OSSE
DC Office of the
State Superintendent
of Education

Government of the District of Columbia
Office of the State Superintendent of Education
Office of Early Childhood Education

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

APPLICATION FOR FUNDING

The Government of the District of Columbia, Office of the State Superintendent of Education, Office of Early Childhood Education invites the submission of Applications for funding.

Announcement Date: July 31, 2009
Application Release Date: July 31, 2009

Application Submission Deadline: 5:00 pm. on August 31, 2009

LATE APPLICATIONS WILL NOT BE ACCEPTED!

DEADLINES AND IMPORTANT DATES

Application Announcement	**July 31, 2009**
Application Release	**July 31, 2009**
Pre-Application Conference	**August 7, 2009**
Written Q&A Deadline	**August 14, 2009**
Submission Deadline	**August 31, 2009**
Award Announcements	**September 11, 2009**
Pre-k Program School Year 1 Start	**October 1, 2009**
Pre-k Program School Year 2 End	**September 30, 2010**

PRE-APPLICATION CONFERENCE

WHEN: **August 7, 2009**

WHERE: **Martin Luther King, Jr. Library**
901 G Street, N.W.
Washington, DC 20005
Auditorium A-5

TIME: **10:00. – 12:00 p.m.**

TO REGISTER, CONTACT:
Kesha Scrivner at (202)727-3557

CHECKLIST FOR APPLICATIONS

This check list is provided to assist Applicants to order the sections of their Application and include all required documentation.

- ❑ Two copies of Attachment A (Submission Receipt Form) must be attached to outside of Application envelope.
- ❑ Attachment B (Applicant Profile) is completed, signed and used as the cover page of the Application.
- ❑ 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.
- ❑ The Application starts with the Table of Contents with pagination ordered as specified in the Format section of the Application.
- ❑ The Application includes a one-page abstract.
- ❑ The sections of the Application and pagination are arranged in the order specified in the Format section of the Application.
- ❑ Attachment C (Certifications) is completed, signed and attached to the Application.
- ❑ Attachment D (Assurances) is completed, signed and attached to the Application.
- ❑ Attachment E (Global Measurable Objectives) is completed and attached to the Application.
- ❑ Attachment F (Work Plan) is completed and attached to the Application.
- ❑ Attachment G (Staffing Plan) is completed and attached to the Application.
- ❑ Resumes and/or Job Descriptions (if incumbent not identified) are included in the Application.
- ❑ Attachment H (Budget Summary) is completed, matches the staffing plan, accompanies by a narrative and attached to the Application.
- ❑ Attachment I (Confidentiality Statement) is completed, signed and attached to the Application.
- ❑ *One unbound* (clip or rubber band) and four (4) copies of the Application are included in submission package.

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District of Columbia
Office of the State Superintendent of Education
Office of Early Childhood Education

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

SECTION I GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education (OSSE) requests Applications for Community-based organizations (CBOs), as defined by the Pre-K Enhancement and Expansion Act of 2008 which includes Head Start and early childhood education programs operated by a nonprofit or faith-based organizations, to establish Pre-kindergarten (Pre-k) classrooms that provide high-quality early educational services to children. The legislation defines "pre-k age" as children 3 or 4 years of age, and children who become 5 years of age after September 30th of the upcoming school year.

The Pre-kindergarten Enhancement Program is managed by the Office of Early Childhood Education (ECE). ECE provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high quality early childhood development programs. ECE 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.

All children with verified residency in the District of Columbia and who are of pre-k age are eligible to be served in the Pre-kindergarten Enhancement Program regardless of race, ethnicity, income, religion or membership in other protected groups.

The Pre-kindergarten Enhancement Program is the result of the Pre-K Enhancement and Expansion Act of 2008, D.C. Code § 38-271.06. With the unanimous passage of the Pre-K Expansion and Enhancement Act, the District of Columbia has made a commitment to provide high quality early education to the children of the District of Columbia. This new legislation is a key part of the OSSE's goal to ensure that all District of Columbia children will be ready for school and that all District residents receive an excellent education for success in the 21st century.

Eligible Applicants

The OSSE will accept Applications from community-based organizations that provide early childhood education programs operated by non profit or faith-based organizations that are licensed (or equivalent) to operate in the District of Columbia. To be eligible, Applicants must meet high quality standards and program requirements as defined by Section 38-272.01 of the Pre-K Enhancement and Expansion Act of 2008. Priority shall be given to those Applications that demonstrate the need for services in the community. Applicants must have a Silver or Gold designation under the OSSE's Tiered Reimbursement System (TRRS).

Source(s) of Grant Funding

Funding for this Pre-kindergarten Enhancement Program is made available under the authority of the District of Columbia Pre-k Enhancement and Expansion Act of 2008 ("the Act") D.C. Code Section 38-271.06. Local funding for the Pre-k Program shall not replace any funding source (i.e. Head Start and CCDF fund) used prior to the effective date of the Act. Children attending Head Start programs will continue to be funded using federal funding.

Award Period

Grants under this Program will be awarded for 1 year with the option to renew. The renewal award is subject to the applicant's demonstrated success in achieving its stated project goals and objectives, and subject to the availability of funds. The initial period will be for twelve (12) months, beginning September 1, 2009 and ending August 30, 2010.

Grant Awards and Amounts

The OSSE seeks to fund multiple grant awards. Grant awards will average up to but not exceed $11,401 per child for the grant period (i.e., 12 months). A portion of these funds will be retained by OSSE to pay for technical assistance and comprehensive health services.

Organizations must establish and maintain enrollment in each proposed classroom based on the age of the enrolled children. (Refer to chart below). Should a grantee fail to provide the full range of services described in and required under this Application, that grantee may be subject to penalties that include but are not limited to loss of funding, suspension or termination.

Age of Children in Classroom	Minimum # of Children Enrolled	Maximum # of Children Enrolled
3 years old	15	16
Mixed 3 and 4 years old	15	16
4 years old	19	20

Contact Person

For further information, please contact:

Dale E. Brown, Program Manager
School Readiness Division
Pre-kindergarten Unit
717 14 Street, N.W. Suite 800
Washington, DC 20005
(202)-727-9180

Internet

In order to receive updates and/or addenda to this Application or other related information, Applicants are advised to email the following information to Kesha. Scrivner @dc.gov:

- Name of Applicant Organization
- Contact Person
- Mailing address
- Telephone and fax numbers
- E-mail address

Pre-Application Conference

Applicants are encouraged to attend a Pre-Application Conference:

When: August 7, 2009
Time: 10:00 to 12:00
Where: Martin Luther King, Jr. Library
901 G Street N.W.
Washington, DC 20005
Auditorium A-5

The contact person for this Application is Kesha Scrivner. You may reserve your seat by telephoning Ms. Scrivner at 202-727-3557 or via email at Kesha.Scrivner@dc.gov. Seating may be limited. In order to ensure adequate copies of handouts, reservations are encouraged.

Questions may be submitted in advance to Kesha.Scrivner@dc.gov. Answers to questions submitted prior to the Pre-Application Conference will be distributed at the conference. Please allow ample time for mail to be received prior to the Pre-Application Conference on August 7, 2009.

SECTION II SCOPE OF SERVICES

Evaluation Design

The Applicant is required to propose an Evaluation Design for the Program. The Evaluation Design must be in two parts: (1) *Global Measurable Objectives and (2) Project Specific Measurable Objectives.*

The "Global Measurable Objectives" (Attachment E) are consistent for all funded Pre-kindergarten Enhancement Programs and must be included, as written, in the Application for funding. Funded projects will be required to report the outcomes of the Global Measurable Objectives as specified.

The "Project Specific Measurable Objectives" are unique to each funded Pre-kindergarten Enhancement Program and apply only to the particular funded project. Funded projects will be required to report the outcomes of the Project Specific Measurable Objectives in accordance with the specified dates.

The Project Specific Measurable Objectives must follow the same format as used for the Global Measurable Objectives (Attachment E), with the following column headings:

- Measurable Objective
- Tool/Activity
- Expected Outcome
- Status

The "Measurable Objective" column should state the objective to be measured. Number each objective.

The "Tool/Activity" column should state the instrument or means by which the objective is to be measured.

The "Expected Outcome" column should state what you expect the measurement to be and when.

The "Status" column should be left blank (this column will be used if the grant is funded).

Reports

The Grantee is required to submit monthly reports, due not later than the 10th day after the end of each month during the project period, and a final report, due not later than 15 days after the end of the project period.

These monthly reports will consist of the following:

- Monthly Project Manager's Report Cover Sheet.
- "Annual Student Enrollment Form" for all (children newly enrolled) if any, including copies of specified documents verifying residency.
- Report of Global and Project Specific Measurable Objectives and Outcomes (Completed Attachment E).
- List of names of children withdrawn from project, if any
- Calendar of activities for current report period.
- Calendar of activities for next report period.
- List of newly purchased/leased equipment, if any.
- Invoice for payment with supporting documentation.
- Attachments such as parent newsletters, brochures, newspaper articles about the project, or annual reports, as appropriate.

Records

The Grantee is required to maintain accurate and complete records of the activities of the classroom. When delivering services, the Grantee is required to maintain records reflecting initial and periodic assessments, initial and periodic service plans, and the ongoing progress of project activities.

The Grantee is required to provide authorized representatives of the Government of the District of Columbia, the Office of the State Superintendent of Education, and/or the ECE such access to classroom 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 only authorized staff.

Grantees are required to maintain all records, including required reports, documents and files at the classroom location, on-site, in a properly secured cabinet or location.

Monitoring

Representatives of the OECE will make periodic scheduled and unscheduled visits to classrooms for monitoring and evaluation of funded projects. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes. Grantees are required to maintain all required reports, documents and files at the classroom location, on-site, in a properly secured cabinet or location.

SECTION III APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, Applications must be received no later than 5:00 p.m. on August 31, 2009. The date and time of submission will be recorded upon receipt and an Submission receipt issued. Applications received after August 31, 2009 @5:00 p.m.will not be considered for funding. Supplements, deletions or changes to the Application will not be accepted after submission.

Number of Copies

The *unbound* original and four (4) bound copies of the Application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Submission Receipt Form (Attachment A) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies (1 *unbound* original and 4 *bound* copies) with two copies of Attachment A affixed to the outside of each package. Emailed or faxed Applications will not be accepted.

Location to Submit Application

Applications must be delivered on or before the deadline date and time at the following location:

Office of the State Superintendent of Education,
Early Childhood Education
717 14th Street NW 12th Floor
Washington, D.C. 20005

Important: The Office of the State Superintendent of Education, Early Childhood Education will not accept responsibility for delays in the delivery of Applications.

Mail/Courier/Messenger Delivery
Applications mailed or delivered by messenger/courier services must be received on or before the deadline at the above location. Applications arriving via messenger/courier after the posted deadline of August 31, 2009 @ 5:00 p.m. will not be considered for funding. Application packages must be delivered to and received by an authorized OSSE staff member and not left at the security desk or other location by the courier service.

SECTION IV REVIEW AND SCORING

Grant Review Panel
The ECE will empanel a group of neutral, qualified, knowledgeable individuals to review, score and rank Applications for funding. This group will be known as the Application Review Panel. The names of the members of the Application Review Panel and its rankings of the Applications may be disclosed after receipt and review by the ECE of the Panel's rankings.

The Application Review Panel will be charged with reviewing, evaluating and scoring the Applications. The Application Review Panel may grant up to 100 points to each Application generally based on the following criteria:

Scoring Criteria –

Criterion A: Completeness & Format of Application (Total 2 Points)

- *Completeness*: The extent to which the Applicant has provided all of the information requested in the Application and attached all supporting documents; and,

- *Format*: The extent to which the applicant has followed the Application format as specified in the Application and remained within the specified page limits.

Criterion B: Need (Total 20 Points)

- *Need*: The extent to which the Applicant fully describes the market analysis conducted to identify the true need in the target community and by the target population for the services proposed; the extent to which the Applicant identified and clearly described the need in the target community and by the target population for the services proposed, and the cited applicable research supporting that need; and, the extent to which the Applicant has described the lack of similar services in the target community for the target population; and,

- *Target Population*: The extent to which the Applicant clearly justifies the number of children to be served as a reasonable percentage of the total population of unmet need in the ward; and the extent to which the Applicant profiles the average participant relative to the general target population.

Criterion C: Program Narrative (Total 40 Points)

- *Objectives*: The extent to which the Applicant's stated Project Specific Measurable Objectives are meaningful and the expected outcomes are measurable;

- *Services*: The extent to which the Applicant demonstrates adequate knowledge about and understanding of the selected curriculum and meaningfully relates the proposed project services to the domains described in the "Early Learning Standards (insert correct name)";

- *Technology*: The extent to which the Applicant describes the use of and relationship of any proposed technology (e.g., computers) to the proposed services, curriculum and work plan; and,

- *Work Plan*: The extent to which the Applicant proposes a clear plan and reasonable timeline for the delivery of services.

Criterion D: Evaluation Plan (Total 10 Points)

- *Evaluation Design*: The extent to which the Applicant describes a meaningful evaluation design for the proposed project, and provides a reasonable plan for timely corrective action and adjustments in response to material deficiency findings.

Criterion E: Applicant Experience (Total 10 Points)

- *Experience*: The extent to which Applicant demonstrates experience and skills sufficient to manage the proposed project, and the extent to which the key staff identified for the project are sufficiently experienced and skilled to implement the proposed project.

Criterion F: Accreditation (Total 8 Points)

- *Accreditation*: The extent to which the Applicant documents current accreditation or an active plan for achieving accreditation in the near future.

Criterion G: Budget & Resources (Total 10 Points)

- *Resources*: The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.
- *Budget*: The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project, including a full-time Project Manager and salaries for Teachers comparable with those paid by the DCPS, and the extent to which the Applicant proposes to identify and maximize the use of in-kind, matching and/or donated contributions.

Criterion H: Additional Points (Total 10 Points) The ECE may grant additional points to:

- *Programs serving children of families receiving subsidized child care (2 Points)*
- *Children with special needs (3 Points)*
- *English Language Learners (2 Points)*
- *Programs providing service to residents of Wards 7 and 8 (3 Points)*

The ECE may grant an additional 10 points to Applicants from organizations that received funding for and operated a Pre-Kindergarten Incentive Program in the year prior to this current round of new funding. These points will be granted based on the following criteria:

- *Outcomes [3 Points]*: In the prior year, the Applicant achieved an Overall Monitoring Score of 3 or above on at least 75% of the "Pre-K Incentive Monitoring Reports" completed for its Pre-Kindergarten Incentive Program.

- *Enrollment [3 Points]*: In the prior year, by the third month of the Applicant's Pre-Kindergarten Incentive Program funding period, based on the "Annual Student Enrollment Form" submitted for that and subsequent months, the Applicant achieved and sustained enrollment of at least 15 children in each funded classroom.

- *Compliance [2 Point]*: In the prior year, the Applicant was not formally cited by ECE for noncompliance with the established Pre-Kindergarten Incentive Program rules and requirements.

- *Participation [1 Points]*: In the prior year, a representative of the Applicant attended all of the scheduled Monthly Project Manager Meetings.

- *Reports [1 Point]*: In the prior year, the Applicant submitted complete monthly Pre-Kindergarten Incentive Program reports to the ECE on or before each of the stated submission deadlines.

The ECE will consider funding for projects beginning with the highest score until all funds available have been exhausted. The ECE reserves the right to include other considerations when determining final awards. Such considerations may include, but are not limited to duplicate or excess Applications within wards and/or unexpected change in applicant's management or key staff.

Decisions on Awards

The ECE will announce awards on or before August 28, 2009. The ECE will consider the Review Panel's rankings and fund projects in order of those rankings until all available funds are encumbered. The ECE reserves the right to modify the Panel's rankings based on special considerations including, but not limited to a change in the leadership of the Applicant subsequent to the submission of the Application, duplication of services in the same ward, and/or budget efficiency.

SECTION V GENERAL PROVISIONS

Insurance

The applicant must show proof of all insurance coverage required by law and sign assurances that all insurance/liability coverage is up to date and active. All Applicants that receive funds under this Application must show proof of insurance prior to disbursement of funds. Applicant if selected to participate must also provide copies of the previous three (3) annual audit (including A-133 audit if applicable) or audited financial statement as required.

At any time or times before final payments and three (3) years thereafter, the ECE, at its discretion, may require the audit of the applicant's financial statements. Such statements may include, in addition to the financial statements of the funded project, also include the financial statements of the Applicant organization.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, the Grantee may not deny services or employment to any person on the grounds of race, color, religion, nationality, gender, or political affiliation.

SECTION VI APPLICATION FORMAT

In drafting this Application, Applicants must follow the format outlined below. The recommended content of each section is summarized below. Applicants should include all information needed to fully and concisely describe their objectives and work plan. It is important that Applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrate the level of effort required for the proposed services.

Important: In drafting your Application, assume that the reader has a limited knowledge of the Applicant, the population and community to be served. Do not assume that the need for the proposed services is obvious; make the case compelling with properly cited relevant and current data and research.

The Application must be printed on 8½ by 11-inch white paper, double-spaced, on one side, using 12-point type with a minimum one-inch margin.

The pages of the Application must be arranged and paginated in the following order:

Applicant Profile: (Limit 1 page) Use Applicant Profile form (Attachment B) to identify the applicant, type of organization, project service area and the amount of grant funds requested.

Table of Contents: (Limit 1 Page) List and reference the major sections and subsections of the Application by page number.

Proposal Abstract: (Limit 1 page) Summarize the Application, highlighting the major aspects of the project as discussed in depth in other sections of the Application.

Program Narrative: (Limit 15 pages) Provide detailed information that justifies and fully describes the proposed project, including detailed descriptions and discussion of:

1) *Need*: Identify, cite applicable research, and describe the need in the target community and by the target population for the services proposed;

2) *Target Population*: Provide the number, ages, ward of residency, and demographic profile of the participants to be served;

3) *Objectives*: Specify and describe measurable objectives and expected outcomes, different from those listed in the Global Measurable Objectives (Attachment E), specific to the project, and ensure that the expected outcomes are measurable.

4) *Services*: Describe the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for choice, and process to be used to select project participants;

5) *Work Plan*: Detail work plan and timeline for project implementation and delivery of services (Attachment F);

6) *Evaluation Design*: Describe plan for collecting and providing documentation of measurable impact of services on the project participants, making sure to relate this documentation to the expected outcomes of the project described in the o*bjectives* section above and utilizing the instruments in the assessment protocol referenced earlier in the Program Scope section of this Application (Attachment E); and,

7) *Experience*: Document the experience and skills of the applicant and the key project staff that demonstrate the qualifications and capability of the applicant and staff to provide the services and achieve the outcomes described. Include a summary of the job descriptions of key staff of applicant and the key staff of the proposed project, including the Project Manager. Include percentage of time to be devoted to the project by project staff.

Program Budget and Budget Narrative: (Limit 2 pages) Using the outline of the Budget Summary Form (Attachment H) as a guide, itemize and describe the categories of expenditures anticipated for this project.

1) *Personnel*: Show proposed salaries and wages for all project staff. If staff members will be paid from source(s) other than the Pre-Kindergarten Enhancement Program, show their time on the project as donated services (i.e., in-kind, local share and applicant share). Include funding for substitutes if Teachers and/or Teachers Assistants do not hold minimum college degrees and are required to enroll in study program. (Note: budget must include salary of full-time Project Manager and salary parity with the DCPS for Teacher(s).)

2) *Fringe Benefits*: Include proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.

3) *Consultants and Experts*: If consultants are proposed, include justification, statement of scope or work, copy of draft contract, hourly rate of pay and incidental costs, and resume or organizational profile.

4) *Occupancy*: Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.

5) *Travel and Transportation*: Show proposed expenditures for local travel including estimated staff, consultant and field trips. Include purpose of travel. Out of town travel may not be funded under this Program.

6) *Supplies and Minor Equipment*: List proposed supplies and educational materials. Include total and extended costs, where applicable.

7) *Other Direct*: Includes utilities, telephone, and maintenance services directly related to project activities. Includes subscriptions and postage. Other budget categories may also be included. Includes staff development (e.g. conference registration, trainings, etc.). (Note: Cost of providing before- and after-school care should not be included. Applicants are encouraged to work with the ECE if they need assistance to provide extended day care for eligible children.)

8) *Indirect Cost/Overhead*: If indirect cost or overhead is included in the budget, the proposed amount must not exceed 9% of the total cost of project budget.

Certifications and Assurances: Complete Attachments C and D and attach with the Application.

Appendices: Attach relevant documents supporting the Application. Such items may include, but are not limited to the following:

- ✓ Documentation of non-profit status (required)
- ✓ Most recent audited financial statements (required)
- ✓ Federal form W-9 (required)
- ✓ Proof of General Liability Insurance (required)
- ✓ Roster of Board of Directors (required)
- ✓ Organization budget - as opposed to project budget (required)
- ✓ Resumes of key project staff and technical or clinical staff (required)
- ✓ Attachments A through I (see Section VII below) (required).

SECTION VII LIST OF ATTACHMENTS

The following Attachments are required and must be completed, signed and attached to your Application:

Attachment A	Submission Receipt Form	*(2 copies at front of Application)*
Attachment B	Applicant Profile	*(Use as the cover page of Application)*
Attachment C	Certifications Form	
Attachment D	Assurances Form	
Attachment E	Global Measurable Objectives	
Attachment F	Work Plan Form	
Attachment G	Staffing Plan Form	
Attachment H	Budget Summary Form	
Attachment I	Confidentiality Statement	

ATTACHMENT A

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
EARLY CHILDHOOD EDUCATION
717 14TH STREET NW
WASHINGTON, DC 20005
ATTENTION: KESHA SCRIVNER

SUBMISSION RECEIPT

Pre-kindergarten Enhancement Program
Application

THE OFFICE OF STATE SUPERINTENDENT OF EDUCATION GRANTS MANAGEMENT
IS IN RECEIPT OF AN APPLICATION FROM:

_____
(Contact Name/ Please Print Clearly)

_____
(Organization Name)

_____
(Address, City, State, Zip Code)

_____
(Phone/ Fax)

_____
(Amount Requested)

OGM USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____/_____/ 2009

Received by: _____

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

ATTACHMENT B

Pre – Kindergarten Enhancement and Expansion Program Profile

Program:_____ Date of Submission:_____

Applicant Profile (Circle One): Profit Non-Profit

ADDRESS

Organization Name:_____

Phone Number:_____ Fax:_____

Physical Address of Project Site:_____

City:_____ State:_____ Zip:_____ Ward:____

E-Mail Address:_____

CONTACT PERSON

Contact Name:_____ Title:_____

E-Mail Address:_____

Phone Number:_____ Fax Number:_____

Address:_____

City:_____ State:_____ Zip:_____

MAIL REIMBURSEMENT TO

Contact Name:_____ E-Mail Address:_____

Phone Number:_____ Fax Number:_____

Address:_____

City:_____ State:_____ Zip:_____

CONTACT INFORMATION

Site Name:_____

Site Address:_____

City:_____ State:_____ Zip:_____ Ward:____

Site Phone Number:_____ Site Fax:_____

Contact Person:_____ Title:_____

E-Mail Address:_____

Mail Address of Site **(If different than above)**

Address:_____

City:_____ State:_____ Zip:_____ Ward:_____

CLASSIFICATION

Type of Site

- ☐ Child Care Center
- ☐ Head Start
- ☐ DCPS
- ☐ Chartered School
- ☐ Faith Based
- ☐ Profit
- ☐ Non-Profit

Accreditation ☐ Yes ☐ No

If yes, what accrediting Body

☐ NAEYC ☐ COA ☐ Other Name:_____

Contact Person:_____

LICENSE

Child Care License

Is the facility currently licensed to provide child care in the District of Columbia? □ Yes □ No

If "Yes" attach license.

If "Yes", provide the license capacity:_____ if "Yes" provide the expiration dates: _____

If "No", has institution applied to licensing authority for licensing: (Please note that institution is not eligible to participate until licensing is approved): □ Yes □ No

Licensing Type

Choose the license types that apply;

License	Expiration Date	License Number	Is Renewal Requested?
Child Care License-site	_____	_____	□ Yes □ No
	_____	_____	□ Yes □ No
	_____	_____	□ Yes □ No
	_____	_____	□ Yes □ No

GENERAL INFORMATION

Equal Opportunity

Please describe efforts to be used to (A) assure that minority populations have equal opportunity to participate, and (B) contact a minority grassroots organization about the opportunity to participate in the program. Provide an estimate of the racial/ethnic make up of the population to be served from sources such as census tract data or public school data.

Participation

Indicate other programs in which site participates:

MEAL SERVICE

Please provide us with information on how your meals are prepared or if an outside food service vendor is used.

OPERATING DATA & ENROLLMENT

Program Participation

Hours of Operation

From:_____ To:_____

Dates of Program Operation

Monday □ Tuesday □ Wednesday□ Thursday□ Friday □ Saturday □ Sunday □
Holidays □

Current Enrollment

Number of participants enrolled in the program? _____

Head Start _____ Non-Traditional _____

Subsidized _____ Before & Aftercare _____

3 Year Olds _____ 4 Year Olds _____

Pre-K Enrollment- New pre-k children anticipated for October 1, 2009 -September 30, 2010 – Do not count children currently served.

3 Year Olds _____ 4 Year Olds _____

Number of Pre-k Classrooms: _____

Dates and Times of Operation

Are you closed on all federal holidays? □ Yes □ No

Please list the additional dates and times that you will not provide services/operate:

Does the site participate in Head Start programs? □ Yes □ No
If "Yes," please attach a copy of the Head Start Agreement.

Publicly Funded Program(s)
Does this center participate in any other federally/publicly funded programs? □ Yes □ No
if yes, specify programs: _____

Dates From: _____ To: _____

State Agency Program

DC

STAFFING

Staffing Pattern

Staffing Pattern: (enter only personnel who will perform Pre-K Functions at this center)

Staff Name:	Staff Position:	Specific Duties	% of time devoted to Pre-K Services

Please attach all Credentials

CURRICULUM

Select One

Creative Curriculum
High Scope
Core Knowledge
Houghton Mifflin Pre-K
Opening the World to Learning
Other (specify)

Must have OSSE Approval

SIGNATURES

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____

BUDGET

Operational & Administrative Costs
Operational and Administrative Budget: All costs must be documented.
Note: Indirect cost cannot exceed 9%

Operational and Administrative Budget

A: Estimated Monthly Operating/Administrative Costs	Type of Documentation
Salary Wages $_____	_____
Fringe Benefits $_____	_____
Consultants/Experts $_____	_____
Occupancy $_____	_____
Travel & Transportation $_____	_____
Supplies & Minor Equipment $_____	_____
Other Direct $_____	_____
Total $_____	_____

Estimated Total Budget

FUNDING SOURCE

Federal Amount
Does your organization receive more than $500,000 total for any federally funded program during the fiscal year? □ Yes □ No

If yes, attach a copy of your most current A-133 Audit Report and list sources below.

If No attach a copy of your most recent Financial Statement to the Application

Funded Source

1. 2.
3. 4.
5. 6.
7. 8.

PAYMENT PLAN

General Information

Has your organization ever been terminated or determined to have been seriously deficient in its operation of any Child Care Programs? If "Yes" please the date(s) □ Yes □ No

RECORD KEEPING

Records

Each institution mush have on file the following required records: staff credentials, facility license, insurance coverage, enrollment policies, enrollment forms, class roster, daily attendance records, curriculum and lesson plans, financial records, equipment inventories and documentation of parent meetings.

Required Record	Must be Updated	Name of Person Responsible	Title of Person Responsible
Staff Credentials	As Needed		
Enrollment/Withdrawals	Immediately		
Class Roster	As Needed		
Attendance	Daily		
Financial Documentation	By Itemized Dated Receipts		
Invoice	Monthly		
Monthly Report	Monthly		

Record Keeping Procedures

Monthly Reports must be sent to ECEA by the 10th working day of each month. Enrollment forms must be forwarded to receipt with appropriate documentation.

PROFESSIONAL DEVELOPMENT

Professional Development Training

Topics	Name of Trainer	Title	Scheduled Training Dates

BOARD OF DIRECTORS

Board Chairman, Owner or Military Installation Commander, Department Head

Name:_____ DOB:_____

Address:_____ Phone Number:_____

City:_____ State:_____ Zip Code:_____

Executive Director/Department Head/County Executive/Owner

Name:_____ DOB:_____

Address:_____ Phone Number:_____

City:_____ State:_____ Zip Code:_____

You may attach a complete listing of all Board Members

TAX	**Tax Exempt Types** Types of Exemption: (Check one statement under the appropriate status of the sponsoring agency) □ Tax Exempt under the Internal Revenue Code of 1964, as amended. Our Agency is federally tax-exempted by the Internal Revenue Service (IRS) and our name remains the same as it appears above. The IRS letter of determination is maintained in our current file. (Attach a copy of your IRS Letter of Determination) □ Our Agency is federally tax exempted by the Internal Revenue Services (IRS). However, our agency name has changed. Attached is a copy of our IRS Letter of Determination to support our name change. □ Our Agency has changed from a for-profit (proprietary sponsor) to a not-for-profit agency with federal tax exemption. Attached is a copy of our IRS Letter of Determination to support our tax exemption status. □ For Profit □ Title XIX □ Title XX: **(Attach a copy of Incorporation Papers/Disclosure of Ownership)** □ Our Agency is for-profit and our name is the same as it appears above. The legal supports documentation is maintained in our current file. □ Government Agency (specify):_____ □ Church (Affiliation): Our Agency is a public church sponsoring organization. Enclosed is our sponsoring organization letter (s) with supportive documentation for the program(s) under our sponsorship. Pastor Name:_____ Pastor Telephone Number: _____
OTHER	

TERMS	**AGREEMENT** Check that you have read the terms of agreement found in the *Support Documents* section □ Yes □ No
AFFIRMATION	**CIVIC RIGHTS** Our Institution will post the USDA Civil Rights Poster: Justice for All……" prominently at all sites. Please provide a breakdown of the race and ethnicity for the following Black:_____ Hispanic:_____ Asian/Pacific:_____ White not Hispanic:_____ American Indian or Alaskan Native:_____ **Total:**_____
SIGNATURES	_____ _____ Signature Date _____ _____ Signature Date

PRE-K ENHANCEMENT AND EXPANSION PROGRAM

PLEASE SUBMIT THE FOLLOWING FORMS:

ALL SIGNATURES MUST BE ORIGINAL
Retain a copy at your center with all documents

ATTACHMENT C

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

CERTIFICATIONS

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.

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:

i. **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;**

ii. **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," ion accordance with its instructions;

iii. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

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----

- ❑ **The applicant certifies that it and its principals:**

i. 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;

ii. 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;

iii. Are not presently indicted for or other 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

iv. 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

- ❑ **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.**

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-----

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

i. 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 prohibitions;

ii. **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;**
3. **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;**

iii. **Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**

iv. **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 (5) calendar days after such conviction;**

v. **Notifying the agency, in writing, within ten (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 Early Childhood Development, 717 14th Street, NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;**

vi. **Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted---**

1. **Taking appropriate personnel action against such an employee, up to an including 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).**

❑ **The applicant may insert in the space provided below the sites for the performance of work done in connection with this grant:**

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

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 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 the Unified Communications Center
2720 Martin Luther King, Jr., Avenue, SE
Washington, DC 20032

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/ Date**

ATTACHMENT D

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name:_____

Date of Application Submission:_____

STATEMENT OF ASSURANCES

Applicants receiving funding for Pre-kindergarten classrooms under the Pre-k Enhancement Program are responsible for the well being of their students, financial solvency of their programs, maintenance of their classrooms, and the professional development of their teaching staff. To provide for the precise rendering of these services, the Office of the State Superintendent of Education, Office of Early Childhood Education requires a signed Statement of Assurance by the Applicant or an authorized representative.

The Applicant assures and certifies that:

1. It will provide uninterrupted services for a period of ten (10) months within a twelve (12) month period beginning September 1, 2009 and ending August 30, 2010.

2. It will provide at least 6.5 hours of developmentally appropriate practice (DAP), 5 days weekly, 39 weeks yearly for a total of at least 180 full days; DAP as defined by the National Association of the Education of Young Children (NAEYC) and accepted by the Office of Early Childhood Education requires that teachers nurture a child's social/emotional, physical, and cognitive development by basing all practices and decisions on (1) theories of child development, (2) individually identified strengths and weaknesses of each child uncovered through authentic assessment, and (3) the child's cultural background as defined by his community, family history, and family structure.

3. It will operate Monday through Friday, no earlier than 7 a.m., and will follow the holiday and closing calendar schedule of the District of Columbia Public Schools.

4. It will provide services to eligible children as defined by the Pre-K Enhancement and Expansion Amendment Act of 2008. To be eligible for enrollment in pre-k, a child shall be a resident of the District and become 3 years of age on or before September 30th of the program year; or children 3 or 4 years of age; or children who become 5 years of age after September 30th of the upcoming school year.

5. It will inform the widest receptive audience through a comprehensive community outreach effort launched within the first two months of the grant period.

6. It will utilize as the basis for classroom instruction one of the following approved, research-based preschool curriculums that are aligned with the DC Early Learning Standards as approved by the State Board of Education on December 17, 2008: Creative

Curriculum, Scholastic's Building Language for Literacy or Early Childhood Program, High/Scope, Core Knowledge, Houghton Mifflin Pre-K, Opening the World of Learning (OWL) or as otherwise approved by OSSE.

7. It will maintain a class size of no fewer than 19 and no more than 20 eligible four (4) year old children, no fewer than 15 and no more than 16 eligible three year old children this includes classrooms of mixed aged three and four year olds. The classroom must be staffed by a qualified and skilled teacher and a teacher assistant.

8. It will provide the name and resume of the Teacher and Teacher Assistant. If one is not yet selected, provide job description, including minimum qualifications required, process for recruitment and selection, and timeline for hiring teacher, aide, director or any other support person included in the budget.

   - *Teachers with less than a Bachelor's degree must be enrolled, at the time of employment, in an accredited college and on track to receive the child development, early childhood education, or child and family studies degree within five (5) years.*
   - *Teachers who hold a Bachelor's degree in a field other than those listed have two (2) years to complete 18 credits in early childhood.*
   - *The minimum requirement for a Teaching Assistant is a Child Development Associate (CDA) credential with a preschool endorsement. Assistant Teachers must actively pursue an Associate's degree and be on target to receive that degree within 5 years.*

12. It will maintain safe, secure, and developmentally appropriate classrooms and facilities with a minimum of 35 square feet per child of usable classroom space.

13. It will accept comprehensive health and support services through referral for all children enrolled in the classroom.

14. It will ensure that all children receiving services have on file completed documentation of a comprehensive physical health examination, including age-appropriate screenings and up-to-date immunizations, and for each child three (3) years of age or older, complete documentation of an oral health examination performed by a licensed health care professional within one (1) year prior to the date of admission as defined by the District of Columbia Child Development Facility Regulations.

15. It will participate in the on-going program assessment protocol that may include Early Childhood Environmental Rating Scale-Revised (ECERS-R), Early Language and Literacy Classroom Observation (ELLCO-Pre-k), and Classroom Assessment Scoring System (CLASS) or other instruments as approved by OSSE.

16. It will ensure that the classroom teacher completes at least 18 hours of early childhood certification training progressively through the funding period such that this requirement is fulfilled not later than the end of the funding period, and that all project staff

participates in the Pre-kindergarten Enhancement Program approved professional development activities.

17. It will accept technical assistance and ongoing support.

18. It will develop a budget with sufficient funding to achieve salary/benefit parity for teachers in the Pre-kindergarten Enhancement Program with those paid to teachers in the District of Columbia Public Schools with comparable experience and education (See Attachment H). The budget must also support a portion of the cost of a Project Manager with specific responsibility for management of the Pre-kindergarten Enhancement Program.

19. It will provide nutritious meals as defined by United States Department of Agriculture-Food Nutrition Services.

20. It will ensure that the child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, no unresolved complaints against the facility, Criminal Background Checks for all staff and Immunization Compliance.

21. It will attest that the Applicant is a financially viable organization not subject to federal liens or subject to bankruptcy proceedings.

The applicant hereby assures and certifies compliance with all Federal statues, 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 Applicant 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 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 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.

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, and Stat. 975, approved December 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 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 Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) 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 Program.

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; 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.

14. It will provide an Equal Employment Opportunity Program is 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.

I understand the aforementioned requirements are set forth by OSSE and mandatory for all programs funded under the Pre-k Enhancement Program. These requirements are additional to the general rules and regulations within this Application. By signing this Statement of Assurances, I certify that our program is in agreement with and will abide by these statements.

_____ _____

President/Executive Director Date

ATTACHMENT E

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

GLOBAL MEASURABLE OBJECTIVES

Measurable Objective	Tool/Activity(ies)	Expected Outcome(s)	Status
1) To achieve a high level of program quality	1.1) Enroll at least 19 children in a four year old classroom OR 15 children in a three year old classroom OR 15 children in a mixed age classroom on or before the first school day	1.1) Completed OSSE/ECE Student Enrollment Forms for at least15 or 19 children will be submitted to ECE	1.1)
	1.2) Inform parents of what will be required, including proof of medical immunizations, for enrollment of their child in the Program	1.2) Documentation will be provided to ECE showing proof of medical immunizations for all children enrolled	1.2)
	1.3) Accept the use the Early Childhood Environment Rating Scale (ECERS-R) or other OSSE approved assessments to identify areas of strength in the classroom and areas of gaps or needs	1.3) Written overview of the plan for improvement will be provided to ECE	1.3)
	1.4) Create and implement the plan for improvement	1.4) Documentation will be submitted to ECE showing that the classroom has achieved at least Level 5 on the ECERS	1.4)

2) To further the professional development of the staff by increasing their skills and knowledge in areas stipulated in the professional development standards	2.1) Plan activity(ies) leading to national best practice qualification	2.1) Documentation will be provided to ECE showing that all teachers in the Program have fulfilled the professional development requirements as specified in the Program Operating Guidelines	2.1)
	2.2) Integrate training and technical assistance services into professional development plans	2.2) Submit a copy of the "Detailed Developmental Action Plan" to strengthen teachers' skills in working with children	2.2)
3) To increase children's early learning skills and knowledge and take steps to ensure that children are healthy and ready to learn	3.1) Assess the children in the Program, based on the Early Learning Standards in the District of Columbia, using the embedded assessment tool in the selected curriculum as approved by OSSE	3.1) Provide baseline assessment results to ECE Provide mid-year assessment results to ECE	3.1)
	3.2) Develop and implement lesson plans that are based on the assessments and the selected curriculum	3.2) Post copies of written lesson plans weekly on classroom bulletin board	3.2)
	3.3) Design an arrangement of the environment that is developmentally appropriate	3.3) Submit a copy to ECE of an environmental checklist showing that the classroom is a developmentally appropriate environment for children	3.3)
	3.4) Ensure that all children are screened for health problems and appropriate referrals are made	3.4) Within 30 days of each child's enrollment in the Program, submit documentation to ECE showing that the child has been screened and, if appropriate, referred for services	3.4)

4) To build or enhance partnerships with parents	4.1) Educate parents about family and child health and available community resources	4.1) By the end of each month during the Program, submit documentation to ECE detailing the activities used to educate parents and the number of parents reached	4.1)
	4.2) Design and implement a procedure for ensuring that when a referral is made, parents are successful in following through	4.2) Submit copy of the procedure used and its effectiveness in achieving the desired outcome	4.2)
	4.3) Educate parents in the importance of supporting their child's transition to kindergarten and in how to provide that support	4.3) By the end of each month during the Program, submit documentation to ECE showing the activities used to educate parents	4.3)
	4.4) Increase parental involvement in classroom activities	4.4) Provide a copy of the strategy used to increase parental involvement	4.4)

ATTACHMENT F

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

WORK PLAN

MEASURABLE OBJECTIVES/ ACTIVITIES				
1. OBJECTIVE:				
Activities:	1st Q	2nd Q	3rd Q	4th Q
2. OBJECTIVE:				
Activities	1st Q	2nd Q	3rd Q	4th Q
3. OBJECTIVE:				
Activities	1st Q	2nd Q	3rd Q	4th Q
4. OBJECTIVE:				
Activities	1st Q	2nd Q	3rd Q	4th Q
5. OBJECTIVE:				
Activities	1st Q	2nd Q	3rd Q	4th Q

Please make copies as needed

ATTACHMENT G

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

STAFFING PLAN

POSITION TITLE	ANNUAL SALARY	% OF EFFORT APPLIED TO GRANT	GROSS SALARY APPLIED TO GRANT	START DATE
Project Manager *(Required Position)*	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	
	$	%	$	

TOTAL PROJECT STAFF (Full- and Part-time employees): _____

TOTAL FULL-TIME EMPLOYEES (FTE) APPLIED TO GRANT: _____

POSITIONS LISTED ABOVE FOR WHICH INCUMBENTS HAVE BEEN IDENTIFIED: _____

SEE NEXT PAGE – Teacher salary must be comparable to salary paid to Teachers by the DC Public Schools with comparable education and experience.

DC PUBLIC SCHOOLS TEACHER SALARY SCHEDULE - 2009-2010[1]

Includes teachers, social workers, psychologists, and counselors

	Bachelor's	Bachelors + 15 Graduate hrs.	Bachelor's + 30 or a Master's	Master's Degree + 30	Master's + 60 or a PH.D.
Step 1	$38,434	$38,566	$40,966	$42,277	$44,839
Step 2	$38,566	$40,343	$41,940	$43,773	$45,607
Step 3	$39,356	$41,171	$43,773	$45,607	$47,436
Step 4	$40,809	$42,616	$45,607	$47,436	$49,276
Step 5	$42,249	$44,062	$47,436	$49,276	$51,109
Step 6	$43,698	$45,513	$49,276	$51,109	$52,943
Step 7	$45,539	$47,350	$51,553	$53,379	$55,217
Step 8	$47,366	$49,185	$53,819	$55,660	$57,495
Step 9	$49,206	$51,018	$56,103	$57,933	$59,767
Step 10	$51,030	$52,855	$58,370	$60,202	$62,043
Step 11	$52,865	$54,680	$60,653	$62,472	$64,308
Step 12	$56,538	$58,361	$65,198	$67,030	$69,063
Step Maximum	$60,943	$64,589	$71,116	$72,986	$75,366

Steps correspond to full years of teaching experience in an educational program of recognized standing as determined by the District of Columbia Public Schools. DCPS defines a year of teaching experience as at least 75 percent of a year as the full-time lead classroom teacher.

Step placement for probationary teachers shall be limited to 9 years (entrance on Step 10).

[1] *Source: www.teachdc.org*

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

BUDGET SUMMARY

BUDGET CATEGORY	BUDGET		
	Charged to Grant	Charged to Other	Total
Salaries & Wages	$	$	$
Fringe Benefits **Rate: _____%**	$	$	$
Consultant(s)/Experts	$	$	$
Occupancy	$	$	$
Travel and Transportation *(Local Travel Only)*	$	$	$
Supplies and Minor Equipment	$	$	$
Other Direct *(e.g. printing, postage, equipment leases, communication)*	$	$	$
SUBTOTAL/ DIRECT COST	$	$	$
Indirect/ Overhead *(Not to Exceed 9% of Total Cost)*	$	$	$
TOTAL:	$	$	$

ATTACH BUDGET NARRATIVE

Budget Narrative should provide detailed explanation for all expenditures listed above. Salary & Wages category must agree with Staffing Plan (Attachment F); Include fringe rate; List purpose, name and fees of each consultant; List Equipment/Furniture items individually, unit cost and vendor; Indirect Cost/Overhead cannot exceed maximum.

PRE-KINDERGARTEN ENHANCEMENT PROGRAM

Applicant/Organization Name: _____

Date of Application Submission: _____

STATEMENT OF CONFIDENTIALITY

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the State Superintendent of Education
Application
PRE-KINDERGARTEN ENHANCEMENT PROGRAM

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 that 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.

_____ _____
Executive/Director/President Date

_____
Project Name

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