COMMUNITIES ALIGNED IN EARLY DEVELOPMENT & EDUCATION (CAEDE)

REQUEST FOR PROPOSALS FY22

Kansas Children's Cabinet and Trust Fund

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I. Funding Opportunity

The Kansas Children's Cabinet and Trust Fund (KCCTF) announces the release of the Kansas Communities Aligned in Early Development & Education (CAEDE) Request for Proposals (RFP) for state fiscal year (SFY) 2022. The purpose of this grant opportunity is to expand access to full-day, full-year early childhood care and education services for at-risk children in Wyandotte County ages birth up to kindergarten entry to improve school readiness and health. 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.

CAEDE Program Philosophy

The vision of CAEDE is to support communities seeking to produce children successful in school, work, and life. It is a partnership that pairs public investment with private, business investment. The purpose of the program is to improve school readiness and the health of at-risk children in Wyandotte County by using the Kansas Blueprint for Early Childhood's three areas of impact -- healthy development, strong families, and early learning – as a guide for the development of community-based early childhood proposals.

Early childhood has been recognized as a critical time in brain development, laying the groundwork for a child's mental and physical health and well-being throughout the life course. Research in neurobiology, developmental psychology, social science, and education show that early, intensive support particularly focused on at-risk children and families can be effective in alleviating factors that lead to poor outcomes for children. Targeting services to those children at-risk and in need of additional supports to achieve optimal well-being, is critical to making a lasting impact.

Timeline for RFP

- Release of Request for Proposal (RFP) and Kansas CommonApp portal open, April 19
- RFP Questions from Applicants Submitted, April 19 – 30, 2021
- Kansas CommonApp HelpDesk Available, April 19 – May 7, 2021
- **Applications Due, May 7, 2021 (by 5:00 p.m.)**
- KCCTF members review award recommendations, June 4, 2021
- Grant Year, July 1, 2021 – June 30, 2022

Questions Regarding this RFP: All questions must be submitted via the CAEDE Technical Assistance Request Form by 5:00 p.m. CST on Friday, April 30, 2021. Responses will be made directly to individuals within three business days. Questions and answers will be compiled as they are received and will be posted as quickly as possible on the KCCTF website.

II. STATUTORY AUTHORITY

The Children's Initiatives Fund, The Kansas Children's Cabinet and Trust Fund, and Communities Aligned in Early Development & Education:

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.

III. Grant Overview

Eligibility

This award is limited to projects serving Wyandotte County. Eligible applicants should be experienced in providing service delivery models that yield positive outcomes to children from birth up to kindergarten entry and their families meeting at least one of the at-risk criteria, 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)

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

At-Risk Criteria

This RFP is focused on children and their families at-risk of entering kindergarten socially, emotionally or academically unprepared in Wyandotte County. CAEDE 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 (19 years old or younger);
- Custodial parent is unmarried;
- Children lacking health insurance;

- Children with inadequate housing, or who experience chronic or episodic homelessness;
- Migrant status

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. A partnership with private entities is a requirement of this grant including a commitment of at least 65% match.

Match Requirement

Grants must include cash match from private partners in a combined amount equal to not less than 65% of the amount of the CAEDE funded grant award. For example, to meet the match requirement, a project requesting $1,000,000 in CAEDE funding must provide a share from private partners of at least $650,000 in cash. Cash must be expended during the project period along with CAEDE funds to satisfy the matching requirements. Proposals should include documentation of match commitments. The grant application must include proposed budgets for the CAEDE and match funds. The budget should reflect proposed sources of match in the budget narrative.

Program Philosophy

During 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

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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 CAEDE 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.

Blueprint for Early Childhood

The Blueprint for Early Childhood is KCCTF's strategic framework to optimize child and family well-being. With a focus on nurturing a culture of public-private partnerships through Healthy Development, Strong Families, and Early Learning, the Blueprint will be used by KCCTF to align the KCCTF investment portfolio and monitor progress toward goals.

The Blueprint and CAEDE

CAEDE 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 CAEDE outcomes, page 11;

- 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. In addition, collection of demographic information on the children and families being served by programs is required. This data helps paint a picture of the population being served by the funds provided by KCCTF through the Children's Initiative Fund (CIF). In particular, it helps demonstrate the need for services provided by the CIF funded programs, by describing the level of risk of the population and how it lines up with the areas of risk targeted by the KCCTF. Common Measure specific tools are periodically reviewed and subject to change.

- **Ages and Stages Questionnaire, Third Edition; ASQ-3, Ages and Stages Questionnaire: Social-Emotional, Second Edition; ASQ:SE-2**: Programs in the CIF provide an excellent avenue for early childhood developmental and social-emotional screening for a large number of children. Measures of child development and social-emotional functioning are required for ALL children involved in or impacted by CIF funds, with the exception of ASQ-3 for children with established delays (Individual Education Plan (IEP) or Individual Family Service Plan (IFSP)). An ASQ-3 & ASQ:SE-2 should be administered within 30 days of the child entering the program or at the beginning of the evaluation year if the child has already been receiving services. For children 0 to 3 years old, it is recommended children be screened at each age interval provided by the ASQ-3 and ASQ:SE-2. However, every child is required to be screened at least twice during the evaluation year. Children 3 to 5 years old are only required to be screened once during the evaluation year, unless the child scores in the referral or monitoring area(s) or if the provider and/or parent has concerns

regarding the child's development.

- **The Individual Growth and Development Indicator (IGDI) Early Communication Indicator (ECI):** Administered within Early Learning Environments to assess the development of communication over time for 0- to 3-year-olds. The ECI is required for most children involved in Early Learning Environments. For children aged 6 months to 35 months involved in these programs, the ECI is used three times a year.

- **myIGDI:** Similar to IGDIs, myIGDIs allow for measurement of skill development and growth over time in Literacy and Numeracy. The myIGDIs are required for most children in PreK programs. The myIGDIs should be administered three times a year to allow for tracking of growth and development in the two years prior to kindergarten. myIGDIs Español is the complementary Spanish version to myIGDIs Literacy+ and evaluates the early language and literacy skills of Spanish-English bilingual 4- to 5- year-old children.

- **Devereux Early Childhood Assessment (DECA):** Social-emotional measure required for children targeted for intervention in classrooms receiving Social Emotional Classroom and Family Consultation, and for children receiving Social-Emotional instruction and materials. For children in classrooms receiving these services, the Devereux Early Childhood Assessment (DECA) for Infants (1 to 18 months), Toddlers (18 to 36), or PreK (3 to 5 years) is used. An initial assessment should be conducted at the beginning of consultation services or at the beginning of the evaluation year if the child has already been receiving services. A second assessment should be conducted following the completion of consultation services or before the end of the evaluation year (May 31).

- **Classroom Assessment Scoring Scale (CLASS):** Observational assessment of the quality of the environment and adult-child interactions is required in the following programs: PreK classrooms (ages 3 to 5 years), Early Learning Environment classrooms (ages 0 to 3 years), PreK and Early Learning Infrastructure, and any Classrooms receiving Social-Emotional Classroom Consultation (including Homecare Providers). The CLASS assessment can only be conducted by early childhood staff members who have completed the required training and have successfully earned their CLASS observation certification. CLASS assessments are required for ALL classrooms in the fall. A second CLASS assessment conducted during the spring is required only for environments not reaching the high quality criteria in the fall.

- **The Keys to Interactive Parenting Scale (KIPS):** Required for any program providing parent education. In addition, it is required for home visitation programs conducting more than three home visits per month. The KIPS assessment can only be conducted by early childhood staff members who have completed the required training and have successfully earned certification. An initial assessment should be completed prior to the beginning of the parenting/home visiting program or at the beginning of the evaluation year if the family has already been receiving services. A second KIPS should be administered following the completion of the program or before the end of the evaluation year (May 31).

- **Home Observation for the Measurement of the Environment (HOME) Inventory:** Used with home visitation and case management programs. The HOME incorporates interview with the caregiver and observations by the home visitor to measure the quality and quantity of support and stimulation for the child. The HOME has two developmentally

appropriate measures the Infant/Toddler (IT) HOME for children 0 to 3 years old and the Early Childhood (EC) HOME for children 3 to 6 years old. An initial HOME should be completed at least 30 days after the family joins the program or at the beginning of the evaluation year if the family has already been receiving services. A second assessment should be administered again after 6 months of continued participation in the program or before the end of the evaluation year (May 31).

CAEDE 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 should include direct service strategies for improving quality and access to full-day, full-year early care and education opportunities in Wyandotte county 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 as appropriate for strategies in your proposal (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)

2. **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)

3. **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. (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)

Additional Program Requirements

- 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).

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 CAEDE required outcomes on pages 11-12. 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 CAEDE 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.

- Grantees will be required to update 1-800-CHILDREN, 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 CAEDE outcomes (see page 11).

- 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 CAEDE.

- 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.

V. Award Information

Funding Information

KCCTF's Source: SFY 2022 Children's Initiative Fund

Award Amount and Length

Awards will be issued under this RFP for a 1-year funding period from July 1, 2021 to June 30, 2022, with a maximum award amount of $1,000,000. Awards will be issued based on FY 2022 Children's Initiative Fund (CIF) dollars of approximately $1,000,000 available statewide dependent upon the final budget approved during the 2021 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

KCCTF will prioritize applications that seek to divert maximum funds to the delivery of full-day, full-year early childhood care and education services. Allowable use of CAEDE grant funds include: Costs tied to provision of Direct Services; Personnel, Travel and Subsistence, Furniture, Equipment, Supplies, Contractual, Professional Development, Building Space and Maintenance (project-specific), KCCTF Required Audit (include under Other) and Indirect Costs. Expenditures must be necessary and reasonable. CAEDE 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%. Indirect costs are organization-wide costs that are incurred to effectively administer all programs and not identifiable to a specific project, grant or program. Indirect costs fund such administrative activities as accounting, budgeting, payroll, human resources, purchasing, liability insurance, printing, and information technology. Conversely, direct costs are those costs that provide a direct benefit to a particular program. 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.

- **Budget**: The grant application must include proposed budgets for the CAEDE and match funds. The budget should reflect proposed sources of match. For example, the budget may be based upon historical data inclusive of cash match, and other donations.

VI. Application Process

How to Apply

Applications must be submitted online, beginning April 19, 2021, with all required documentation using the [Kansas CommonApp portal](#) no later than 5:00 p.m. CST on May 7, 2021. 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. Technical assistance, as described below, is available to help applicants both navigate this new system and develop strong proposals. The Kansas CommonApp portal includes both question-and-answer fields and the ability to upload required documents.

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)

Project Abstract

Kansans CommonApp CAEDE Application Tab: Project Abstract
The application requires a brief description (no more than 150 words) of the services to be provided with requested funding, primary strategies, geographic area, number of children and/or families to be served with the request, and anticipated outcomes.

Description of Need

Kansans CommonApp CAEDE Application Tab: Description of Need

- Present a picture of the local need, gaps, or challenges that relate to the purpose of the grant.

- Explain the current opportunities and services for children birth up to kindergarten entry, families of children birth up to kindergarten entry, prenatal services to expectant parents and how your proposal aligns with existing services or benefits those currently underserved in the community.

- Use supporting data as available which could include the All in for Kansas Kids 2019 Needs Assessment report and appendices, community-specific information, and local voices and perspectives.

Project Description

Kansans CommonApp CAEDE Application Tab: Project Description
The application requires a detailed description of the project that aligns with the purpose of the grant. Include the following details:

- Describe program model and all strategies and key activities of the project and identify how they will meet the stated purpose of the grant. Include intensity of service delivery, methods for service delivery and duration of services for each component of the proposal.

- Describe how the strategies will keep fidelity to an evidence-based practice or promising practice. If the project includes innovative models or strategies, please provide a clear description of the evidence to support your model/strategy selection.

- Describe your experience serving the targeted population.

- Describe the population to be impacted by the project. Include basic demographic information of the children and families to be served and identify the geographic reach of the project. Include numbers of children, families or others to be served by each component of the project.

- Describe outreach strategies and how the impacted populations will engage with your project. Include details specifically on how the program will engage families including recruitment strategies.

- Describe how your project will ensure equitable services, programs, and/or access for Kansas families.

- Describe any potential barriers to implementation of the proposal and strategies to

overcome them.

Public-Private Partnerships and Match

Kansans CommonApp CAEDE Application Tab: Partnerships
Applicants must demonstrate appropriate partnerships and the capacity to implement and administer the proposed project. Include the following details:

- Describe in detail any proposed partnerships and/or collaborations, including how they will address the need more effectively than each partner working independently. Include how public-private partnerships will be utilized in meeting the grant objectives and outcomes.

- Describe how you will evaluate the effectiveness and impact of the public-private partnership.

- Explain the sources of match funding from private partnerships and how the funds will be utilized for the proposed project.

- Upload letters of match.

Continuous Quality Improvement

Kansans CommonApp CAEDE Application Tab: Continuous Quality Improvement

- Describe how data collection will be monitored to ensure timelines for collection are met and accuracy/validation of data including who will be responsible for the collection of Common Measures, entering data into DAISEY and monitoring of these activities?

- Describe how data will be shared with grant partners including individuals providing direct services to children and families.

- Describe how services provided will be adapted/enhanced based on the review of the data and how data will be used to meet outcomes.

Timeline

Kansans CommonApp CAEDE Application Tab: Timeline

- 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).

Measures of Success

Kansans CommonApp CAEDE Application Tab: Measures of Success

- Applicants must complete and submit the Logic Model template (available on the Measures of Success Tab of the application in the Kansas CommonApp portal)

- Using the Logic Model template provided, detail program alignment with each of the required CAEDE outcomes that align with your program design. The Logic Model is expected to align with the project description.

Budget and Budget Narrative

Kansans CommonApp CAEDE Application Tab: Budget & Budget Narrative
Applicants must complete and submit the Budget Worksheet provided in the template as described below.

- **Instructions** *(Budget Worksheet Tab 1)*

- **Total Proposed CAEDE Budget** *(Budget Worksheet Tab 2)*

  o Please provide the total proposed budget for your project. This includes total cost for all activities for which funding is sought by the applicant organization and/or partnership.

- **Budgeted Partners** *(Budget Worksheet Tab 3)*

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

- **Program Budgets & Budget Narratives** *(Budget Worksheet Tabs 4+)*

  o Provide a budget and budget justification narrative for each program proposed. 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 Total CAEDE Budget in Tab 2. Cash Match expenses should be noted in the budget and explained in the budget justification.

- **Additional Budget Documentation** *(if applicable please upload the following budget documentation in the Kansas CommonApp portal)*

  o **Furniture & Equipment:** Please attach list of furniture and equipment purchases, including prices and quantities, to your application. Explain how each line item of the project furniture and equipment was determined for each: CAEDE funds, and/or Cash Match.

  o **Supplies:** Please attach list of supplies purchases, including prices and quantities, to your application. Also please explain how each line item of the project supplies was determined for each: CAEDE funds, and/or Cash Match.

  o **Contractual:** Please attach list of contractual services including prices, to your application. Also please explain how each line item of the project contractual services was determined for each: CAEDE funds, and/or Cash Match.

  o **Staff Education & Training:** Please attach list of staff education and training (and/or training events) including prices, to your application. Also please explain how each line item of the project staff education and training was determined for each: CAEDE funds, and/or Cash Match.

  o **Building, Space & Maintenance:** Please attach list of building, space and

maintenance costs to your application. Also please explain how each line item of the project building, space and maintenance was determined for each: CAEDE funds, and/or Cash Match.

Partnership Member Endorsement List

Kansans CommonApp CAEDE Application Tab: Partnerships
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 Partnerships Tab inside the application in the Kansas CommonApp portal.

Attachments

Kansans CommonApp CAEDE Application Tab: User Profile and Partnerships Tab

- **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 Partnerships tab within the Kansas CommonApp portal.

Assurances and Authorized Signature

Kansans CommonApp CAEDE Application Tab: Assurances

- The authorized person for each CAEDE application must read, agree, and sign (electronically) the Funding Agreement statement in the Kansas CommonApp portal prior to submission. For additional information about Assurances, see page 22.

VII. Technical Assistance, Review, and Selection Process

Technical Assistance

The Children's Cabinet is committed to supporting equitable access to Communities Aligned in Early Education and Development funding and has developed ways to help applicants and grantees. The purpose of this technical assistance is three-fold:

- To build skills and capacity for grant-writing among Kansas organizations and entities,

- Provide support in making connections or translating good ideas to grant proposal language, and

- Provide assistance in identifying sources of supporting data on need.

Technical assistance includes the following:

- Kansas CommonApp Webinar Recording –provides an overview of the grant portal and application process. Information about the webinar and registration will be posted to the KCCTF website, including a recording of the webinar for those who cannot attend the live session.

- Questions related to purpose of funding and eligibility requirements as outlined in the RFP: will be responded to and posted to a running list of Frequently Asked Questions on the from April 19 – 30, 2021. Responses will be provided within 3 business days.

- Questions related to navigation and interaction with the Kansas CommonApp portal Help Desk support.

Please note that utilization of TA has no influence on the application review process and scoring or final award determination.

How to Request Technical Assistance

All questions and requests for technical assistance and Help Desk support must be submitted online via the CAEDE Technical Assistance Request Form. Questions about the RFP must be received by April 30, 2021. Help Desk support for the Kansas CommonApp is available until the application deadline on May 7, 2021. The technical assistance team will respond to requests within three business days, 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

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:

Section	Points
Project Abstract	1 point
Description of Need	10 points
Project Description	35 points
Public-Private Partnerships	10 points
Match	10 points
Continuous Quality Improvement	10 points
Timeline	6 points
Measures of Success - Logic Model	8 points
Budget Detail Worksheet & Budget Narrative/Justification	10 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
Assurances with Signature	Required

VIII. Post-Award Requirements

Reporting Requirements

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

Assurances with Signature

a. **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.

b. **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.

c. **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.

d. **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.

e. **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.

f. **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.

g. **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