****

**Request for Proposals for**

**Community-Based Child Abuse Prevention Grants**

Kansas Children’s Cabinet and Trust Fund

Janice Suzanne Smith, Executive Director

Amanda Adkins, Chair

Landon State Office Building, Room 152

900 S.W. Jackson

Topeka KS 66612-1221

785-368-7044

877-204-5171

785-296-8694 (fax)

[www.kschildrenscabinet.org](http://www.kschildrenscabinet.org)

AN ELECTRONIC VERSION OF THE APPLICATION MUST BE RECEIVED BY THE KANSAS CHILDREN’S CABINET AND TRUST FUND BY **11:59 PM** ON

**FRIDAY, JULY 13, 2018**

**Only materials received by 11:59pm on July 13, 2018 will be considered for review. No exceptions will be made.**

ONE ORIGINAL AND ONE (1) HARD COPY MUST BE **POSTMARKED** NO LATER THAN **FRIDAY, JULY 13, 2018**

**Table of Contents**

**I. Overview**3

Definitions of Population to be Served3

Timeline for RFP3

**II. Funding Opportunity**…………………………………………………………………………………………………………………………..**4**

**III. Program Background and Philosophy4**

Blueprint for Early Childhood5

Program Philosophy6

CBCAP Outcomes7-8

**IV. Grant Monitoring8**

Quarterly Grant Reporting Requirements8

Information Management Requirements8

**V. Monitoring and Evaluation of the Work8**

**VI. Award Information9**

Funding Information9

Award Amounts and Length9

Allowable Use of Funds9

Match Requirement9

**VII. Eligibility9**

**VIII. Application Process10**

How to Apply10

What a Proposal Should Include10

**IX. Review and Selection Process15**

Proposal Review15

Selection Criteria15

**X. Post-Award Requirements16**

Reporting Requirements16

Ongoing Audit Requirements16

**ATTACHMENTS17**

**I. Overview**

The Kansas Children’s Cabinet and Trust Fund (KCCTF) announces the release of a Request for Proposals (RFP) through the Community-Based Child Abuse Prevention (CBCAP) Program. CBCAP programs support both community-based efforts, which fund targeted direct services, and statewide efforts, which build state infrastructure for the prevention of child abuse and neglect. KCCTF is interested in supporting evidence-based program models that provide direct services to parents of children birth to 18 years, with an emphasis on the birth to 5 years population. Proposals need to be grounded in a public-private partnership framework.

**Community-based grants:** The purpose of this grant opportunity is to help communities fund targeted direct service strategies that will reduce the likelihood of abuse and neglect and increase the likelihood of a child having safe, stable, and nurturing relationships in their families and communities.

**Definitions of Population to be Served**

The following definitions apply to this funding opportunity:

**Parents:** parents or other guardians who provide primary care to children

**Children birth to 5 years:** children ages birth to kindergarten entry, which may include prenatal supports

**Statewide grants:** The purpose of this grant opportunity is to provide services and infrastructure on a statewide basis for the prevention of child abuse and neglect. Statewide grants focus on parent education, professional education, and community awareness.

**Definitions of Population to be Served**

The following definitions apply to this funding opportunity:

**Parents:** parents or other guardians who provide primary care to children

**Children birth to 5 years:** children ages birth to kindergarten entry, which may include prenatal supports

**Other participants**: any recipient of services who does not fulfill one of the categories listed above, which may include professional staff or community partners

**Request for Proposal Timeline**

|  |  |
| --- | --- |
| Release of Request for Proposal | June 4, 2018 |
| **Applications Due** | **July 13, 2018 (by 11:59 p.m.)** |
| KCCTF Notifies Successful and Unsuccessful Applicants of Award | September 2018 |
| Grant Start Date | **October 1, 2018** |

# Questions regarding this RFP: All questions must be submitted via email to Ms. Dyogga Adegbore, Program Consultant, KCCTF, at [DAdegbore@ksde.org](mailto:DAdegbore@ksde.org) by Friday, June 15, 2018. Questions and answers will be compiled and posted by Wednesday, June 20, 2018 on the KCCTF website at <www.kschildrenscabinet.org>.

**II. Funding Opportunity**

Approximately $579,000 is available statewide through this RFP. Applicants can apply to administer local-level programming or statewide programming and must indicate their selection on the cover page of their application.

* **Community-based grants:** The purpose of this grant opportunity is to help communities fund targeted direct service strategies that will reduce the likelihood of abuse and neglect and increase the likelihood of a child having safe, stable, and nurturing relationships in their families and communities. Grants can range from $50,000 to $150,000.
* **Statewide grants:** The purpose of this grant opportunity is to provide services and infrastructure on a statewide basis for the prevention of child abuse and neglect. Statewide grants focus on parent education, professional education, and community awareness. Grants can range from $200,000 to $300,000. Multiple vendors may be chosen.

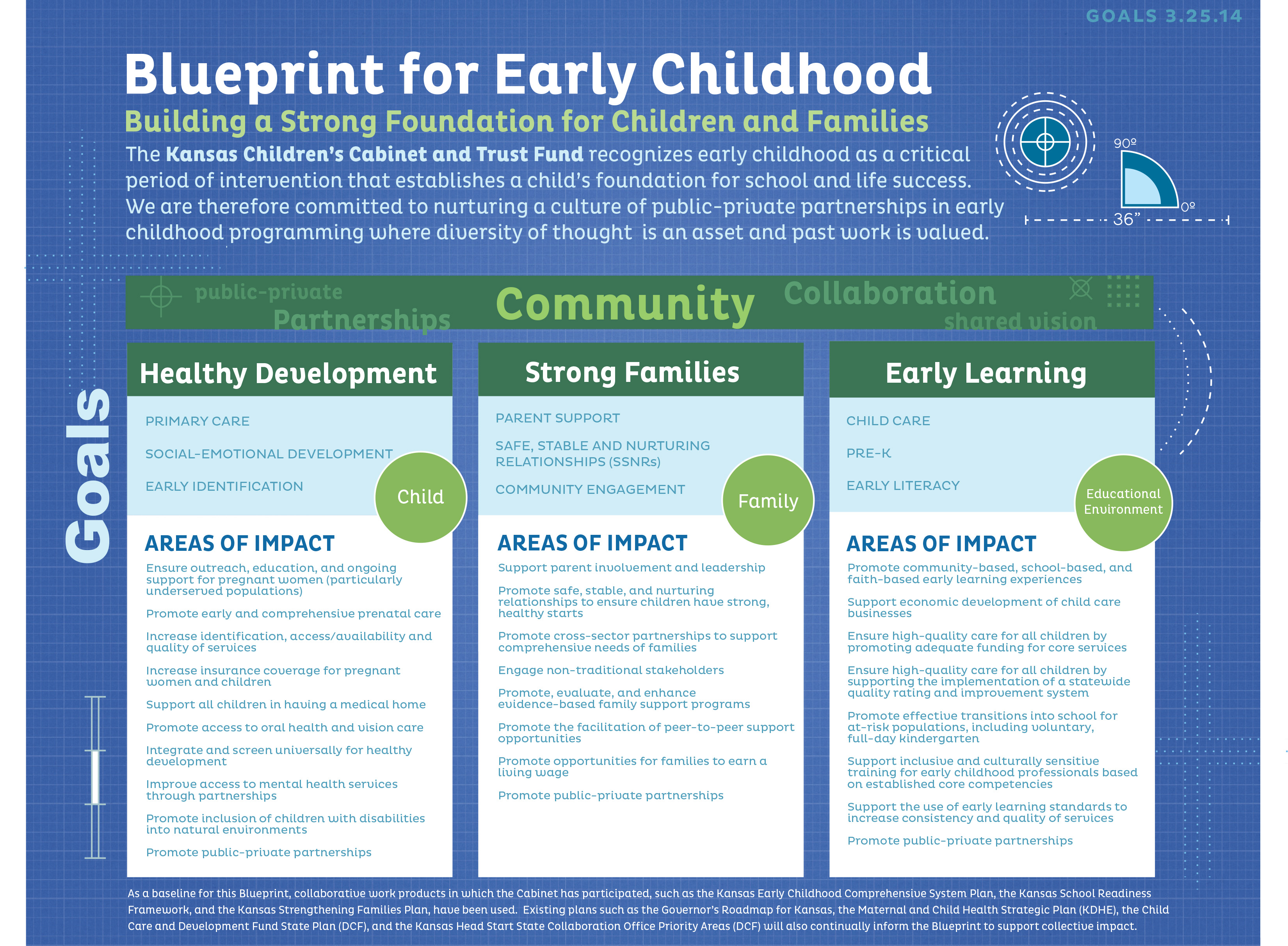
**KCCTF is seeking proposals that are innovative and bold, yet promote evidence-based practice, with clearly articulated strategies that will optimize child and family well-being as outlined in the Blueprint for Early Childhood.**

# III. Program Background and Philosophy

**The Kansas Children’s Cabinet and Trust Fund and the Community-Based Child Abuse Prevention (CBCAP) Grants**

CBCAP is a formula grant program which provides funding from The Office on Child Abuse and Neglect (OCAN) at the Children’s Bureau, Administration for Families, U.S. Department of Health and Human Services to states to develop, operate, expand, and enhance community-based, prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. CBCAP programs were established by Title II of CAPTA (the Child Abuse Prevention and Treatment Act) of 1996, reauthorized in June of 2010. KCCTF acts as Lead Agency through a Memorandum of Agreement with the Kansas State Department of Education (KSDE), which serves as the fiscal agent for the CBCAP funds.

**Blueprint for Early Childhood**

The Blueprint for Early Childhood is KCCTF’s strategic framework to optimize child and family well-being. With a focus on nurturing a culture of public-private partnerships through Healthy Development, Strong Families, and Early Learning, the Blueprint will be used to align the KCCTF investment portfolio and monitor progress toward goals. The Blueprint is attached in this RFP document (*Attachment H*).

KCCTF has articulated a broad vision of success for Healthy Development, Strong Families, and Early Learning. While the path to achieve success may vary, the Blueprint is intended to serve as a guide for program design, partnership development, implementation, and tracking.

*Common Measures*

KCCTF is committed to a system of shared measurement to tell the story of early childhood investments in Kansas. A system of shared measurement will foster a culture of continuous quality improvement by monitoring performance, tracking progress toward goals, and learning what is and is not working. While each KCCTF-funded program offers unique expertise and services, KCCTF will use shared measurement to point us all in the same direction, to create greater alignment among the goals of grantees, to build more collaborative problem solving, and to encourage an informal, ongoing learning community that supports quality programming.

*Community Collaboration*

Moving the needle on Healthy Development, Strong Families, and Early Learning will require community collaboration across sectors, involving multiple partners, both public and private, working toward a shared vision of high quality, accessible, affordable programs for children and families. The Blueprint is inclusive of all businesses, programs, faith- and community-based organizations, and individuals in the public and private sectors that can play a role in building a strong foundation for early childhood in Kansas. Current and potential partners listed on the Blueprint are a starting point – not an end point – for building collaboration that leads to positive outcomes for young children and families.

*The Blueprint and CBCAP*

CBCAP applications will be expected to align with the Blueprint. This proposal may include a combination of delivery strategies to address components of the Blueprint for Early Childhood.

Successful CBCAP applications will provide programs for children and families that:

* Support the Area of Impact: Healthy Development and Strong Families. See CBCAP outcomes, pages 7-8;
* Build public-private partnerships that support enhanced quality, accessibility, and affordability of programs for at-risk children and families (Community Collaboration); and,
* Utilize common measurement tools that document progress toward KCCTF’s long-term goals (Common Measures).

**Program Philosophy**

Early experiences have a broad and profound impact in the trajectory children’s lives. Everyday interactions and experiences in childhood greatly influence the architecture of developing brains and our subsequent emotional, cognitive, social, and neurobiological functioning. Positive experiences in childhood can lead to healthy and productive adulthood. Negative experiences can lead to poor mental and physical health, poorer school and work success, and lower socioeconomic status in adulthood. The cost to government to ameliorate problems caused by adverse child experiences (ACEs) is extraordinary.

A child’s ability to trust and form secure attachments is greatly compromised by exposure to toxic stress or trauma. This effect may be even stronger when a child suffers trauma under the care of an adult who is supposed to be protecting and caring for the child. The presence of protective factors, particularly safe, stable, and nurturing relationships, can often mitigate the consequences of early childhood adversity.

Effective evidence-based prevention of child maltreatment will enhance the lives of children and families so they can be healthy, productive citizens in the future and reduce the burden ACEs have on our economy, physical health, mental health, and child welfare systems.

Families who participate in evidence-based family support programs demonstrate increased protective factors which contribute to building safe, stable, and nurturing relationships for children. To build strong families and communities, it is expected that applicants will build the following elements into CBCAP proposals.

* Life Course Theory – programs must address multi-generational issues and applicants must demonstrate how their services will impact both the child and the parents or other family members/caregivers.
* Outreach to members of underserved or underrepresented groups unique to your community – programs must address their strategies for serving special populations specified in CAPTA. Within the Project Description portion of the application, programs must demonstrate their plans for maximizing the participation of at least ONE of the following special populations:
  + Racial and ethnic minorities
  + Children and adults with disabilities
  + Homeless families or those at risk of homelessness
  + Unaccompanied homeless youth
  + Adult former victims of child abuse and neglect or domestic violence
  + Fathers and male caregivers
* Community collaboration, both public and private – programs should foster public-private partnerships that expand the reach, quality, and effectiveness of programs and services for at-risk children and their families. Programs must support the Blueprint as KCCTF’s common agenda through a system of mutually reinforcing services and activities built on multi-disciplinary, cross-sectorcoordination.
* Shared measurement – programs must participate in the Common Measures Initiative, a coordinated system of evaluation that will be used by KCCTF to understand the impact of its investments, and to ensure that timely screening and ongoing assessments are conducted by KCCTF-funded program participants in a systematic way. Programs will ensure that assessments are administered by trained, proficient personnel and will adhere to all KCCTF deadlines.
* Service delivery – programs must provide services that are on a continuum of evidence-based practices and maintain fidelity to the selected program models.

# CBCAP Outcomes

CBCAP programs in Kansas will work towards the following outcomes. **Applicants must address at least THREE of the following outcomes**.

**Each applicant must address AT LEAST one outcome measured by the Keys to Interactive Parenting Scale (KIPS) and one outcome measured by the Revised Protective Factors Survey (PFS-2). In addition, all CBCAP-funded programs are required to universally screen for developmental delays using the ASQ-3 and ASQ:SE-2.**

Each CBCAP outcome is associated with a common measure. KCCTF will provide technical assistance to all funded programs regarding the use of the common measures associated with the CBCAP outcomes. See Attachment J, Data Collection Toolkit, for more information on the common measures.Proposals should tie their evidence-based or innovative practices back to these specific outcomes.

1. **Healthy Development**

1.1 Early identification: percentage of children who are screened for developmentally-appropriate communication skills, general cognitive skills, and social and emotional skills

***Common Measure:*** Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social-Emotional, Second Edition (ASQ:SE-2)

1. **Strong Families**

2.1 Safe, stable, and nurturing relationships (SSNRs): percentage of parents who indicate a positive level of family functioning, concrete support, social support, and nurturing and attachment

***Common Measure:*** Revised Protective Factors Survey (PFS-2) and Home Observation Measurement of the Environment (HOME)

2.2 Safe, stable, and nurturing relationships (SSNRs): Percentage of parents who know how to manage child behavior in a nurturing and effective manner

***Common Measure:*** Keys to Interactive Parenting Scale (KIPS)

2.3 Safe, stable, and nurturing relationships (SSNRs): Percentage of parents who demonstrate improved parent/child interaction

***Common Measure:*** Keys to Interactive Parenting Scale (KIPS)

**IV. Grant Monitoring**

The purpose of monitoring is to ensure that children, families, and communities are being served as intended. KCCTF will monitor grantees to ensure that project activities are being implemented as designed.

**Quarterly Grant Reporting Requirements**

* Grantees will be expected to collect and report, on a quarterly basis, data that are consistent with the goals and objectives of their project. The specific metrics will be detailed and affirmed as part of the terms and conditions of the Award Letter.
* Grantees will also be expected to report on their outreach, targeted activities, and on their success in engaging at-risk populations. Grantees will be expected to collect demographic information on the children and families participating in the proposed activities.
* Grantees will be required to submit quarterly progress reports to KCCTF. Content, format, and timeframes for the progress reports will be detailed in the terms and conditions of the Award Letter.

*Note: In addition to the above requirements, the Cabinet will monitor audit compliance, communication, and program leadership.*

**Information Management Requirements**

* To effectively coordinate, improve, and track outcomes for children and families served through CBCAP funds, grantees will be required to enter individual-level common measure data into a web-based outcome reporting system, DAISEY, housed on a secure, HIPAA/FERPA-compliant server. Only aggregate de-identified data will be shared with KCCTF. Grantees will be able to upload data from their own system or directly enter data into the reporting system. Grantees will be trained and provided technical assistance on DAISEY.
* Grantees will have access to KCCTF funded systems and tools (e.g. ASQ Enterprise). If grantees chose to utilize alternative systems and tools, grantees understand that all costs affiliated with that decision shall be funded with non-CBCAP dollars.

**V. Monitoring and Evaluation of the Work**

KCCTF’s evaluation of grantee’s work will inform policymakers about the impact of the grantee’s efforts on achieving CBCAP outcomes (See page 7-8 for CBCAP outcomes and required common measures).

* Data Sources and Evaluation Frameworks – in conjunction with KCCTF, the University of Kansas Center for Public Partnerships and Research (CPPR) will evaluate program outcomes.
* Grantees will work with the evaluator for data collection to provide rapid-cycle feedback about performance, promote continuous quality improvement, and track program outcomes (see Attachment J, Cabinet Data Collection Toolkit for details on current KCCTF common measures).

# VI. Award Information

**Funding Information**

**Source: Community-Based Child Abuse Prevention Grants**

**Award Amounts and Length**

The project period is intended to be three years with annual renewal based on funding, performance, and outcomes. There has been approximately a 20% reduction in funds available from FY2018 to FY2019. Approximately $579,000 is available statewide. Funding for subsequent years depends on additional dollars being available and outcomes being met. The number of awards issued for this RFP has not been pre-determined. The funding period will be October 1, 2018 to September 30, 2019. Budgets should be reasonable for the population to be served and strategies proposed. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by KCCTF.

* **Community-based grants:** Grants can range from $50,000 to $150,000.
* **Statewide grants:** Grants can range from $200,000 to $300,000. Multiple vendors may be chosen.

**Allowable Use of Funds**

Programs may include, but are not limited to, the following allowable uses of award funds: Costs tied to provision of Direct Services; Staff, Travel (in-state only) and Subsistence, Furniture and Equipment, Supplies, Contractual, Staff Education, Parental Incentives, Building Space and Maintenance, and Indirect Costs. Funds are not for “bricks and mortar” building renovation or remodeling, purchase of land or vehicles, or substantial outdoor equipment. Allowable indirect costs (as defined in OMB Circular A-122) will be limited to 10%. The KCTTF may audit grants at any point to ensure that funds are being spent in accordance with the OMB circular and the approved grant.

**Match Requirement**

This grant requires a 10% cash match. In-kind contributions are not eligible as a cash match. The lack of a 10% cash match will negatively impact an applicant’s score. See page 14 for information on cash match.

# VII. Eligibility

KCCTF is interested in supporting program models that provide direct services to at-risk children and families. Proposals need to be grounded in a public-private partnership framework.

Eligible applicants include:

* Locally controlled, community-based entities who provide direct services to at-risk populations
* County and city governments and Unified School Districts (USDs)
* Non-profit agencies/organizations, including faith-based and community organizations, with:
  + expertise in providing direct services to parents and families, or
  + expertise in providing individualized services to children birth to 5 years.

# VIII. Application Process

# How to Apply

**Applicants are expected to submit one electronic PDF in addition to one (1) hard copy. One electronic PDF is to be emailed by 11:59 p.m. CST on July 13, 2018 to:** [DAdegbore@ksde.org](mailto:DAdegbore@ksde.org). **The electronic application will be considered the official application and should consist of ALL application documents combined into one PDF. Only materials submitted by this time will be considered part of the application.**

Mailed applications shall be postmarked no later than **July 13, 2018.** Applicants are required to submit the original and one (1) copy per the specifications below to the KCCTF office (address below).

Attn: Ms. Dyogga Adegbore

Program Consultant  
Landon State Office Building

900 SW Jackson, Room 152

Topeka, KS 66612-1221

**Applications received after this date/time will not be accepted. There will be NO exceptions.**

* Copies are to be printed single-sided and bound with a binder clip. No staples.
* Do NOT bind with separate covers or folders of any kind.
* Do not include tabs, plastic inserts, or brochures.
* Pages are to be double-spaced with no less than 1 inch margins.
* Page numbers at the bottom of each page, beginning with the Application for Grant Cover Page (Attachment A) as Page 1.
* The application must be arranged in the order indicated in the Table of Contents with Signature (Attachment B).
* Page limit of 15 pages for Narrative. See page 16 for sections considered Narrative.

## What a Proposal Should Include

Applications must include all the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application; preclude access to or use of award funds pending satisfaction of the conditions; and/or prevent the proposal from proceeding to the KCCTF level for further consideration.

**All sections designated with an asterisk (\*) are considered Narrative and limited to 15 pages combined.**

KCCTF strongly recommends use of appropriately descriptive file/heading names (e.g. “Needs Assessment, Public-Private Partnerships/Planning,” etc.) for all narrative sections of the application.

***Application for Grant Cover Page with Brief Project Abstract – Attachment A (Required)***

Complete the Application for Grant Cover Page (Attachment A). The brief project abstract should be no more than 100 words and included in the space provided on the bottom of the Application for Grant Cover Page.

* Identify the type of applicant (community not-for-profit, faith-based, or public organization)
* Identify the intent for a statewide or community-based grant
* Briefly describe the proposed strategies for which funding is being requested, including the purpose and program outcomes, the geographic area, description of target population, services to be provided, and number of clients to be served

***Table of Contents with Signature – Attachment B (Required)***

KCCTF requires that a Table of Contents with page numbers be included as part of the grant proposal. Please use the list of contents in Attachment B. Applicants may design their own table as long as the contents are submitted in the prescribed order with authorized signature and date.

***Assurances with Signature – Attachment C (Required)***

This two-page document must be signed on the second page by an official authorized to sign. Although an authorized signature is only required on the second page, both pages must be submitted.

*\*Needs Assessment* ***(12 total points)***

* Geographic Area to be Served, including county/counties served *(3 points)*
* Community Characteristics: Clearly indicate the number of children who are at-risk, who would benefit from services, and are currently underserved in the community. *(3 points)*
* Current Status: Describe the community’s current opportunities for children and their families within the proposed service area; describe how existing services will be aligned with proposed services. *(3 points)*
* Data**:** Data provided must show the nature and scope of the current need (data must be from 2015 or later). *(3 points)*

***\*Community Collaboration/Public-Private Partnerships/Planning (14 total points)***

* Community collaboration/collective impact: Describe how community partners have been or will be engaged in the planning and implementation of this project. *(7 points)*
* Describe a clear plan for managing the project, including how public-private partnerships will work together to make key decisions. *(7 points)*

*Note: These public-private partnerships should drive the ongoing outcome monitoring and success of the project strategies.*

***\*Organizational Capacity (5 total points)***

Organizations must demonstrate the capacity for sufficient community leadership and the capacity to appropriately implement and administer the proposed project.

* Describe the capacity of each partner’s experience providing child abuse and neglect prevention services. *(1 point)*
* Describe each partner’s competence in working with families similar (in ethnicity, culture, language, and level of need) to those to be served by the proposed project. *(1 point)*
* Staffing and Organizational Structure: Staffing and organizational structure should be described as it relates to this project. *(1 point)*
* Recruitment of Staff: Describe how appropriate staff will be recruited to meet the quality criteria of this RFP. *(1 point)*
* Organizational Chart: Provide an organizational chart for the **proposed project.** *(1 point)*

***\*Project Description (20 total points)***

* ***Project Approach:*** Programs must provide services that are on a continuum of evidence-based practices and maintain fidelity to the selected program models. Provide a description of your proposed services and how you intend to deliver services. Include how it will meet the Needs Assessment as previously identified. (3 points)
* ***Goals and Objectives:*** Describe how implementing the proposed strategies align with the CBCAP outcomes. (See page 7-8 CBCAP outcomes.) (3 points)
* ***Recruitment/Eligibility (see definitions in note below):*** Describe how at-risk families and children will be recruited and retained to participate in the program. Include a description of strategies for outreach to **AT LEAST ONE** of the underserved populations listed on page 6. Describe how parents will be involved in decision making. Clearly state the number of parents and children to be served depending on program type. (4 points)

***Note: Definitions of Population to be Served***

*The following definitions apply to this funding opportunity:*

***Community-based grants:***

***Parents:*** *parents or other guardians who provide primary care to children*

***Children birth to 5 years:*** *children ages birth to kindergarten entry, which may include prenatal supports*

***Statewide grants:***

***Parents:*** *parents or other guardians who provide primary care to children*

***Children birth to 5 years:*** *children ages birth to kindergarten entry, which may include prenatal supports*

***Other Participants:*** *any recipient of services who does not fulfill one of the categories listed above*

* ***Program Model:***
* Demonstrate the theory of change on which the program is based. Programs must provide services that are on a continuum of evidence-based practices and maintain fidelity to the selected program models. Describe how the strategies will keep fidelity to an evidence-based practice. *(3 points)*
* Describe how this approach will impact the well-being of at-risk children and families. *(2 points)*
* Identify the elements of the strategies and/or services to be provided to children and their families, including any evidence-based practice. *(2 points)*
* Provide a detailed description of the research that supports the program/practice you are proposing with references cited. *(3 points)*

*Note: Evidence-based practice has been confirmed by scientifically-based rigorous research design. For evidence-based practice, provide the resource(s) used to identify the activities as evidence-based.*

***Blueprint for Early Childhood Alignment (24 total points)***

* ***Logic Model*** *(6 points)*

Applicants are required to use the Logic Model template provided in Attachment D, to detail alignment with the CBCAP outcomes. **Programs must address at least THREE of the outcomes listed on page 7-8**. **Each applicant should address AT LEAST one outcome measured by the Keys to Interactive Parenting Scale (KIPS) and one outcome measured by the Revised Protective Factors Survey (PFS-2). In addition, all CBCAP-funded programs are required to universally screen for developmental delays using the ASQ-3 and ASQ:SE-2.** The Logic Model is expected to align with the project description and program model.

* ***Work/Implementation Plan*** *(6 points)*

Using the required Work/Implementation Plan template included in Attachment E, clearly describe the anticipated activities and timeline for planning and implementing the program for FY2019 (October 1, 2018 through September 30, 2019).

* ***Data Collection Plan*** *(6 points)*

Applicants should complete the required Data Collection Plan provided in Attachment F.

*Note: The Blueprint for Early Childhood Alignment Templates (Attachments D, E, and F) are formatted in Microsoft Word. These attachments may span more than one page, if needed, and do NOT count toward the narrative page total. Like all application documents submitted electronically, the completed Word templates should be converted to a PDF and submitted as part of one comprehensive PDF application in the order outlined in Attachment B.*

* ***Continuous Quality Improvement Plan*** *(6 points)*

Applicants should include a brief narrative plan for continuous quality improvement for their project. (*Please note: no template provided.*) The plan should describe how quality monitoring will be used, including the use of “real-time” data from reports to assure fidelity in implementation for the selected evidence-based practices and outcome data to drive quality improvement. Grantees should also include who is involved in this process and how information will be continuously communicated.

*Note: Applicants should indicate how the required CBCAP common measures will be used with specific populations in their program(s). Specify the anticipated number of participants that will complete each required measurement tool. Programs will be monitored for their ability to administer measures to the number of participants specified in their proposal.*

*Note: KCCTF will provide technical assistance to all grantees regarding the use of common measures*.

***Budget Detail Worksheet and Budget Narrative/Justification (25 points)***

Applicants should complete the Budget Detail Worksheets provided within RFP (Attachment G) and described below.

* ***Worksheet 1: Total CBCAP Proposed Budget*** *(5 points)*

Please provide the Total CBCAP Proposed Budget. This includes total cost for ***all*** program components for which funding is sought by the applicant organization and/or collaborative. Use Worksheet 1: Total CBCAP Proposed Budget in Attachment G.

* ***Worksheet 2: Total CBCAP Budget by Program Component*** *(5 points)*

Please provide Total CBCAP Proposed Budget broken down by program component. Include the amount spent by program component on: direct services for parents, direct services to children birth to 5, and direct services for other participants. Use Total CBCAP Budget by Program Component worksheet in Attachment G.

* ***Worksheet 3: Total Cash Match: Total Cash Match by Program Component and Description of Cash Match*** *(5 points)*

Please provide the Total Cash Match broken down by program component. Include the component, cash match amount, and percentage of match. Within the worksheet, applicants should explain who is providing the cash match for each program component, as indicated by the question embedded in the worksheet. Applicants should also include a brief description of how they will raise and sustain the 10% cash match.

* ***Worksheets 4 to 13: Proposed Budget by Program Component*** *(5 points)*

Please provide proposed budget for each program component for which funding is sought. Use “Program Component 1, Program Component 2,…” worksheets in Attachment G. Worksheets for five program components are provided, however, grantees are not expected or required to have five separate components. Applicants should leave the worksheets that exceed proposed number of components blank. For example, if an applicant is applying for funds to support three program components, leave worksheets 4 and 5 blank. Applicants should replace “Program Component 1” with the name of the component to be funded.

* ***Worksheets 4 to 13: Budget Description: Narrative and In-Kind Contributions*** *(5 points)*

The budget narrative is embedded in the budget detail worksheet for each program component along with an additional question regarding in-kind contributions. The budget narrative should thoroughly and clearly describe every category of expenses listed in the individual program component budget worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the individual program component budget worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

*Note: Applicants are encouraged to blend and braid funding. Please identify those places in the narrative and the budget where the proposal is maximizing existing resources.*

*Note: Grant dollars must not supplant existing state or federal funding for programs. Utilizing current funding streams, however, to enhance programming for at-risk children and families is encouraged.*

***Public-Private Partnership Member Endorsement List (Required)***

* Provide a list of names, with email and phone number, of all individuals representing any community/public-private agency involved in the planning or implementation of this project.

***Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert (Required)***

* KCCTF requires that a current Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert be included as part of the grant proposal.

***501 (c)3 Verification, if applicable (Required as applicable)***

* Required as applicable per type of organization.

***List of Board Members, if applicable (Required as applicable)***

* Required as applicable per type of organization; if applicable, also include a Conflict of Interest Statement for Board Members.

# 

# IX. Review and Selection Process Proposal Review

KCCTF is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by an impartial panel of reviewers. These reviewers represent both the public and private sectors. KCCTF reserves the right to work with grantees to modify proposals if needed.

## Selection Criteria

Both state and national evaluators will use a scoring rubric in reviewing proposals. A maximum of 100 points will be possible. Scores assigned to proposal components are as follows:

|  |  |
| --- | --- |
| Application for Grant Cover Page with Brief Project Abstract (Attachment A) | Required |
| Table of Contents with Signature (Attachment B) | Required |
| Assurances with Signature (Attachment C) | Required |
| \*Needs Assessment | 12 points |
| \*Community Collaboration/Public-Private Partnerships/Planning | 14 points |
| \*Organizational Capacity | 5 points |
| \*Project Description | 20 points |
| Blueprint for Early Childhood Alignment | 24 points |
| Logic Model (Attachment D) (6 points) |  |
| Work/Implementation Plan (Attachment E) (6 points) |  |
| Data Collection Plan and Timeline (Attachment F) (6 points) |  |
| Continuous Quality Improvement Plan (6 points) |  |
| Budget Detail Worksheet & Budget Narrative/Justification (Attachment G) | 25 points |
| Public-Private Partnership Member Endorsement List | Required |
| Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert | Required |
| 501 (c)(3) verification, if applicable | Required, as applicable |
| List of Board members, with Conflict of Interest Statement, if applicable | Required, as applicable |
| One original, 1 hard copy, 1 electronic PDF file of grant application | Required |

\*Considered Narrative - limited to 15 pages.

*KCCTF reserves the right to consider past compliance with reporting requirements as a supporting factor for grant award. While not considered as a portion of the scoring criteria, a management and leadership rubric will be assessed (Attachment I).*

**X. Post Award Requirements**

**Notice of Post-Award Reporting Requirements**

Program reporting includes: Financial Report: By the 10th of each month the grantee will submit a financial report for payment via email to [DAdegbore@](mailto:DAdegbore@)ksde.org. See Sections IV and V for additional reporting requirements around grant monitoring and evaluation of the work.

## Ongoing Audit Requirements

Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert, or any other audit requirements.

**ATTACHMENT A:** APPLICATION FOR GRANT COVER PAGE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. APPLICANT AGENCY (NAME, ADDRESS, TELEPHONE,**  **E-MAIL)** | | | **C. OFFICIAL AUTHORIZED TO SIGN APPLICATION**  **(NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** | |
| **B. TYPE OF AGENCY Public; Private Non-Profit; Private Profit (circle one) 501 (c ) (3): YES NO (circle one)** | | | **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **D. PROJECT DIRECTOR (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** | | | **E. FINANCIAL OFFICER**  **(NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** | |
| **F. TYPE OF APPLICATION**  **\_\_\_\_\_\_\_ NEW SERVICES** | | | | |
| **G. TITLE OF PROJECT** | | | | |
| **H. TYPE OF PROPOSAL**  **STATEWIDE \_\_\_\_\_\_\_\_\_\_\_\_\_ COMMUNITY-BASED \_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **I. GEOGRAPHIC AREA TO BE SERVED, TARGET POPULATION, AND ESTIMATED NUMBERS IMPACTED**  **GEOGRAPHIC AREA (including county/counties):**  **ZIP CODES OF AREA TO BE SERVED (OPTIONAL):** | | | | |
| **DIRECT SERVICE:**  **NUMBER OF CHILDREN B-5 TO BE SERVED: NUMBER OF PARENTS TO BE SERVED:**  **NUMBER OF OTHER PARTICIPANTS TO BE SERVED:** | | | | |
| **J. FEDERAL IDENTIFICATION NUMBER (FEIN)** |  | **L. PROJECT COSTS**  **1. GRANT FUNDS REQUESTED**  **2. CASH MATCH**  **3. ESTIMATED IN-KIND**  **4. TOTAL COST** | | **$\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_** |
| **K. APPLICANT’S FISCAL YEAR** |  |  | | |
| **ABSTRACT: Please include a brief (100 words or less) overview of the project. Font size may be 10 point, if necessary, in this box.** | | | | |

**ATTACHMENT B:** TABLE OF CONTENTS with SIGNATURE

|  |
| --- |
| Table of Contents  The following must be submitted in this order with page numbers added. |
| Application for Grant Cover Page with Brief Project Abstract |
| Table of Contents with Signature |
| Assurances with Signature |
| \*Needs Assessment |
| \*Community Collaboration/Public-Private Partnerships/Planning |
| \*Organizational Capacity |
| \*Project Description |
| Blueprint for Early Childhood Alignment |
| Logic Model |
| Work/Implementation Plan |
| Data Collection Plan and Timeline |
| Continuous Quality Improvement Plan |
| Budget Detail Worksheet & Budget Narrative/Justification |
| Public-Private Partnership Member Endorsement List |
| Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert |
| Attachments *(if applicable)* |
| 501(c)(3) Verification or Public Verification |
| List of Board Members and a Board Member Conflict-of-Interest Statement |

\*Considered Narrative – limited to 15 pages combined.

SignatureDate

**ATTACHMENT C:** ASSURANCES with Signature

1. **Supplantation of Grant Funds**

The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

1. **Debarment**

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Executive Director of KCCTF is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with KCCTF, the Excluded Parties Lists shall be researched for potential debarred persons or entities (located at <http://www.sam.gov/portal.public/SAM>).

1. **Compliance With Laws and Regulations**

The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to KCCTF that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

1. **Nondiscrimination and Workplace Safety**

The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

1. **ADA Compliance**

The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase “Equal Opportunity Employer@; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total $5,000 or less during the fiscal year of such agency.

1. **Audit Requirements**

Awards containing Federal funds are subject to the Audit Requirements listed in OMB Circular A-133. Organizations expending Federal award funds in excess of $500,000 during their fiscal year must have an audit completed in accordance with this Circular. Organizations spending less than $500,000 annually in Federal awards may be subject to other audit requirements which will be established at the time of the award.

1. **Cost Principles**

Funds awarded through this agreement are subject to the following requirements as established by the Office of Management and Budget:

* + OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
  + OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education and Other Non-Profit Organizations
  + OMB Circular A-21 – Cost Principles for Educational Institutions
  + OMB Circular A-87 – Cost Principles for State, Local and Indian Tribe Governments
  + OMB Circular A-122 – Cost Principles for Non-Profit Organizations

If selected as the sub- recipient of this award, I agree on behalf of ***[Agency name]*** to abide by the assurances described in this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| ***[Officer’s Name and Title]*** |  | ***[date]*** |

**ATTACHMENTS D, E, and F**: BLUEPRINT FOR EARLY CHILDHOOD ALIGNMENT

*The Blueprint for Early Childhood Alignment Templates (Attachments D, E, and F) are formatted in Microsoft Word. These attachments may span more than one page, if needed, and do NOT count toward the narrative page total. Like all application documents submitted electronically, the completed Word templates should be converted to a PDF and submitted as part of one comprehensive PDF application in the order outlined in Attachment B.*

**ATTACHMENT D:** BLUEPRINT FOR EARLY CHILDHOOD ALIGNMENT, Logic Model Template

Instructions:

1. Using the Logic Model Template, applicants must address how program activities align with the CBCAP outcomes on page 7-8. **Programs must address at least THREE of the outcomes listed on page 7-8**. **Each applicant should address AT LEAST one outcome measured by the Keys to Interactive Parenting Scale (KIPS) and one outcome measured by the Protective Factors Survey (PFS-2). In addition, all CBCAP-funded programs are required to universally screen for developmental delays using the ASQ-3 and ASQ:SE-2.**
2. Indicate the Program(s), Target Population(s), Strategies, Activities, Outputs, Areas of Impact/Targeted Improvement, Long-Term Results, and Measure(s) that will be associated with each CBCAP outcome.

*Note: space for one strategy for each required CBCAP outcome is provided. Applicants may include additional strategies if desired.*

1. For Measure, list all measures you will use to assess the program activity. These will include, but are not limited to, the common measure(s) designated to the outcomes listed on page 7-8.

*Note: KCCTF will provide technical assistance to all funded programs regarding the use of the common measures associated with the CBCAP outcomes*.

**ATTACHMENT D**: BLUEPRINT FOR EARLY CHILDHOOD ALIGNMENT, Logic Model Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Name:** | | | | | |
| **CBCAP Outcome One:** | | | | | |
| **Strategy (Based on the above outcome, what broad strategy will you use as a way to achieve your impact):** | | | | | |
| **Program Description(s):** | | | **Target Population(s):** | | |
| **Program Activities** (*What do you do to help the targeted population achieve the desired outcome? Include estimated number of children and families to be served.*) | **Outputs**  (*What do you plan to collect to show that the activity took place?)* | **Area of Impact/**  **Target Improvement**  (*What change do you wish to see in families or the community after one year of service?)* | | **Long-term Results**  (*What change do you wish to see in families or the community after five years of service?)* | **Measure**  *(How will you know the effect of your efforts? See CBCAP Outcomes, Common Measures p. 7)* |
|  |  |  | |  |  |
| **CBCAP Outcome Two:** | | | | | |
| **Strategy: (Based on the above outcome, what broad strategy will you use as a way to achieve your impact):** | | | | | |
| **Program Description(s):** | | | **Target Population(s):** | | |
| **Program Activities** | **Outputs** | **Area of Impact/**  **Target Improvement** | | **Long-term Results** | **Measure** |
|  |  |  | |  |  |
| **CBCAP Outcome Three:** | | | | | |
| **Strategy (Based on the above outcome, what broad strategy will you use as a way to achieve your impact):** | | | | | |
| **Program Description(s):** | | | **Target Population(s):** | | |
| **Program Activities** | **Outputs** | **Area of Impact/**  **Target Improvement** | | **Long-term Results** | **Measure** |
|  |  |  | |  |  |
| **CBCAP Outcome Four:** | | | | | |
| **Strategy (Based on the above outcome, what broad strategy will you use as a way to achieve your impact):** | | | | | |
| **Program Description(s):** | | | **Target Population(s):** | | |
| **Program Activities** | **Outputs** | **Area of Impact/**  **Target Improvement** | | **Long-term Results** | **Measure** |
|  |  |  | |  |  |
| **CBCAP Outcome Five:** | | | | | |
| **Strategy (Based on the above outcome, what broad strategy will you use as a way to achieve your impact):** | | | | | |
| **Program Description(s):** | | | **Target Population(s):** | | |
| **Program Activities** | **Outputs** | **Area of Impact/**  **Target Improvement** | | **Long-term Results** | **Measure** |
|  |  |  | |  |  |

**ATTACHMENT E:** BLUEPRINT FOR EARLY CHILDHOOD ALIGNMENT, Work/Implementation Plan Template

Using the CBCAP outcomes (page 7-8), please complete the following table with the information identified in your Logic Model. Indicate the quarter(s) in which program activities will be completed by shading in the appropriate cell(s) in the table. Please add additional rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CBCAP Work/Implementation Plan 2018/2019**  **Applicant Name:** | | | | | |
| **Program Activity** | **Person(s) Responsible** | **2018/2019** | | | |
| **Q1 (Oct – Dec 2018)** | **Q2 (Jan – March 2019)** | **Q3 (April – June 2019)** | **Q4 (July – Sept 2019)** |
| **CBCAP Outcome One:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Two:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Three:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Four:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Five:** | | | | | |
|  |  |  |  |  |  |

**ATTACHMENT F:** BLUEPRINT FOR EARLY CHILDHOOD ALIGNMENT, Data Collection Plan and Timeline

In order to maintain an environment of data-driven decision-making, please complete the following table by providing your program’s plan for collecting data for your CBCAP outcomes. List all measures you will use to assess the program outcomes. These will include, but are not limited to, the common measure(s) designated to the outcomes listed on page 7-8. **Programs must address at least THREE of the outcomes listed on page 7-8**. **Each applicant should address AT LEAST one outcome measured by the Keys to Interactive Parenting Scale (KIPS) and one outcome measured by the Protective Factors Survey (PFS-2). In addition, all CBCAP-funded programs are required to universally screen for developmental delays using the ASQ-3 and ASQ:SE-2.** Please add additional rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Collection Plan and Timeline**  **Applicant Name:** | | | | | |
| Measure | Population Assessed | Target Improvement | Data Collection Schedule | Person(s) Responsible for Administering | Person(s) Responsible for Coordinating and Managing Data |
| **CBCAP Outcome One:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Two:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Three:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Four:** | | | | | |
|  |  |  |  |  |  |
| **CBCAP Outcome Five:** | | | | | |
|  |  |  |  |  |  |

**ATTACHMENT G:** BUDGET DETAIL WORKSHEET & BUDGET NARRATIVE/JUSTIFICATION



**Attachment H:** blueprint for early childhood

****

**Attachment I.** management Rubric

