OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

SHARED SERVICE BUSINESS ALLIANCE GRANT

Announcement Date:
April 21, 2017 (12 p.m.)

Application Submission Deadline:
May 22, 2017 (3 p.m.)

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN AWARD
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SECTION I: GENERAL INFORMATION

1.1 Background Information

The early care and education system in DC is being transformed by two developments: (1) the movement of 3- and 4-year-old children out of child care into the District’s voluntary universal pre-Kindergarten program; and (2) more intense operational and administrative demands on child care providers as the demand for early childhood education increases across the city. Child development homes and expanded homes also experience competition in an uneven playing field where larger center-based child development settings tend to have greater capacity to invest in a solid infrastructure and business model.

As a result, child development homes and expanded homes, in particular, must juggle administrative and operational demands with the need to deliver high-quality programming and services to children and families. These providers face significant challenges in delivering high-quality, cost-effective traditional and non-traditional early care and education services through a business platform that is financially sustainable. To respond to these challenges, providers must have a solid fiscal and business infrastructure, program management and human resources in providers’ ability to provide and sustain quality services.

1.1.1 Release for Application

The release date of the RFA is April 21, 2017 (12 p.m.). The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Meeting

The pre-application meeting will be held on May 5, 2017 at OSSE (810 First St. NE, Third floor, Grand Hall A) from 1-3 p.m. To attend the pre-application meeting, please RSVP to Angelia.McDuffie@dc.gov by May 1, 2017. Interested applicants are encouraged to participate in the pre-application meeting.

1.1.3 Submission of Application

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

1.1.4 Application Deadline

Applications are due no later than May 22, 2017 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted.
1.1.5 Program Contact

Applicants are advised that the authorized contact person for matters concerning this RFA is:

Rebecca Shaw  
Director of Operations and Management  
Division of Early Learning  
Office of the State Superintendent of Education  
Phone: (202) 727-5045  
Rebecca.Shaw@dc.gov

1.2 General Information

1.2.1 Introduction

Developing a Shared Services Alliance (hereinafter referred to as the Alliance) for child development homes and expanded homes that is responsive to DC’s early care and education landscape will require creative solutions. One promising approach in the formation of business alliances or networks is to support child development home and expanded home providers with back office, centralized administrative and other business functions. Such an Alliance will maximize efficiency through grouping services, thereby creating economies of scale not typically available to small home-based child care providers working in isolation.\(^1\)

The Alliance\(^2\) can reduce a provider’s costs and ease the administrative workload associated with managing staffing turnover, leveraging technology skills, monitoring waitlists and maintaining full enrollment, collecting parent fees, fundraising and revenue diversification, reporting and compliance with DC regulations and programs, including DC licensing requirements, the Child and Adult Care Food Program (CACFP), accreditation, and other standards. The Alliance may offer a diverse menu of back office business functions. Shared services offer combined resources that strengthen knowledge, build business capacity and share pedagogical leadership, which can essentially create a pathway to higher quality and improved child outcomes. The District’s shared services model would forge an alliance of child development and expanded homes that share staffing and resources associated with learning and service delivery.

This RFA seeks applicants with expertise and experience in creating centralized services and providing cost-effective functions that otherwise would require child development homes and expanded homes to expend their own time, energy, and/or money.

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\(^1\) This RFA uses the terms business “network,” “hub”, and “alliance” interchangeably when referring to a nonprofit shared service venture that partners with home-based programs to enable them to operate more efficiently and sustainably and meet higher program quality standards.

\(^2\) Examples of shared service networks for early childhood educators, include: Sound Child Care Solutions in Seattle and the Opportunities Exchange. DC’s Quality Improvement Network (QIN) program also presents a similar model, in which a cohort of providers that rely on a single organization or hub to support program quality improvement. However, unlike the QIN, the business alliance delivers business services such as enrollment, administrative compliance, and fee collection.
1.2.2 Purpose of Funds

The Division of Early Learning (DEL), within the Office of the State Superintendent of Education (OSSE), is soliciting applications from organizations interested in developing and implementing a plan for the operation and long-term sustainability of a shared service business alliance for child development homes and expanded homes in the District of Columbia. The goal of the shared service alliance is to enable providers to focus on children rather than devoting time to many of the other operational and administrative functions that could be performed more effectively and efficiently by people with specific administrative and operational expertise.

While the shared service business model is seen as the vehicle for reducing costs and workloads for child care providers, the aim of the alliance is to transform the current early care and education system in the District to meet the emerging financial and operational challenges that impact the long-term viability of child development homes and expanded homes. District residents rely on these small private businesses to provide safe, healthy, affordable child care, as well as before and after school, care, and non-traditional hour care (e.g. evenings and weekends).

The Alliance will build on the current shared services platform, Early Childhood Share DC (www.ecsharedc.org) that OSSE/DEL helped launch in September 2016 with the support of private philanthropy. The grant will also link into other such existing resources and make connections with public and private entities to maximize impact, ensuring that OSSE is putting forth a comprehensive effort to launch and sustain the shared service business alliance.

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants, to include not-for-profit, for-profit, and faith-based organizations. Eligible applicants must have experience in organizational development, systems design and capacity, business operations, financial management principles, management of small and medium enterprises, education and/or human services, and human resources management. Applicants are encouraged to seek and propose bold and creative solutions. While OSSE/DEL strongly encourages collaborative applications that meet or exceed the scope of work outlined in the RFA, one organization will submit and manage the grant.

1.2.4 Source of Funds

The funds are being made available solely through District of Columbia local funds as part of a strategic citywide effort to increase access to high quality early education and to support DC’s Child Care and Development Fund (CCDF) Plan through the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.) (2012 Repl. and 2015 Supp.)). See “Council for the District of Columbia, Committee on Education Fiscal Year 2017 Committee Budget Report” (pg 44), available here: http://dccouncil.us/files/userUploads/budget/05062016_Education_FY17_Budget_Committee_Report_FINAL.pdf

OSSE/DEL maintains the right to adjust the grant award and amount based on funding availability. This RFA does not commit OSSE/DEL to make an award.
1.2.5 Award Period

All grants under this RFA will be three-year awards, ending on September 30, 2019, contingent upon availability of funds. Each budget period will be one year, with the first period ending September 30, 2017.

1.2.6 Funds Available

The total funding available for developing and implementing a plan for the operation and sustainability of a shared service business alliance for child development homes and expanded homes is up to $500,000. OSSE/DEL intends to issue up to two awards from this RFA. Determinations regarding the number of competitive grants to be awarded will be based on the quality and number of applications received and available funding. Successful applicants may be awarded amounts less than requested.

1.2.7 Anti-Deficiency Considerations

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, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.2.8 Permissible Use of Grant Funds

Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities and the budget included in the applicant’s submission.

1.2.9 General Terms and Conditions

a. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE/DEL to make an award.
b. OSSE/DEL 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/DEL shall notify the applicant if it rejects that applicant’s proposal. OSSE/DEL may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable regulation or requirement.
c. OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
d. OSSE/DEL shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.
e. OSSE/DEL may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
f. OSSE/DEL may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.
g. OSSE/DEL shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE/DEL; and compliance conditions that must be met by the grantee.

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

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

The proposed services must reduce the burden (the time and mental “bandwidth”) associated with managing child development homes and expanded homes. Grantee(s) will design a detailed business plan for launching and operating a shared service business alliance in the District. The plan shall be submitted to OSSE for review and approval. Once finalized, the business plan will serve as the basis for supporting the actual start-up and ongoing operations of the shared service venture.

The plan must provide:

a. The strategic logic for the organization’s plan to form a shared service business alliance;

b. A detailed description of the services the alliance will offer, including but not limited to: managing staffing turnover, leveraging technology skills, monitoring waitlists and maintaining full enrollment, collection of parent fees, fundraising and revenue diversification, reporting and compliance with DC law, regulations and programs, including DC licensing standards, the Child and Adult Care Food Program (CACFP), and other standards;

c. The steps taken by the grantee to explore with child development homes and expanded homes their service needs and to assess their willingness to access those services;

d. A detailed description of the benefits – financial savings, time saved, knowledge and skills acquired, additional revenue generated, etc. – providers will realize as a result of joining the proposed alliance and if applicable, incentives to secure the trust and commitment of providers;

e. An estimate of the number of providers likely to join the alliance, preferably with signed letters of intent, particularly from child development homes and expanded homes in Wards 7 and 8;

f. A description of the organizational capabilities and infrastructure (including back office capabilities, computer systems, outsourcing arrangements, partnerships, etc.) it has or will have to support the alliance’s services delivery;

g. Background information about the key individuals leading and overseeing the alliance’s service delivery (including resumes);

h. An operations and management plan for the alliance, including plans for sustainability of the alliance at the conclusion of the grant; and

i. Linkage to existing systems in DC, such as Early Childhood Share DC (www.ecsharedc.org), and lessons learned from systems outside of DC.

j. Established relationships with public / private entities that will maximize the impact of the alliance.
k. If applicable, a description of the alliance cost model, including service fees to be paid by participating providers and a demonstration of the cost-benefit analysis to the provider for their participation (i.e. participating in the alliance will yield greater savings than the cost of the service fee).

Based on the approved business plan, the grantee will launch a shared service alliance within 12 months from the award date.

1.3.2 OSSE/DEL Responsibilities

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

1.3.3 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantees’ performance will result in measurable, quality improvements in the early childhood education. The grantee will be expected to meet with OSSE/DEL to share information and review reports related to the status of grant activities. In addition, the grantee will be required to meet performance standards and acceptable quality level to be determined by OSSE/DEL and the grantee.

1.3.4 Confidentiality of Records

The applicant must demonstrate an ability to maintain the confidentiality of participant information and to report the information specified below to the OSSE/DEL. Specifically, the applicant must agree to and abide by the following conditions:

a. Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.

b. No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.

c. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.

d. All records regarding children receiving services from a participant shall be subject to the confidentiality requirements of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g

1.3.5 Reporting Requirements

The grantee will be required to report information in a manner consistent with OSSE’s database management information system requirements, which will be clarified with the grantee. At a minimum, the grantee will be required to submit quarterly program performance reports to the Grant Monitor in an electronic format approved by the Grant Monitor. The quarterly program reports will outline
progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grantee’s accomplishments in support of payment. Reporting may require detailed as well as aggregate reporting of accomplishments.

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

1.4 General Provisions

1.4.1 Document Retention

Recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three years from the end date of the grant period to ensure that such documentation is available to authorized entities for review upon request.

1.4.2 Audits

At any time before final payment and up to three years thereafter, OSSE/DEL and other respective jurisdictional administrative agencies of the District of Columbia may audit the applicant’s expenditure statements and source documents.

1.4.3 Conflict of Interest

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, a person participating in an administrative decision regarding a project is likely to benefit from the decision or his or her immediate family member is likely to benefit from the decision.

1.4.4 Nondiscrimination in the delivery of services

The applicant shall comply with the District of Columbia Human Rights Act of 1977, as amended, which prohibits discrimination on the basis of race, color, religion, nationality, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.
1.5 Award Process

1.5.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify up to two organizations interested in developing and operating a shared service business alliance. Applications that meet all eligibility and application requirements will be evaluated, scored, and rated by an OSSE/DEL designated review panel.

OSSE/DEL will use external peer reviewers to review and score the applications received for this RFA. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE. An external peer reviewer is an expert in the field or the subject matter. The final decision to fund applicants rests solely with OSSE/DEL. After reviewing the recommendations of the review panel and any other relevant information, OSSE/DEL shall decide which applicant to fund.

1.5.2 Scoring Rubric

1.5.2.1 Overview

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project. The scoring of the application is based on a 100-point scale.

1.5.2.2 Executive Summary

- **Overview**: Briefly describe the applicant organization and its proposed methodology for developing a business plan and operating a shared service alliance.

1.5.2.3 Information about the Organization (Maximum: 20 points)

- **Mission**: Provide the organization’s mission statement, a description of its core programs, and explain the relevance of the organization’s programmatic and operational activities to forming and operating a shared service alliance. (5 points)

- **History**: Provide an organizational history as it relates to shared services. (5 points)

- **Strategic Logic**: Describe the strategic logic for the organization to launch a shared service alliance at this point in its history (i.e., describe how the launch of an alliance supports and/or is consistent with the organization’s strategic objectives and goals). (10 points)

1.5.2.4 Organizational Knowledge (Maximum: 30 points)

- **Organizational Expertise in Systems Building and Operations**: Describe your organization’s experience and expertise in organizational development, systems design and capacity, business operations, financial management principles, management of small and medium enterprises, education and/or human services, and human resources management. (5 points)
Demonstrated Cooperation with Child Development Homes and Expanded Homes in the District of Columbia: Describe your organization’s efforts to gain the trust and commitment of child development homes and expanded homes in the District of Columbia, providing signed letters of intent as evidence. Additional points will be allocated to applicants that provide signed letters of intent from child development homes and expanded homes located in Wards 7 and 8. (Maximum of 7 points to be awarded with no letters of intent from child development homes and expanded homes in Wards 7 and/or 8; 10 total points are possible;)

Environmental Scan of Challenges Facing Child Development Homes and Expanded Homes: Applicants should demonstrate a working knowledge of operational and systems-wide constraints facing child development homes and expanded homes, including workforce issues, use of technology, enrollment, fee collection, financial vulnerabilities, administrative management of various DC programs, and compliance with DC regulations (e.g., licensing, CACFP) and other standards (accreditation), etc. (10 points)

Organizational Networks: List and describe existing organizational partnerships with public and/or private entities that serve the District’s residents and whose expertise complements your organization’s capacity. The organizational network should maximize impact of the Alliance beyond the work of the applicant’s program alone (5 points)

1.5.2.5 Process to Develop and Implement the Shared Service Alliance (Maximum: 40 points)

Research Scan: Describe the research methodology your organization will employ to deeply explore the field of shared service networks or alliances for early education providers including the services available through existing alliances around the country and local networks and platforms in DC, the cost of providing those services, the organizational capacities and infrastructure required, best and promising practices, as well as challenges and lessons learned. (10 points)

Market Demand: Describe the process your organization will use to continually assess the services providers need and the likelihood that they will in fact join the alliance, including measures your organization will take to develop relationships and in-roads with providers. Provide a diverse menu of back office business functions that you can provide based on the market demand. (10 points)

Financial Feasibility Analysis: Describe the process that will be used to develop a viable shared service business model, including a proposed cost model, including service fees to be paid by participating providers and a demonstration of the cost-benefit analysis to the provider for their participation (i.e. participating in the alliance will yield greater savings than the cost of the service fee). Your organization may also include a list of identified OSSE/DEL regulations and policies your organization will request OSSE/DEL to waive in order to ensure the alliance’s feasibility during the grant period and for long-term sustainability beyond the conclusion of the grant (5-A DCMR § 106.). (5 points)
☐ **Operational Capacity**: Describe technology and systems your organization has that you expect will prove to be transferrable assets that can be used to successfully operate a shared service alliance and the linkage to existing systems, such as Early Childhood Share DC (www.ecsharedc.org). (10 points)

☐ **Cost Savings Strategies**: How do you envision the use of scale, technology, outsourcing, etc. to improve the financial performance for members of the alliance during and after the conclusion of the grant? (5 points)

1.5.2.6 **Detailed Planned Expenditures: Financial Management and Proposed Budget** (Maximum: 10 points)

☐ **Financial Management**: Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants). (5 points)

☐ **Proposed Budget**: Using the Grant Budget, provide a proposed budget and narrative description of the use of grant funds to address the requirements of this grant. (5 points)
SECTION II: PROGRAM INFORMATION

2.1 Work Plan

Each applicant must submit a work plan, detailing project activities (i.e. specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.

2.1.1 Objectives

The objectives for this grant are as follows:

a. Create centralized services to support child development homes and expanded homes in cost-effectively carrying out administrative and other operational functions.

b. Reduce costs and create efficiencies by addressing financial challenges in successfully operating a child development home or expanded homes.

2.2 Evaluation and Data Collection Plan

For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency.

2.3 Staffing Plan

The Applicant should provide a detailed staffing plan for the project, including full-time and part-time employees. The Staffing Plan must also include a full-time Project Manager position. The Staffing Plan should be supplemented by resumes, qualifications/credentials and position descriptions, including minimum requirements, for proposed personnel that have not been identified, the process for recruitment and selection, and the timeline for other support persons included in the budget.

In addition to the detailed Staffing Plan, the applicant should also include an Organizational Chart.

2.4 Other Attachments

2.4.1 W-9

Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE/DEL within the past year, the applicant shall provide the date of this submission.

2.4.2 Attestation of Priority Areas (See Attachment A)

2.4.3 Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations (See Attachment B)
2.4.4 Resumes and/or Qualifications of Key Staff

2.4.5 Audited financial statements for the past three (3) years

2.4.6 Documentation of organizational status (e.g. Tax Exemption Letter)

2.4.7 Conflict of Interest Policy

2.4.8 Separation of Duties Policy

2.4.9 Organizational Chart

2.4.10 Signed letters of intent from child development homes and expanded homes likely to join the alliance

ATTACHMENTS

Attachment A: Attestation of Priority Areas

Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations

Attachment C: Assurances

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN AWARD
ATTENTION OF PRIORITY AREAS
Office of the State Superintendent of Education

☑ SHAREDSERVICE2016: SHARED SERVICE BUSINESS ALLIANCE GRANT

☑ In accordance with the District’s Child Care Development Fund Plan and the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.) (2012 Repl. and 2015 Supp.), priority for the SHARED SERVICE BUSINESS ALLIANCE GRANT will be given to entities that have: 1) expertise in developing and implementing a plan for the operation and long-term sustainability of a shared service business alliance for child development homes and expanded homes in the District of Columbia; 2) expertise and experience in creating centralized services and providing cost-effective functions that otherwise would require child development homes and expanded homes to expend their own time, energy, and/or money; 3) offer a diverse menu of back office business functions; and 4) link existing resources and make connections with public and private entities to maximize impact, ensuring that OSSE is putting forth a comprehensive effort to launch and sustain the shared service business alliance.

Please have the Executive Board involved in the eligible entity sign below to attest to the agency’s status in regard to the mission statement that reflects the agencies priority areas justification that supports the application.

Administrator Name: ___________________________

Title: ________________________________________

Administrator’s Signature: __________________________

Date: ________________________________________
Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations

APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall comply with all applicable District and Federal Statutes and Regulations including but not limited to those below:

5. The Clean Air Act (Sub grants over $100,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
12. Executive Order 12459 (Debarment, Suspension and Exclusion)
15. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

____________________________________________
Authorized Representative Signature and Title

___________________________
Date
Attachment C: Assurances

ASSURANCES
Office of the State Superintendent of Education
SHARED SERVICE BUSINESS ALLIANCE GRANT

SHAREDSERVICE2016

The duly authorized officer of the applicant, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public, must sign this document.

Name: __________________________________________________________________
Title: __________________________________________________________________
Name of Applicant Organization: ______________________________________________
Address of Applicant Organization: ____________________________________________
Telephone Number of Applicant Organization: __________________________________
Email Address of Named Person Above: ________________________________________

We hereby attest the following:

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;

2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;

3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers’ Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good Standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR);

4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;

5. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;

6. We are not proposed for debarment or suspension or presently debarred or suspended 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;
7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

8. We will ensure that the facilities under our organization’s ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are compliant with all District statutes, codes, and regulations;

9. If required by The Healthy Schools Act of 2010 (D.C. Law 18-209), our organization is in compliance of all of the requirements of this Act;

10. We know and understand that awarded funds shall be used to support the organization’s functions and activities needed to address the requirements of this grant. The funds may not be transferred outside of, or within the organization, for any unrelated purpose;

11. We 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 with whom they have family, business, or other ties;

12. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;

13. We will provide a sworn written statement by the applicant attesting to the truth whether the applicant, its officers, partners, principals, members associates, or key employees, within the last three years, 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 proceedings 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.

____________________________________________
Authorized Representative Signature and Title

____________________________________________
Date

____________________________________________
Notary

____________________________________________
Date