALCULATION OF PARENT'S
INCOME

BIWEEKLY PAY

NAME OF CUSTOMER _____

All pay statements used for verification of employment must be current within the past 30 days. If several documents are presented, at least one must be dated no more than thirty (30) days prior to the date of the eligibility determination.

The three most recent consecutive pay statements should be submitted. In cases where the customer has a variable work schedule, an average salary is computed from the several payments. However, if the customer has a regular schedule of hours, such as 40 hours per week, the salary computation should be based on the regular earnings for that tour of duty, even though every pay statement may not reflect a full schedule.

All income is converted to a yearly figure.

Gross Amount	Pay Date	
1. \$ _____	_____	
2. \$ _____	_____	
Total \$ _____	divided by 2 \$ _____ x 26 =	A) \$ _____
OTHER COUNTABLE INCOME _____	Source	B) \$ _____
TOTAL ANNUAL GROSS INCOME (add A+B)		C) \$ _____
Minus DEDUCTION (If none enter -0)		
(Check source)		D) \$ _____
Private Child Care \$ _____		
Child Support \$ _____		
Child w/ Disability \$ _____		
Adjusted Annual Gross Income (Subtract D from C)		E) \$ _____

FAMILY SIZE _____

Find parent co-payment on the fee scale. Fees should be assigned in order from the oldest receiving subsidized child care to the youngest.

Child 1 _____	Parent fee _____	Other fee _____
Child 2 _____	Parent fee _____	Other fee _____

Eligibility Worker

Signature

Date

Attachment F

Sliding Fee Scale