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**Early Childhood Block Grants**

**Request for Proposals**

Kansas Children’s Cabinet and Trust Fund

Melissa Rooker, Executive Director

Kim Moore, Chair

Landon State Office Building

900 SW Jackson, Room 152

Topeka KS 66612-1221

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[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 (sent to [dadegbore@ksde.org](mailto:dadegbore@ksde.org)) BY **11:59 PM** ON

**TuesDAY, FEBRUARY 4, 2020**

ONE ORIGINAL COPY MUST BE POSTMARKED NO LATER THAN

**TUESDAY, FEBRUARY 4, 2020**

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**Table of Contents**

**I. Funding Opportunity3**

Timeline for RFP3

**II. Statutory Authority3**

**III. Grant Overview …………………………………………………………………………………………………………………….4**

Eligible Applicants……………………………………………………………………………………………………………………………………..4

Definitions of Populations to be Served4

At-Risk Criteria5

Blueprint for Early Childhood5

Program Philosophy6

Required ECBG Outcomes7

**IV. Grant Monitoring8**

Quarterly Grant Reporting Requirements9

Information Management Requirements9

Evaluation of the Work9

**V. Award Information9**

Funding Information9

Award Amount and Length9

Allowable Use of Funds10

Match Requirement10

**VI. Application Process11**

How to Apply11

What an Application Should Include11

**VII. Review and Selection Process15**

Proposal Review15

Selection Criteria16

**VIII. Post-Award Requirements16**

Reporting Requirements16

Ongoing Audit Requirements16

**ATTACHMENTS17-21**

|  |
| --- |
| 1. **FUNDING OPPORTUNITY** |

The Kansas Children’s Cabinet and Trust Fund (KCCTF) announces the release of the Early Childhood Block Grant Request for Proposals (RFP) for state fiscal year (SFY) 2021. The purpose of this grant opportunity is to provide early childhood services for at-risk children ages birth up to kindergarten entry to meet specific early childhood outcomes. This opportunity also applies to services for prenatal and family supports. KCCTF is interested in supporting evidence-based, data-driven best practices and program models that provide direct services to at-risk children and families. Proposals need to support activities and services that are community-based, community-informed, community-driven, and grounded in a public-private partnership framework.

**Timeline for RFP**

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| Release of Request for Proposal | December 3, 2019 |
| Written questions from applicants due | December 17, 2019 |
| **Applications Due** | **February 4, 2020 (by 11:59 p.m.)** |
| Grant Year | July 1, 2020 – June 30, 2021 |

# Questions Regarding this RFP: All questions must be submitted via email to Ms. Dyogga Adegbore, Program Consultant II, KCCTF, at [dadegbore@ksde.org](mailto:dadegbore@ksde.org) by 5:00 p.m. CST on Tuesday, December 17, 2019. Responses will be made directly to individuals as quickly as possible via email. Questions and answers will be compiled as they are received and will be posted as quickly as possible on the KCCTF website at [www.kschildrenscabinet.org](http://www.kschildrenscabinet.org).

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| STATUTORY AUTHORITY |

**The Children’s Initiatives Fund, The Kansas Children’s Cabinet and Trust Fund, and the Early Childhood Block Grant**

The 1999 Kansas Legislature enacted legislation directing how tobacco settlement payments and other tobacco revenues will be used in Kansas. K.S.A. 38-2101 established the Kansas Endowment for Youth (KEY) Fund, into which tobacco payments will be credited. The KEY fund is managed by the Kansas Public Employees Retirement System (KPERS) Board of Trustees. The statute authorizes transfer to be made from the KEY Fund to the Children’s Initiatives Fund (CIF), also created by the legislation, from which expenditures will be made “*for the purposes directly or indirectly beneficial to the physical and mental health, welfare, safety and overall well-being of children in Kansas*.”

In making appropriations from the Fund, K.S.A. 38-2012(b) directs:

*“All moneys credited to the children's initiatives fund shall be used for the purposes of providing additional funding for programs, projects, improvements, services and other purposes directly or indirectly beneficial to the physical and mental health, welfare, safety and overall well-being of children in Kansas as provided by appropriation or other acts of the legislature. In allocating or appropriating moneys in the children's initiatives fund, the legislature shall emphasize programs and services that are data-driven and outcomes-based and may emphasize programs and services that are generally directed toward improving the lives of children and youth by combating community-identified risk factors associated with children and youth becoming involved in tobacco, alcohol, drugs or juvenile delinquency. Programs funded must have a clearly articulated objective to be achieved with any funds received. As a condition precedent to funding, every program must demonstrate that the program's design is supported by credible research, that the program as implemented will constitute best practices in the field, that data is available to benchmark the program's desired outcomes and that an evaluation and assessment component is part of the program design and that such evaluation is capable of determining program performance, needed program modifications to enhance performance, ways in which the program could be modified for transfer to other venues, and when performance no longer justifies funding. Community-based programs must demonstrate the availability of sufficient community leadership and the capacity to appropriately implement and administer the program that is funded. Programs which require community mobilization to successfully achieve program objectives must demonstrate a specific strategy to obtain the requisite levels of community mobilization. Moneys allocated or appropriated from the children's initiatives fund shall not be used to replace or substitute for moneys appropriated from the state general fund in the immediately preceding fiscal year.”*

For administrative purposes, the Kansas State Department of Education has been designated to serve as the fiscal agent for KCCTF.

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| **III. GRANT OVERVIEW** |

**Eligible Applicants**

Eligible applicants should be experienced in providing service delivery models that yield positive outcomes to at-risk children from birth up to kindergarten entry and their families, including prenatal supports with a commitment to evidence-based, data-driven practices. Applicants should include within their proposal a community-informed, community-driven collaborative approach with partners from the private sector. Eligible applicants may include:

* 501©(3) organizations
* County and city governments
* Unified School Districts (USDs)

Strong proposals will include:

1. Plans based on community needs and data
2. A focus on outcomes
3. Public-private partnerships
4. Improving quality and/or access to services
5. A commitment to evidence-based, data-driven practices

**Definitions of Population to be Served**

The following definitions apply to this funding opportunity:

**Children birth to 3:** children ages birth to 2 years and 364 days, and may include prenatal supports.

**Children 3 to 5**: children ages 3 years up to kindergarten eligibility.

Children eligible for kindergarten (age 5 on or before August 31, 2020) may not be served with these funds.

**Families**: parents and primary caregivers of children birth up to kindergarten eligibility, and may include prenatal supports.

**Other Participants**: any recipient of services who does not fulfill one of the categories listed above and serves children birth up to kindergarten eligibility, and may include prenatal supports.

**At-Risk Criteria**

This RFP is focused on at-risk children birth up to kindergarten entry (may include prenatal and family supports when appropriate).

ECBG at-risk criteria include:

* Family income qualifying for federal free or reduced lunch program;
* First language is not English or English is not the language primarily spoken in the home;
* Children at-risk for developmental delays or who have an established Individual Education Plan (IEP) or Individual Family Service Plan (IFSP);
* Children in foster care, custodial grandparents/kinship care, or out-of-home placement, or children who have been referred by the Department for Children and Families;
* Either parent lacking a high school diploma or GED;
* Teen parent(s) at time of child’s birth;
* Custodial parent is unmarried;
* Children lacking health insurance;
* Children with inadequate housing, or who experience chronic or episodic homelessness;
* Migrant status

**Blueprint for Early Childhood**

The [Blueprint for Early Childhood](https://kschildrenscabinet.org/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 by KCCTF to align the KCCTF investment portfolio and monitor progress toward goals. The Blueprint is available on the KCCTF website at <https://kschildrenscabinet.org/blueprint-for-early-childhood/>.

*The Blueprint and ECBG*

ECBG applications will be expected to align with the Blueprint. 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 young children and families.

Successful applicants will explain how their service approach:

* Supports the areas of impact (Healthy Development, Strong Families, Early Learning). See required ECBG outcomes, page 7;
* Contributes to the indicators of success (e.g. What do Healthy Development, Strong Families, Early Learning look like?);
* Builds public-private partnerships to support enhanced quality, accessibility, and affordability of programs for at-risk children and families (e.g. Community Collaboration);
* Utilizes common measurement tools to document progress toward KCCTF’s long-term goals (i.e. Common Measures).

**Common Measures**

KCCTF is required by state statute to direct investments towards programs and services which are data-driven and outcomes-based. The Common Measures is a system of shared measurement that fosters 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.

**Public-Private Partnerships**

Public-private partnerships are formalized agreements between the public sector (federal, state, local, and tribal officials or agencies) and the private sector (families, employers, philanthropies, media, civic groups, and service providers). Common elements include clearly defined outcome or performance metrics, payments tied to the delivery of services, agreed-upon quality and quantity levels, defined prices, a set long-term operation period, and shared risk across partners.

**Program Philosophy**

During the 2019, KCCTF participated in a cross-sector collaboration with the Kansas State Department of Education, the Kansas Department for Children and Families, and the Kansas Department of Health and Environment to conduct a statewide comprehensive Early Childhood Needs Assessment. During that process, over 6,100 Kansans provided input. Kansans told us:

1. Families’ experiences are profoundly shaped by where they live across the state and within communities. Geography impacts the availability and accessibility of early care and education services and supports, creating isolation, barriers and gaps that are difficult to navigate.
2. Too many young Kansas children grow up in families where basic needs are not met. The struggle to meet basic needs such as food, housing, healthcare, and employment prevents families from fully meeting the developmental needs of their young children.

From the 2019 Early Childhood Needs Assessment, the following themes emerged:

1. Families with young children experience inequitable access to high-quality programs and services across the broader early childhood system.
2. Families with young children experience a gap between services that are available and their actual needs, disproportionately affecting underserved populations.
3. Families must adopt a “connect the dots” approach to navigate services across sectors; disruptors are frequent and common.
4. Early childhood workforce needs at the leadership and direct service levels include preparation, compensation/financial relief, ongoing training and support, and recruitment and retention.
5. Needs exist related to the physical conditions and environments of early childhood facilities across the state.
6. Early childhood professionals and stakeholders share a desire for collaboration and cooperation, but these efforts are often disconnected and uncoordinated.
7. Greater systems alignment is needed to fully realize an efficient and robust early childhood care and education infrastructure.
8. Efficient, innovative, and responsive efforts are occurring amongst early childhood care and education systems partners in communities throughout the state.

In response, KCCTF adopts the following aspirational goals, in alignment with the Blueprint for Early Childhood:

1. Kansas kids and families are stronger when their basic needs are met (Strong Families).
2. Kansas kids and families thrive when they have equitable access to comprehensive health and developmental services (Healthy Development).
3. Kansas kids are prepared for success in kindergarten and beyond when their families have equitable access to quality care and early learning environments (Early Learning).
4. Kansas will lead the way in developing, supporting, and valuing early childhood professionals.
5. Kansas will empower and equip communities to create the best environments to raise a child.
6. Kansas will align the early childhood care and education system for maximum impact.
7. Kansas will champion innovation and create opportunities to invest in the future of Kansas kids.

The KCCTF ECBG is one of many funding sources which comprise the Kansas early childhood care and education system. Children and families who participate in high-quality early childhood care and education programming are more likely to have better educational outcomes, graduate high school, earn a higher lifetime salary, have higher levels of employment, and contribute to the vibrancy of their community. High-quality early learning opportunities are particularly beneficial for children whose early experiences otherwise put them at risk. Applicants are encouraged to keep the needs assessment themes and aspirational goals in mind to design a local system that holistically meets the needs of young children and families.

# Required ECBG Outcomes

Applicants will be responsible for providing services that support the implementation of evidence-based practices designed to improve outcomes for children and families. Proposals may include strategies that are center-based, home-based, or mixed delivery strategies to address components of the Blueprint for Early Childhood. Funded programs will be held accountable for outcomes as articulated by KCCTF. The following objectives should be addressed by all applicants (common measure in parenthesis):

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 and referred for additional services as needed. (Ages and Stages Questionnaire, Third Edition; ASQ-3, Ages and Stages Questionnaire: Social-Emotional, Second Edition; ASQ:SE-2)

1.2) Social-emotional development: percentage of children who demonstrate improvement in positive self-regulation and compliance behaviors. (Devereux Early Childhood Assessment; DECA)

1. **Strong Families**

2.1) Safe, stable, and nurturing relationships (SSNRs): percentage of children whose family or primary caregivers demonstrate support of their learning and development. (Home Observation Measurement of the Environment; HOME)

2.2) Safe, stable, and nurturing relationships (SSNRs): percentage of family or primary caregivers who indicate a positive level of family functioning, social support, nurturing and attachment, and concrete support. (Keys to Interactive Parenting Scale; KIPS, Protective Factors Survey, 2nd Edition; PFS-2)

1. **Early Learning**

3.1) Early literacy: percentage of children (birth up to kindergarten entry) who demonstrate ongoing competence in communication and literacy as appropriate for their development. (Individual Growth & Development Indicators; IGDI/myIGDIs)

3.2) Numeracy: percentage of children (ages 3 to 5) who demonstrate ongoing competence in numeracy skills as appropriate for their development. (IGDI/myIGDIs)

3.3) Quality learning environments: percentage of high-quality early care and learning environments predictive of positive change in academic outcomes. (Classroom Assessment Scoring System; CLASS)

In addition, programs shall:

* Provide and coordinate services and resources through community collaboration that includes IDEA Part C Infant-Toddler Services and IDEA Part B Section 619 providers and local early learning programs that build on, not duplicate, services for families with age-eligible children.
* Provide the most inclusive services and classrooms possible.
* Implement evidence-based curriculum and models.
* Meet all required program standards including child care licensing laws and regulations, as applicable.
* Provide developmentally appropriate opportunities for meaningful family engagement and partnership (e.g. family night, parent education, parent volunteer opportunities).

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| **IV. GRANT MONITORING** |

The purpose of monitoring is to ensure children, families, and communities are being served as intended. KCCTF will monitor grantees to ensure 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 and shall include screenings and measurement tools aligned with ECBG required outcomes on pages 7-8. 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 and enter required demographic information on the children and families participating in the proposed activities into the Data Application and Integration Solutions for the Early Years (DAISEY) system.
* Grantees will be required to submit quarterly progress reports to KCCTF. Content, format, and timeframes for these reports will be detailed in the terms and conditions of the Award Letter.

**Information Management Requirements**

* To effectively coordinate, improve, and track outcomes for children and families served through ECBG funds, grantees will be required to enter individual-level common measure data into the 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 choose to utilize alternative systems and tools, grantees understand that all costs affiliated with that decision shall be funded with non-ECBG dollars.
* Grantees will be required to update the 1-800-CHILDREN Parent Helpline, the Kansas centralized access point, annually or as changes occur to grant partner information.

**Evaluation of the Work**

KCCTF’s evaluation of grantees’ work will inform policymakers about the impact of grantees’ efforts on achieving required ECBG outcomes (see page 7).

* Data Sources and Evaluation Frameworks – through rigorous evaluation, KCCTF’s independent evaluator, Wichita State University, will evaluate the impact of Children’s Initiatives Fund dollars for ECBG.
* Grantees will work with the independent evaluator for data collection to provide rapid-cycle feedback about performance, promote continuous quality improvement, and track program outcomes.

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| V. AWARD INFORMATION |

Funding Information   
Source**:** SFY 2021 Children’s Initiatives Fund

## Award Amount and Length

Awards will be issued under this RFP for a 1-year funding period from July 1, 2020 to June 30, 2021, with a maximum award amount of $2,200,000. Awards will be issued based on FY 2021 Children’s Initiatives Fund (CIF) dollars of approximately $17,000,000 available statewide dependent upon the final budget approved during the 2020 Legislative Session. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by KCCTF. The number of awards issued for this RFP has not been pre-determined and awards will be allocated based on proposals received. KCCTF reserves the right to reject any proposals as deemed warranted. Budgets should be reasonable for the population to be served and strategies proposed.

**Allowable Use of Funds**

Allowable use of ECBG grant funds include: Costs tied to provision of Direct Services; Personnel, Travel and Subsistence, Furniture, Equipment, Supplies, Contractual, Professional Development, Building Space and Maintenance, Facility Costs related to compliance with state child care licensing requirements, KCCTF Required Audit (include under Other) and Indirect Costs. Expenditures must be necessary and reasonable. ECBG funds shall not be expended for purchase of land, building or vehicles, or for contractual services for program evaluation in addition to KCCTF currently funded activities. Allowable indirect costs (as defined in OMB Circular A-122) will be limited to 10%. Individual grantee budget requests will be reviewed by KCCTF on a case-by-case basis. KCCTF 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

Grants must include cash and/or grantee and third-party in-kind contributions, to carry out the activities supported by the grant, in a combined amount equal to not less than 20% of the amount of the ECBG funded grant award with at least 5% in cash. For example, to meet the match requirements, a project requesting $100,000 in ECBG funds must provide a share of at least $5,000 in cash and $15,000 in combined cash and/or in-kind for a total of at least $20,000 match to be used during the funded grant period. State or federal funds may not be used for match. Definitions for match requirements:

* In-Kind: Property or services that benefit a grant-supported project or program and are contributed by third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it. In-kind match is counted for the period when the services are provided or when the donated goods are received and used.
* Grantee Match: That portion of the total costs of the program provided by the grantee in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with ECBG funds to satisfy the matching requirements.
* Cash Contributions: The grantee's cash outlay, which is generated by the grantee or donated by a third party, and is expended to fund allowable program costs. Cash match counts toward the match requirement only when expended, not when donated to or generated by the grantee. Cash match can consist of local funds, or private or corporate donations and cannot consist of state or federal funds.
* Documentation: Written proof that a service has been provided or a donation has been received. Examples include receipts, timecards and invoices, or proof of payment. Documentation for receipt of supplies and/or equipment should include a copy of a receipt issued to the donor. Information on the receipt should include a description of the item, an estimate of the current fair-market value of the item, the date received, and signatures of the donor and the recipient. All matching contributions must be verifiable from the grantee's records. This includes the source and application of cash match, services received and donations of supplies and equipment. The required grantee match for a budget period is calculated at the close of the period based upon the ECBG funds expended. Documentation should be submitted with the monthly grant transaction report.
* Budget: The grant application must include proposed budgets for the ECBG and match funds. The budget should reflect proposed sources of match. For example, the budget may be based upon historical data inclusive of in-kind services, cash match, and other donations.

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| VI. APPLICATION PROCESS |

# How to Apply

**Applications must be delivered by no later than 11:59 p.m. CST on February 4, 2020.** Applicants are required to submit one (1) original copy, as well as one (1) signed electronic copy. The electronic copy should be submitted by email to [dadegbore@ksde.org](mailto:dadegbore@ksde.org) and will be considered the official application and should consist of ALL application documents combined into one PDF file. Mailed applications must be postmarked no later than **February 4, 2020.** Applicants are required to submit the original copy per the specifications below to the KCCTF office (address below).

Attn: Ms. Dyogga S. Adegbore

Kansas Children’s Cabinet and Trust Fund  
Landon State Office Building

900 SW Jackson, Room 152

Topeka, KS 66612-1221

The application must be arranged in the order indicated in the **Table of Contents** (Attachment B).

**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.
* Applications must be in Times New Roman, 12-point font.
* Pages are to be double spaced, with no less than 1-inch margins.
* Page numbers at the bottom right corner 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).
* The narrative section is limited to 15 pages. Any pages over this limit will be removed and will not be scored as part of your proposal. See page 16 for sections considered narrative.

## What an Application 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 application from proceeding to the KCCTF Grant Review Panel for further consideration.

KCCTF strongly recommends use of appropriately descriptive file/heading names (e.g. “Program Abstract”, “Statement of Need”, “Public-Private Partnerships,” etc.) for all narrative sections. Applications will be reviewed independently by a panel of experts in the field of early childhood. A total of **100 total points** will be availablebased on the Selection Criteria on page 16.

***Application for Grant Cover Page – Attachment A***

Applicants should complete the Application for Grant Cover Page provided in Attachment A and identify the type of applicant (community not-for-profit, faith-based, or public organization).

***Project Abstract (Required)***

Include a brief project abstract of no more than 100 words. 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***

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

***Assurances with Signature – Attachment C***

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

***Program Narrative (63 points)***

The Program Narrative must include six sections – Statement of Need, Public-Private Partnerships, Organizational Capacity, Project Description, Continuous Quality Improvement, and Match – in the order listed below. Program Narrative must not exceed 15 pages.

* *Statement of Need* ***(6 total points)*** – Identify and describe the challenges or needs the program will address.
* Geographic Area to be Served, including county/counties served. *(1 point)*
* Community Characteristics: Clearly indicate the number of children birth up to kindergarten entry who are at-risk, expectant parents who are at-risk, and/or other participants with relationships to children birth up to kindergarten entry who would benefit from direct services, and are currently underserved in the community. *(2 points)*
* Current Status: Explain the community’s current opportunities for children birth up to kindergarten entry, families of children birth up to kindergarten entry, prenatal services to expectant parents, or other participants serving children birth up to kindergarten entry.
* Describe how existing services will be aligned with proposed services. *(2 points)*
* Data**:** Data provided must show the nature and scope of the current need (data must be from 2016 or later). *(1 point)*
* *Public-Private Partnerships (10 total points)*
* State the proposed public-private partnership, including the vision of the unified partnership. Explain how the public-private partnership will be more effective in meeting the identified need versus each partner working independently from one another. *(3 points)*
* Describe how the proposed public-private partnership will work as a team to address the needs of the populations identified in the proposal. *(3 points)*
* Explain how ECBG resources will be allocated to the public and private sectors. *(2 points)*
* Describe how the applicant will evaluate the effectiveness and impact of the public-private partnership. *(2 points)*
* ***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 early childhood service delivery experience of all organizations listed in the proposal along with each organization’s experience working with at-risk children and families (see page 5 for at-risk criteria). *(4 points)*
* Organizational Chart: Provide an organizational chart for the **proposed project.** *This may be included as an appendix and will not count toward the 15 page limit. (1 point)*
* ***Project Description (32 total points)***
  + Purpose: Provide a clear and concise statement of the purpose or goal for each program to be supported by the proposal and how the program will address the needs identified. *(1 point)*
  + Target Population: Identify the target population to be served and describe the at-risk criteria. *(1 point)*
  + Service Delivery: Describe the services to be provided within each proposed program to children birth up to kindergarten entry and their families, including intensity of service delivery, methods for service delivery, and duration of services. Describe how services will be delivered to children, families, or participants. Please include a table/list of services to be delivered and expected numbers of children and families who will be impacted. *(12 points)*
* Goals and Objectives:Describe how implementing the proposed strategies aligns with the required ECBG outcomes (see page 7 for ECBG outcomes). *(6 points)*
* Recruitment/Eligibility:Describe outreach strategies on how your program will ensure access and give preference to children and families who are most at-risk. *(2 points)*
* Barriers:Describe any potential barriers to implementing the program and strategies to overcome them. *(2 points)*
* Program Model: The applicant will provide services designed to meet the needs of at-risk children and families.
* Share program model components and, if applicable, describe how the strategies will keep fidelity to an evidence-based practice. Identify the strategies and/or services to be provided to children birth up to kindergarten entry and their families, including any applicable evidence-based practice and who will be providing services.  *(4 points)*
* Describe how this approach has had an impact on the well-being of at-risk children and families. *(2 points)*
  + - Provide the resource(s) used to identify the activities as evidence-based, data-driven. *(2 points)*
* ***Continuous Quality Improvement (10 points)***– Applicants should describe a plan for continuous quality improvement for their project as related to the grant information management and data collection requirements.
* Data Quality: Describe how data will be checked for accuracy/validation of data quality. *(2 points)*
* Data Review: Describe how often data will be reviewed including how applicants will ensure data collection timelines will be met. *(2 points)*
* Data Utilization: Describe how data will be shared with grant partners including individuals providing direct services to children and families. *(2 points)*
* Data Monitoring: Describe how quality monitoring will be used, including the use of “real-time” data from reports or exports to assure fidelity in implementation for the selected evidence-based practices and outcome data to drive quality improvement. *(2 points)*
* Using data to inform continuous quality improvement: Describe how services provided will be adapted/enhanced based on the review of the data. *(2 points)*
* ***Match (5 points)*** – Describe the source(s) for the 20% combined cash/in-kind match with at least 5% from cash match. Cash match can be from donors, foundations, endowments, philanthropy, or private citizens. Examples of acceptable in-kind contributions may include professional services, vendor donations or building space. Match should also be identified in budget documents submitted with the application.

***Outcomes, Data Collection, and Reporting Alignment (12 total points)***

Provide a realistic and detailed assessment implementation plan, with a timeline that indicates significant milestones in the project. Include project goals, related activities and performance measures, and their expected completion date(s). Outline specific program outcomes of each program and how they will address the identified community need. Identify who will collect data, who will be responsible for performance measures, and how this information will be used to guide the program’s impact with children and families.

* ***Logic Model*** – Using the Logic Model template provided in Attachment D, detail program alignment with each of the required ECBG outcomes that align with your program design. The Logic Model is expected to align with the project description and program model. *(6 points)*
* ***Data Collection Plan*** – Applicantsshould complete the Data Collection Plan provided in Attachment E. *(6 points)*

*Note: The Alignment Templates (Attachments D and E) are formatted in Microsoft Word. These attachments may span more than one page, if needed, and do NOT count toward the narrative page limit. 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.*

***Budget and Budget Narrative/Justification- Attachment F (20 total points)***

Applicants should complete the Budget Templates provided in Attachment F and described below.

* ***Worksheet 1: Instructions***

In addition to the directions below, additional instruction for using the budget template can be found on the first worksheet.

* ***Worksheet 2: Total ECBG Proposed Budget*** *(4 points)*

Please provide the Total ECBG Proposed Budget. This includes total cost for ***all*** programs for which funding is sought by the applicant organization and/or collaborative.

* ***Worksheets 3 to 7: Proposed Program Budgets, Budget Narrative*** *(16 points)*
  + - **Budgets** – Provide a proposed budget for each program for which funding is sought using a program budget template in Attachment F for each program. If more than one entity or organization is involved in a program please clearly indicate funding for each entity on the program budget. Indicate the amount of match funds (cash or in-kind) for each budget category. *(8 points)*
  + **Justification** – Provide a budget justification narrative for each program for which funding is sought by completing the associated text boxes for each budget category. The budget justification should thoroughly and clearly describe every category of expenses listed in each individual program budget worksheet. The justification should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. It should be mathematically sound and correspond with the information and figures provided by the worksheet. *(8 points)*

***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 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©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.

|  |
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| VII. 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 impartial state business, early childhood, and K-12 leaders. These leaders represent both the public and private sectors. Recommendations will be provided to KCCTF members for final approval. KCCTF reserves the right to work with grantees to modify proposals if needed.

## Selection Criteria

Evaluators will use a scoring rubric in reviewing proposals. A maximum of **100 points** will be possible. The following table is representative of the order in which the proposal needs to be organized. Scores assigned to proposal components are as follows:

|  |  |
| --- | --- |
| Application for Grant Cover Page (Attachment A) | Required |
| Table of Contents with Signature (Attachment B) | Required |
| Assurances with Signature (Attachment C) | Required |
| \*Statement of Need | 6 points |
| \*Public-Private Partnerships | 10 points |
| \*Organizational Capacity | 5 points |
| \*Project Description | 32 points |
| \*Continuous Quality Improvement | 10 points |
| \*Match | 5 points |
| Outcomes, Data, and Evaluation Alignment | 12 points |
| Logic Model (Attachment D) *(6 points)* |  |
| Data Collection Plan and Timeline (Attachment E) *(6 points)* |  |
| Budget Detail Worksheet & Budget Narrative/Justification (Attachment F) | 20 points |
| Public-Private Partnership Member Endorsement List | Required |
| Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert | Required |
| 501©(3) verification, if applicable | Required, as applicable |
| List of Board members, with Conflict of Interest Statement, if applicable | Required, as applicable |
| One (1) original and one (1) electronic PDF file of grant application | Required |
| **Total Maximum Proposal Points** | **100 points** |

\*Considered Narrative and limited to a total of 15 pages.

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| **VIII. Post-Award Requirements** |

**Reporting Requirements**

Program reporting includes a monthly financial report. By the 10th of each month the grantee will submit a monthly grant transaction report for payment via email to [dadegbore@ksde.org](mailto:dadegbore@ksde.org). See Section IV for additional reporting requirements around grant monitoring, information management requirements, and evaluation of the work. *KCCTF reserves the right to consider past compliance with reporting requirements as a supporting factor for grant award.*

## 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

|  |  |  |
| --- | --- | --- |
| 1. **APPLICANT AGENCY**   **(NAME, ADDRESS, TELEPHONE, EMAIL)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©(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**  **\_\_\_\_\_\_\_ EXPANSION OF CURRENT SERVICES**  **\_\_\_\_\_\_\_ENHANCING EXISTING SERVICES TO BRING THE CURRENT PROGRAM UP TO HIGH QUALITY EVIDENCED-BASED PROGRAM STANDARDS** | | |
| **G. TITLE OF PROJECT** | | |
| 1. **GEOGRAPHIC AREA TO BE SERVED, TARGET POPULATION, AND ESTIMATED NUMBERS IMPACTED**   **GEOGRAPHIC AREA TO BE SERVED (including county/counties):**  **ZIP CODES OF AREA TO BE SERVED (optional):**  **NUMBERS OF CHILDREN BIRTH to 3 TO BE SERVED:** | | |
| **NUMBER OF CHILDREN 3 to 5 TO BE SERVED:**  **NUMBER OF FAMILIES TO BE SERVED:**  **NUMBER OF OTHER PARTICIPANTS TO BE SERVED:** | | |
| 1. **FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):**   **and DUNS #:** | 1. **PROJECT COSTS**   **1. GRANT FUNDS REQUESTED $\_\_\_\_\_\_\_\_\_\_\_**  **2. CASH MATCH $\_\_\_\_\_\_\_\_\_\_\_**  **3. ESTIMATED IN-KIND $\_\_\_\_\_\_\_\_\_\_\_**  **4. TOTAL COST**  **$\_\_\_\_\_\_\_\_\_\_\_** | |
| 1. **APPLICANT’S FISCAL YEAR** |

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

|  |  |
| --- | --- |
| Table of Contents  The following must be submitted in this order with page numbers added. | Page Number |
| Application for Grant Cover Page with Brief Project Abstract |  |
| Table of Contents with Signature |  |
| Assurances with Signature |  |
| \*Statement of Need |  |
| \*Public-Private Partnerships |  |
| \*Organizational Capacity |  |
| \*Project Description |  |
| \*Continuous Quality Improvement |  |
| \*Match |  |
| Outcomes Data and Evaluation Alignment: Logic Model |  |
| Outcomes Data and Evaluation Alignment: Data Collection Plan |  |
| Total Budget, Program Budget Detail Worksheets & Budget Narrative/Justification |  |
| Public-Private Partnership Member Endorsement List |  |
| Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert |  |
| 501©(3) Verification or Public Verification – *if applicable* |  |
| List of Board Members and a Board Member Conflict of Interest Statement *– if applicable* |  |
| Additional Attachments *(if applicable)* |  |

\*Considered Narrative – limited to 15 pages combined.

SignatureDate

**ATTACHMENT C:** ASSURANCES WITH SIGNATURE

1. **Supplanting 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 Deputy Commissioner of Education 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 <https://www.visualofac.com/regulations/excluded-parties-list-system/>).

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 the KCCTF Executive Director 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 and E**: OUTCOMES DATA AND EVALUATION ALIGNMENT

*The Outcomes Data and Evaluation Alignment Templates (Attachments D and E) are formatted in Microsoft Word. These attachments may span more than one page, if needed, and do NOT count toward the narrative page limit. 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:** OUTCOMES DATA AND EVALUATION ALIGNMENT, *Logic Model Template*

Instructions:

1. Using the Logic Model Template, applicants must address each of the required ECBG outcomes in the logic model.
2. Indicate the Program(s), Target Population(s), Strategies, Activities, Outputs, Areas of Impacts/Targeted Improvement, Long-Term Results, and Measure(s) that will be associated with each ECBG outcome, using the Blueprint as a guide.

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

1. For Measure, list all measures you will use to assess the program activity. Choose measures associated with each required ECBG outcome (see page 7) that align with program model and service delivery to monitor the impact or changes in your work.

**ATTACHMENT E:** OUTCOMES DATA AND EVALUATION ALIGNMENT, *Data Collection Plan and Timeline*

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