



## **ALL IN FOR KANSAS KIDS - QUALITY SUBGRANTS**

### **2020 APPLICATION GUIDANCE**

[Kansas Children's Cabinet and Trust Fund](#)

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[Quality Subgrants Application](#)

Questions and requests for technical assistance

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## Funding Opportunity

The Kansas Children’s Cabinet and Trust Fund (Children’s Cabinet) announces the release of the *All in for Kansas Kids* Quality Subgrants (Subgrants). These Subgrants support quality enhancements to strengthen the early childhood care and education system in Kansas to benefit children, families, and communities.

### Goals

- Support locally-driven ideas and approaches to solve challenges related to access, availability, and quality of child care, including workforce supports.
- Support locally-driven ideas and approaches to engage broad community partnerships, including to support transitions to Kindergarten.
- Identify shared learning opportunities and scale what works to all Kansas communities.

### Timeline

- [September 3, 2020: Pre-Application Webinar](#)
- September 16, 2020: Release of Application Guidance and Online Application Opens
- [September 17, 2020: Subgrant Support Webinar](#)
- September 16 – October 19, 2020: Technical Assistance and Support Available
- October 19, 2020 (by 11:59 p.m.): Applications Due

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

## Overview

### *All in for Kansas Kids* [Quality Subgrants Application](#)

#### Subgrant Types

There are five Subgrant types, each with specific aims and eligibility requirements, as described in the Subgrant Details section below. Applicants can submit separate proposals for **any or all** Subgrants for which they meet eligibility requirements.

- Child Care Access
- Rural Child Care
- Connecting Families to Services

- Kindergarten Readiness
- Improving Quality of Care

### **Eligible Applicants**

Eligibility for each Subgrant varies as described in the Subgrant Details section below. Potential applicants include:

- 501c3 organizations
- Community-Based organizations and libraries
- Unified School Districts
- Head Start programs
- Community coalitions with one partner designated as fiscal agent
- County and city governments
- Universities
- KDHE-licensed child care facilities serving children ages birth through five

### **Key Definitions**

- Target populations (Subgrants for Child Care Access) are defined as infants and toddlers, children living in households with low-income, children in families with migrant workers, children with special health care needs, children experiencing homelessness, and children at risk or involved with foster care.
- Rural populations (Subgrants for Rural Child Care) are identified by counties classified as “frontier,” “rural” and “densely-settled rural” using [Kansas Department of Health and Environment definitions](#).
- Licensed Child Care is defined as child care facilities, both home-based and center-based, licensed by the Kansas Department of Health and Environment who serve children from birth through age five.

### **Measuring Success**

These awards are designed to support a broad range of partners as they address the unique needs of families and providers in their communities. Grantees will identify significant challenges in their area, generate and test new approaches, and share lessons learned.

While individual grantee outcomes will look different across the state, the overall impact will be a stronger statewide early childhood care and education system. Understanding what success looks

like to each applicant is key to testing these locally-driven approaches and scaling what works.

**Applicants will identify three specific measures** to determine successful strategies that will ultimately be shared and scaled across Kansas. These measures should be responsive to the gaps outlined in the *All in for Kansans Kids* [Needs Assessment](#) and align with the tactics of the [Strategic Plan](#) and [Blueprint for Early Childhood](#). Applicants will:

- **Select one statewide indicator that aligns with their project goals.** Applicants will select from a short list of statewide indicators that relate to the specific type of Subgrant for which they apply.
- **Contribute two additional success measures of their choice.** Applicants will propose one qualitative and one quantitative success marker that they commit to track and report on quarterly.

### **Alignment with Blueprint for Early Childhood**

The [Blueprint for Early Childhood](#) is the Children’s Cabinet strategic framework to optimize child and family well-being through three building blocks: Healthy Development, Strong Families, and Early Learning. Moving the needle on these three areas will require community collaboration across sectors, involving multiple partners working toward a shared vision of high-quality, accessible, and affordable programs for young children and families. All applicants will be asked to indicate which building block their project primarily aligns with and supports.

### **Alignment with *All in for Kansas Kids* Efforts**

Collaboration among Kansas state agencies, early childhood champions, and more than 6,100 Kansans produced the *All in for Kansas Kids* 2019 [Needs Assessment](#) and [Strategic Plan](#). These two documents present key findings around needs and outline 7 goals to help guide the next five years of early childhood efforts in Kansas. These Subgrants are one of many tactics to address needs, improve quality, strengthen collaboration, and ensure every child thrives in Kansas.

Applicants are encouraged to review and reference both documents when developing local approaches to meet the needs of young children and families.

Applicants should also consider how their approach and strategies can be informed by the lived experiences of Kansans in their region or community. Regional reports from the stories of more than 2,200 Kansans highlighting both unique needs and local solutions are included as Appendix F in the back of the *All in for Kansas Kids* 2019 [Needs Assessment](#). Story collection from across Kansas helps researchers identify patterns and describe the range of challenges, bright spots, and disruptors Kansans are experiencing. Grantees will be required to participate in the Our Tomorrows story collection effort, which contributes to the [Our Tomorrows Statewide Story Bank](#). The Story Bank compliments the measures of success each grantee is tracking and reporting, and will offer communities and state leaders a broader picture of Subgrant impact and outcomes.

If applicable, grantees will be required to update [1-800-CHILDREN](#) annually or as changes occur to grant partner information. The 1-800-CHILDREN resource is the Centralized Access Point for Kansas, providing information to families and providers about child development and community-based services.

If applicable, grantees may also be asked to participate in the *Good Beginnings Last a Lifetime* campaign. This statewide campaign increases awareness of the need for quality licensed child care including enhanced provider recruitment and retention—all to increase access and availability for families, especially in rural areas. Participation may include distribution of resources (handouts, videos, web links, etc.) and/or help with social media efforts to spread awareness of the importance and needs of our early childhood care and education workforce.

### **Keys to Successful Grant Submissions**

The Children’s Cabinet will support innovative, locally-driven approaches that help meet needs identified in the *All in for Kansas Kids 2019 Needs Assessment*. We aim to solve challenges of access and availability while enhancing the quality of early childhood care and education across the state.

Successful proposals will include one or more of the following:

- Strategies that meet one or more needs called out in the 2 central messages and 7 key findings of the [Needs Assessment](#)
- Strategies that support one or more outcome statement of the 7 Goals in the [Strategic Plan](#)
- Strategies that offer community-specific data, including local voices and perspectives, on needs, gaps and challenges, including those identified in the [Regional Sensemaking Guides](#) from the 2019 needs assessment process
- Strategies that incorporate equitable approaches
- Strategies that test innovative, high-quality approaches to supporting the unique needs of local children and families
- Strategies that incorporate strong family engagement or family voice and choice efforts
- Documented community partnerships and a collaborative approach
- Clearly articulated measures and indicators of project impact and success

### **Subgrant Details**

Each of the five types of Subgrants are detailed on the following pages.

## Subgrants for Child Care Access

### Overview

The purpose of this Subgrant is to test localized solutions to increase access and availability of high-quality child care for children ages birth through age five in key target populations. Target populations are defined for this Subgrant as infants and toddlers, children living in households with low-income, children in families with migrant workers, children with special health care needs, children experiencing homelessness, and children at risk or involved with foster care.

### Eligibility Information and Considerations

- Eligible applicants are non-profits, community-based organizations and libraries, economic development entities, county or city governments, university partners, licensed child care providers, and/or community coalitions with demonstrated partnerships and connections to center-based and/or family-based child care providers who serve the target populations.
- Applicants should submit their approach and strategies that will result in an increase in quality child care availability for one or more of the target populations.
- Applications should also include demonstrated connections to center-based and/or family-based child care providers who serve the target population, including Head Start programs (if applicable in your community).

### Example Strategies and Activities

*(example strategies should not be considered required details – they are simply meant to generate ideas that applicants might use with staff, partners, and families during proposal development)*

- Efforts to recruit and retain local child care providers (ex. signing and retention bonuses; tuition supports to advance professional and career development; building a pool of shared dollars to support paid time off, health benefits, sick time, and substitute pay).
- Incentive or bonus payments to providers for serving the target populations, including payments between enrollment gaps.
- Incentives, supplies, and/or upgrades to enable providers to offer non-traditional hours for child care.
- Integrate early childhood content into middle and high school Family and Consumer Science curricula and/or offer opportunities to work in on-site rural child care settings.
- Outreach strategies to target population families and service providers who support them.

## Subgrants for Rural Child Care

### Overview

The purpose of this Subgrant is to test localized solutions to break down barriers currently preventing rural child care providers serving children ages birth through age five from starting and succeeding, as well as those barriers currently preventing individuals in rural areas from entering and remaining in the early childhood care and education workforce. Rural is defined for this Subgrant by counties classified as “frontier,” “rural” and “densely-settled rural” using [Kansas Department of Health and Environment definitions](#).

### Eligibility Information and Considerations

- Eligible applicants are non-profits, community-based organizations and libraries, economic development entities, county or city governments, university partners, licensed child care providers, and/or community coalitions with demonstrated partnerships and connections to center-based and/or family-based child care providers who serve rural families.
- Applicants should submit their approach and strategies that will result in an increase in quality child care availability in rural communities.
- Applications should also include demonstrated connections to center-based and/or family-based child care providers who serve rural families, including Head Start (if applicable in your community).

### Example Strategies and Activities

*(example strategies should not be considered required details – they are simply meant to generate ideas that applicants might use with staff, partners, and families during proposal development)*

- Efforts to recruit and retain rural child care providers (Signing and retention bonuses; Tuition supports to advance professional and career development; Building a pool of shared dollars to support paid time off, health benefits, sick time, and substitute pay).
- Incentives, supplies, and/or upgrades to enable providers to offer hours and services that meet the unique child care needs of rural families.
- Integrate early childhood content into middle and high school Family and Consumer Science curricula and/or offer opportunities to work in on-site rural child care settings.
- Increase rural business involvement in the development and sustainability of child care.
- Outreach strategies and financial supports to connect with would-be licensed providers.

## Subgrants for Connecting Families to Services

### Overview

The purpose of this Subgrant is to test localized solutions for ensuring families are aware of services available in their community and able to get connected to the right service at the right time. Subgrant awards engage multi-sector partners who play an integral role in the community. Partners may include traditional social service providers, public libraries, research and extension offices, economic development entities, and local government to boost collaboration.

### Eligibility Information and Considerations

- Eligible applicants are non-profits, community-based organizations and libraries, unified school districts, economic development entities, county or city governments, university partners, and/or community coalitions.
- Applicants should submit their approach and strategies that will result in an increase in connections within their community and address the challenges of ensuring all families with children ages birth through five get the services they need, when they need them.
- Applications should also include demonstrated connections to or partnerships with public libraries, chambers of commerce, economic development offices, research and extension offices, and other service entry points for families such as child care, grocery stores, and health care providers' offices.

### Example Strategies and Activities

*(example strategies should not be considered required details – they are simply meant to generate ideas that applicants might use with staff, partners, and families during proposal development)*

- Operational Systems:
  - Adopt or enhance screening and referral systems, workflows, or tools such as the Integrated Referral and Intake System (IRIS)
  - Efforts and processes to incorporate developmental screenings such as the Ages and Stages Questionnaire into normal operations
- Collaboration, Partnership, and Family Outreach - Strategies and/or staffing to build community-level collaboration, community-engagement efforts, and partnership-building.
- Marketing/Awareness - Develop creative awareness and information-sharing efforts around what services are available in the community and how to easily connect to those services.

## Subgrants for Kindergarten Readiness

### Overview

The purpose of this Subgrant is to improve the Kansans Can Star Recognition rating for school districts in Kansas in the area of Kindergarten Readiness. Learn more and download the [Kindergarten Readiness Star Recognition rubric](#).

### Eligibility Information and Considerations

- Eligible applicants are public school districts, Head Start programs, community coalitions, and/or organizations that can provide support to one or multiple communities (including non-profits, education service centers, and postsecondary institutions).

### Strategies and Activities

This Subgrant aligns with the goals of the Kansans Can Star Recognition Program and the November 13, 2020 Kindergarten Readiness Summit. Applicants will be expected to:

- Identify a community team of six to 10 members (which must include the superintendent or a senior member of the district leadership team, the Head Start director (if applicable), either a child care center director or family child care provider, and a parent or family representative).
- Participate in the Kansas Kindergarten Readiness Summit (virtual, November 13, 2020; 9:00 a.m. – 12:00p.m.).
- Select one or more of the following priority areas to focus on: eligibility qualifiers for recognition, community partnerships, quality evidence-based learning, quality workforce, health and safety, inclusion, and/or transitions into kindergarten.
- Identify community-level strategies to improve a community's Kindergarten Readiness Star Recognition (e.g. joint professional development, community-wide implementation of curriculum, screening or assessment tools, focused transition activities).

## Subgrants to Improve Quality of Care

### Overview

The purpose of this Subgrant is to test localized solutions to increase high-quality child care and education for Kansas children and families. ~~particularly with the extra stressors of COVID-19~~  
*[Edited (9/24/20) – Quality Subgrants may not be allocated to address direct needs associated with COVID-19, because Federal funding through the CARES Act is dedicated for this purpose.]*

### Eligibility Information and Considerations

- Eligible applicants are licensed child care providers, non-profits, community-based organizations and libraries, economic development entities, county or city governments, university partners, and/or community coalitions with demonstrated partnerships and connections to center-based and/or family-based child care providers.
- Applicants should submit their approach and strategies that will result in an increase in quality child care and education.
- Applications should also include demonstrated connections to center-based and/or family-based child care providers.

### Example Strategies and Activities

*(example strategies should not be considered required details – they are simply meant to generate ideas that applicants might use with staff, partners, and families during proposal development)*

- Provide consultation, coaching, and tools for families and providers to address child mental health and social emotional learning needs or make quality referrals for services.
- Offer trainings on understanding trauma, secondary trauma, adverse childhood experiences (ACES), mental health needs.
- Coordinate developmentally meaningful interactions and activities for children receiving support in informal child care settings, such as sharing resources or offering relief from social isolation.
- Promote and/or implement culturally responsive best practices in early learning settings (books, toys, trainings, etc.).
- Outfit spaces to support services for children with special health care needs
- Provide supports for breastfeeding (information, privacy rooms, fridges, etc.).

## Award Information

### Source of Funding

These Subgrants are made possible through a federal *Preschool Development Birth Through Five Renewal Grant* ([PDG-R](#)) issued to the Children's Cabinet, April 2020. Awards are subject to the availability of funds and any modifications required by the Children's Cabinet.

### Number and Amount of Awards

The number of awards issued is not pre-determined. Awards will be allocated based on the quantity and quality of proposals received. The Children's Cabinet reserves the right to reject any proposals that are incomplete or non-responsive to these Application Guidelines and to award grants based on available funding.

There is \$1,700,000 available for Subgrants during Year One. Award amounts and caps for Year One of each Subgrant are outlined below. Project budgets submitted by applicants should be reasonable for the population to be served and strategies proposed.

- Annual funding available for Child Care Access: \$550,000 total; single award cap of \$100,000
- Annual funding available for Rural Child Care: \$400,000 total; single award cap of \$100,000
- Annual funding available to Connect Families to Services: \$375,000 total; single award cap of \$75,000
- EXCEPTION: Annual funding available for Kindergarten Readiness: \$250,000 total; single award cap of \$25,000. New grants will be awarded each year.
- Annual funding available to Improve Quality of Care: \$125,000 total; single award cap of \$25,000

### Award Length

Subgrants will be awarded to successful applicants for Year One with continuation awards planned for Years Two and Three (contingent upon federal appropriations of PDG-R). Awards will align with the PDG-R funding cycle of 30 months ending April 30, 2023, as outlined below:

- Year One: November 1, 2020 through April 29, 2021
- Year Two: April 30, 2021 through April 29, 2022
- Year Three: April 30, 2022 through April 29, 2023
- EXCEPTION: The noted exception to this are Subgrants for Kindergarten Readiness. New awardees will receive grants each PDG-R grant year.

## Allowable Use of Funds

Allowable use of Subgrant 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,~~ and Indirect Costs. Expenditures must be necessary and reasonable. *[Edited (10/1/20) – Per federal funding guidance, funds from the Preschool development B-5 Renewal Grant (the funding source for these Subgrants) may not be used to fund capital improvements or capital expenditures, as defined by defined by [45 CFR §75.2.](#)]*

Subgrant funds shall not be expended for purchase of land, buildings, vehicles, or food/beverages.

Indirect costs must comply with 45 CFR § 75.414. Allowable indirect costs (as defined in OMB Circular A-122) will be limited to 10%.

The Children’s Cabinet may audit grants at any point to ensure that funds are being spent in accordance with the OMB circular and the approved grant proposal.

## Application Process and Requirements

### How to Apply

Applications must be submitted online with all required documentation using the [Kansas CommonApp portal](#) no later than 11:59 p.m. CST on October 19, 2020.

Applications will be reviewed independently by a panel of early childhood care and education stakeholders. A total of 100 points will be available based on the Selection Criteria below.

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 Children’s Cabinet Grant Review Team for further consideration.

### Kansas CommonApp Portal

The [Kansas CommonApp portal](#) is a new grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. The portal was developed this summer and is being piloted with these Subgrants. Technical assistance, as described below, is available to help applicants both navigate this new system and develop strong proposals. Upon submission of your Subgrant application you may be asked to complete a brief survey about your experiences using the new [Kansas CommonApp portal](#).

The [Kansas CommonApp portal](#) includes both question-and-answer fields and the ability to upload required documents. Each of the five types of Subgrants has a separate application to complete—you may complete separate applications for **any or all** of the Subgrants for which you are eligible.

## User Profile

Applicants will begin the application process by creating a “User Profile” when they login to the online [Kansas CommonApp portal](#). The information in your “User Profile” will be linked to every application submitted under your login information.

- Type of applicant (select from a drop-down: licensed child care provider, non-profit/501c3, county/city government, unified school district, community coalition with a fiscal agent, university/community college)
- General Contact information for Applicant (Including contact information for the Owner, CEO, or Executive Director)
- Business/Organization Information (Including federal EIN, and if applicable website address, child care licensing number, mission statement, 501c3 verification, Form 990, W9 or year-end financial statement)

## Eligibility

Applicants will be reminded of the eligibility criteria when beginning each Subgrant application and asked to confirm they meet the criteria.

## Project Abstract

Each Subgrant application requires a brief description (no more than 100 words) of the project purpose, primary strategies for which funding is requested, key partners, and anticipated successes of the project.

## Description of Need

Each Subgrant application must present a picture of the local need, gaps, or challenges that relate to the purpose of the specific Subgrant for which you are applying. Use supporting data as available including the *All in for Kansas Kids* 2019 [Needs Assessment](#) report and appendices, community-specific information, and local voices and perspectives.

## Project Description

Each Subgrant application requires a detailed description of the project that aligns with the purpose of the specific Subgrant for which you are applying. Include the following details:

- Describe all strategies and key activities of the project and identify how they will meet the stated purpose of the Subgrant.
- Describe the population to be impacted by the project. Include basic demographic information of the children and families to be served (if applicable) and identify the geographic reach of the project.

- Describe outreach strategies and how the impacted populations will engage with your project. Include details specifically on how families will be engaged, if applicable.
- Describe how your project will ensure equitable access for Kansas families.
- Describe any potential barriers to implementation and strategies to overcome them.
- Provide the estimated project timeline from beginning to completion.

### **Partnerships and Capacity**

Applicants must demonstrate appropriate partnerships and the capacity to implement and administer the proposed project. Include the following details:

- Describe the applicant’s experience with the strategies of the proposed project.
- Describe the applicant’s experience working with the audience of the project.
- Describe in detail any proposed partnerships and/or collaborations, including how they will address the need more effectively than each partner working independently.
- Explain how Subgrant resources will be allocated among partners.

### **Measures of Success**

Applicants must identify and commit to tracking and reporting (quarterly) three unique measures of success. Include the following details:

- Identify one qualitative success marker.
- Identify one quantitative success marker.
- Select one statewide quantitative success marker from a pre-populated list (based on PDG-R and *All in for Kansas Kids* Strategic Plan evaluation efforts) that aligns with project goals.
- Describe how you will collect information quarterly for each of these success markers.

### **Budget and Budget Narrative**

Applicants must complete and submit the Budget Worksheets provided in the template (available on the Budget & Budget Narrative Tab of each Subgrant application in the [Kansas CommonApp portal](#)) as described below.

- **Worksheet 1: Budget Main (Tab 1)**  
Please provide the total proposed budget for your project for **YEAR 1**. This includes total cost for all activities for which funding is sought by the applicant organization and/or partnership.

- Worksheet 2: Budget Narrative (Tab 2)

Provide a budget justification narrative for each budget item for which funding is sought. The budget justification should thoroughly and clearly describe every category of expense listed in the 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 in Worksheet 1.

- Worksheet 3: Budgeted Partners (Tab 3)

Please list the name of any Partner who is receiving a portion of Subgrant funds including a brief description of the activities they are receiving Subgrant funds to do.

- Worksheet 4: Budget Year 2 and 3 (Tab 4)

Please indicate the estimated TOTAL budget request for Year Two (April 30, 2021 - April 29, 2022) and Year Three (April 30, 2022 - April 29, 2023) of your project. Your request may increase or decrease each year depending on your overall project goals. This is just an estimate. Award amounts made in Year One do not guarantee level funding in Year Two or Three. Grantees will be expected to provide formal budget submissions, along with additional documentation, as part of the renewal process as instructed by the Children's Cabinet. **Note: This tab is NOT APPLICABLE for Kindergarten Readiness Subgrant submissions.**

### **Partnership Member Endorsement List**

If applicable, applicants must provide a list of names, with email and phone number, of individuals representing any entity involved in the implementation of this project. This includes both entities receiving funds from you as the applicant and/or playing key roles in implementing the project. A template is provided (in MS Excel format) on the Capacity & Partnerships Tab inside each Subgrant application in the [Kansas CommonApp portal](#).

### **Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert**

The Children's Cabinet requires that a current Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert be included as part of the grant proposal, as applicable. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **501c3 Verification (required, if applicable)**

Required as applicable per type of organization. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **Board Member List (required, if applicable)**

Required as applicable per type of organization. If applicable, also include a Conflict of Interest

Statement for Board Members. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **Letters of Support (*optional*)**

Applicants can include letters of support they feel would strengthen consideration of their application. Applicants can upload these for each Subgrant application, on the Capacity & Partnerships Tab within the [Kansas CommonApp portal](#).

### **Assurances and Authorized Signature**

The authorized person for each Subgrant application must read, agree, and sign (electronically) the Funding Agreement statement in the [Kansas CommonApp portal](#) prior to submission.

## **Technical Assistance, Review, and Selection Process**

### **Technical Assistance**

The Children’s Cabinet is committed to supporting equitable access to Subgrant funding and has developed ways to help applicants and grantees. The purpose of this technical assistance is three-fold:

1. To build skills and capacity for grant-writing among Kansas organizations and entities,
2. Provide support in making connections or translating good ideas to grant proposal language, and
3. Provide assistance in identifying sources of supporting data on need.

Technical assistance includes the following:

- [Pre-application webinar](#) – September 3, 2020
- Post-application launch webinar – September 17, 2020
- One-on-one technical assistance calls, as requested by applicant
- Pre-submission review and feedback, as requested by applicant
- Online repository of resources to help with research and need data
- Post-award quarterly webinars with Subgrantees
- Post-award one-on-one technical assistance calls as requested or as needed in response to quarterly grantee report information

### **How to Request Technical Assistance**

All questions and requests for technical assistance must be submitted via email to [pdg\\_grantsupport@ku.edu](mailto:pdg_grantsupport@ku.edu) between September 16 and October 19, 2020. The Subgrant technical assistance team will respond directly to individuals as quickly as possible via email, with follow-up phone calls as needed. Information from technical assistance conversations may be used to populate additional applicant and grantee resources to ensure shared learning.

### Proposal Review

The Children’s Cabinet is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by impartial and diverse representatives from Kansas families, businesses, early childhood care and education programs, social service programs, and the K-12 system. Funding recommendations will be provided to the Children’s Cabinet Executive Director and State Director Team leadership for final approval. The State Director Team includes early childhood leaders from Kansas Department of Health and Environment, Kansas Department for Children and Families, the Kansas Children’s Cabinet and Trust Fund, and the Kansas State Department of Education. The Children’s Cabinet reserves the right to work with applicants and grantees post-submission to modify proposals as deemed necessary.

### Selection Criteria

Evaluators will use a scoring rubric to review proposals. A maximum of **100 points** is possible. The following table is representative of the order in which the proposal will be organized. In addition, applications will be considered ‘incomplete’ and not scored at all if they are missing applicable and required attachment documents. Scores assigned to proposal components are as follows:

Section	Points
Project Abstract	3 points
Description of Need	12 points
Project Description	50 points
Capacity and Partnerships	12 points
Measures of Success	15 points
Budget (all tabs on the Template Document)	8 points
<b>Total Maximum Proposal Points</b>	<b>100 points</b>

## Subgrant Monitoring, Reporting, and Renewals

The purpose of monitoring is to support grantees in their Subgrant implementation efforts; ensure children, families, and communities are being served as intended; and elevate opportunities for shared learning and project scaling across the Kansas early childhood care and education system.

### Quarterly Reporting

The Children’s Cabinet will monitor Subgrant progress quarterly and provide technical assistance to

support grantees with project implementation.

- Grantees will be expected to complete a quarterly report that addresses Subgrant spending progress, any challenges and/or bright spots, technical assistance needs, Our Tomorrows Story Bank collection updates, and progress on the measures and indicators of success identified in the applicant's proposal.
- Depending on quarterly report progress, grantees may be asked to participate in technical assistance and/or adjust project strategies and implementation efforts.

### **Annually, or as Indicated**

- Grantees will submit an [Our Tomorrows Story Bank](#) collection plan at the beginning of their project. Grantees will receive a story collection URL and have access to ongoing coaching and technical assistance from Our Tomorrows Story Bank researchers to guide story collection in their communities.
- Grantees will be expected, as applicable, to update 1-800-CHILDREN annually or as changes occur to grant partner information.
- If applicable, grantees will participate in the *Good Beginnings Last a Lifetime* campaign during the course of project implementation.

### **Financial Reporting**

Program reporting includes a monthly financial report. By the 10<sup>th</sup> of the each month the grantee will submit a monthly grant transaction report for payment via email.

### **Ongoing Audit Requirements**

Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert, or any other audit requirements, as needed and requested by the Children's Cabinet.

### **Renewal Information**

These Subgrants are intended to develop and pilot sustainable approaches for strengthening the Kansas early childhood care and education system. As such, Subgrants are awarded for three years to align with the PDG-R grant period (ending April 30, 2023) and contingent upon federal appropriations in the out years. The notable exception to this are Subgrants for Kindergarten Readiness which will be one-year grants with new awards made each PDG-R grant year (also subject to federal PDG-R appropriations). For all other Subgrants:

- Grantees will be awarded funds annually following completion of a simple renewal process that aligns with the quarterly reporting requirements.
- The Children's Cabinet reserves the right to NOT renew grantees who:

- a. Do not complete timely quarterly report information
- b. Do not complete timely renewal report information
- c. Do not participate in *All in for Kansas Kids* alignment efforts
- d. Do not track and report on measures of success AND do not participate in any technical assistance efforts to adjust project goals and implementation efforts

## **Assurances and Certifications**

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### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **Cost Principles**

PDG B-5 Renewal grant awards are subject to the requirements of Every Student Succeeds Act, Section 9212; the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards – 45 CFR Part 75; the HHS Grants Policy Statement; and any specific terms and conditions noted on the award or by attachment to the award.

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