

Smart Start Request for Proposals (RFP)

FY 2022-2023

Year Two Grant Application

Application Deadline:
Friday, January 28, 2022 by 12:00 PM (noon)

Durham's Partnership for Children
1201 S. Briggs Avenue, Suite 100
Durham, NC 27703
919-403-6960
www.dpfc.net

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YEAR 2 of FY 2022-2023

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Durham's Partnership for Children
Year Two Grant Eligibility, Guidelines and Requirements
FY 2022-2023

ELIGIBILITY

This application is for Year Two of a multi-year bid that was solicited for FY 2021-2023. Only those programs currently funded for Year One, (FY 2021-2022) are eligible for Year Two funding.

No new applications will be accepted for FY 2022-2023

APPLICATION GUIDELINES

Smart Start funds may only be used to support services for young children, birth through age 5, and their families who reside in Durham County. Smart Start funds are available to local, community-based nonprofit organizations and governmental agencies. Projects wishing to apply for the two year cycle will complete this full application form, including the requests for information about the second year (Year Two Budget). At this time, only partners funded in Year One may complete this abbreviated application for Year Two 5 request (2022-2023). The Partnership and its governing bodies determine whether to extend grants to Year One partners for a second year and at what funding amounts. The Partnership executes Smart Start contracts for one year periods. All awards are contingent upon Smart Start funding made available by the N.C. General Assembly and contracted through the North Carolina Partnership for Children.

GRANT REQUIREMENTS

Reporting: All agencies selected for funding under this grant will be required to submit quarterly fiscal and program reports, as well as mid-year and year-end reports to Durham's Partnership for Children as outlined in the Direct Service Provider (DSP) Manual by the designated due date. Monthly Financial Status Reports are also required by the designated due dates.

Audit and Legislative Requests: Each applicant must agree to provide any information requested and must also agree to participate in any audit or evaluation of Smart Start that is required by the N.C. General Assembly or other state officials or agencies.

Match Support: All agencies seeking Smart Start funding are required to provide at least a 19% cash or in-kind contribution. Agencies that are funded will be required to adequately document the required match with supporting documentation. Smart Start funds should not be regarded as a permanent or exclusive source of support.

Evidence-Based/Evidence-Informed Practice: The Partnership will fund activities that have been shown to demonstrate measurable results for young children and families. Smart Start services funding may only be used for evidence-based/evidence-informed (EB/EI) activities as defined by the North Carolina Partnership for Children (NCPC) Board of Directors. Evidence must fall into one of three categories established by NCPC: Promising, Established, Well-Established (*see attached*)

Board and DPfC Priorities:

The Partnership will give more of the identified priorities set forth by our Board of Directors and Partnership staff. These priorities are strategically developed and selected based off of the current needs of the community and current areas of focus at the Partnership. (*see attached*)

Evaluation: Each agency must submit a FY 22-23 logic model. Please make note of any changes made from the 21-22 logic model. Evaluation support must be considered part of the overall administrative budget.

BUDGET INFORMATION & REQUIREMENTS

There are seven parts to the Budget section, which is a Separate Excel workbook with seven worksheet tabs: (1) Budget Information, (2) Column Explanations, (3) Line-item Descriptions, (4) 2022-2023 Budget Worksheet, (5) 2022-2023 Personnel and Contracted Services (6) 2022-2023 Line Item Justification (7) 2022-2023 Budget Narrative. Each applicant must complete the Budget Worksheet that describes the total Smart Start funds requested and the amount of any other resources that will be contributed to the proposed project. All applicants are required to provide at least 19% matching funds for each project. Applicants must identify the source of any matching funds and be able to document and submit with quarterly reports the cash and in-kind support.

The total cost of an activity may consist of both direct costs and indirect overhead costs. Direct costs are those expenses that can be identified with a particular program or specific activity of an organization where 100% or a specifically documented portion of the cost directly benefits the program. Indirect overhead costs generally represent those expenses that are for the benefit of common or joint objectives and cannot be readily identified with a particular program.

A line-item explanation and justification that details the items and amounts that are included in the individual budget lines must be included. For Personnel costs, a separate worksheet must be completed which provides the name, title, hours, and salary for each staff position. Similar detail must be provided for all expenses included in Contracted Services (services purchased outside your organization). The Budget must adhere to the Smart Start Cost Principles.

The Partnership limits indirect overhead costs to 8% of the total Smart Start costs. Total indirect overhead costs should be included as a single line item on line 35 as "Other Expenses" as long as the detailed descriptions and amounts are thoroughly explained. Typical indirect overhead costs may include: a percentage of rent, utilities, and telephone of non-program staff, copier rental and maintenance, board activity expenses, non-program postage and office supplies, insurance, accounting, contract management, technical support, shared office furniture and equipment, shared computers, printers, fax machines, fundraising, agency general public awareness or outreach efforts, and other support costs. These indirect overhead costs are generally not identifiable with a single program or activity. Where a benefit can be established with a program, the indirect overhead costs may be allocated. The allocation of indirect overhead costs must be justified in the original budget and a copy of the board-approved Cost Allocation Plan should be submitted to support any items included on line 35. Line 35 cannot be more than 8% of total Smart Start costs.

The line item amounts of the Smart Start funding for the current fiscal year, FY2021-2022, must be entered on the Budget Worksheet in Column G. The one page Budget Narrative form in the Excel workbook includes questions to be addressed in the narrative.

APPLICATION CONTENTS

All requests for funds must contain all of the following information fully completed in the application

One (1) One electronic copy sent via email to Alee LaCalamito to: alee@dpfc.net.

(Electronic signatures accepted)

- i. Cover Sheet [p. 1]*
- ii. Project Details (Four pg. maximum. Please answer ALL questions & provide resumes(pg. 9)) [p.3]*
- iii. Logic Model (Please highlight all changes in Year Two) [p.4]*
- iv. Budget Materials (Separate excel workbook with 7 worksheet tabs)*
- v. Board of Directors List (If applicant is a non-profit organization)*
- vi. Agency's most recent financial statement or audit report*
- vii. Letters of Agreement (Only applicable when more than two agencies are involved in a project)*

One (1) ORIGINAL, HARD COPY that includes ALL of the following:

(Signatures must be provide in ink)

- i. Cover Sheet (with signature) [p. 1]*
 - ii. Project Details (Four pg. maximum. Please answer ALL questions & provide resumes(pg. 9)) [p.3]*
 - iii. Logic Model (Please highlight significant changes in Year Two) [p.4]*
 - iv. Budget Materials (Separate excel workbook with 7 worksheet tabs)*
 - v. Board of Directors List (If applicant is a non-profit organization)*
- ***No fax copies will be accepted***

APPLICATION DEADLINE

You will be providing Partnership staff with two copies of your RFP. One electronic copy (with all the contents requested) must be sent via email to Alee LaCalamito (alee@dpfc net) by 12 pm est. Friday, January 28th. In addition, please provide one hardcopy application with original Signature by 12 pm est. Friday, February 5th. **Hardcopy applications can be mailed or dropped off at our office during a prearranged time throughout the week of 1/31/22-2/5/22.** Applicants will be provided time slot options for drop off (*arranged separately with applicants prior to deadline*). **Anyone dropping of their hardcopy application in-person must wear a mask and adhere to DPfC COVID-19 protocols.* If you choose to mail your hardcopy application, they must be RECIEVED (not postmarked) by 12:00 PM on Friday, February 5th, 2022 in the Partnership office, 1201 S. Briggs Avenue, Suite 100, Durham, NC 27703, Attn: Alee LaCalamito.

Application Questions and Support

TECHNICAL ASSISTANCE SESSIONS: All applicants are invited to attend one of two voluntary (*unless otherwise specified*) question and answer virtual sessions on Monday, December 6, 2021 from 10:30-11:30 am or Tuesday, December 7th from 1:30-2:30pm. Please RSVP by Friday, December 3rd, 2021 via email to Alee LaCalamito: alee@dpfc.net stating which session and how many people from your organization plan to attend. After submitting your RSVP, you will be sent the zoom link for your requested. Session content will be documented and shared by email with all currently funded Year One partners who are eligible to apply for Year Two funding.

QUESTIONS or TECHNICAL ASSISTANCE: If you have any questions about the RFP process or programmatic contents of the proposal, contact Alee LaCalamito, Data Analyst Program Coordinator via email (alee@dpfc.net) or phone: 1-919-403-6960 ext. 229. If you have questions related to the budget, please contact Contracts and Accounting Coordinator, Isaiah Okutuga, via email (isaiah@dpfc.net) or phone at 919-403-6960 x220. Technical assistance or questions may only be requested up to two weeks prior to grant submission (Friday, January 14th).

ECProfile Criteria and Definitions

The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable.

Indicator	Description
PLA40	<ul style="list-style-type: none"> a) Quality of early care and education for children enrolled in regulated early care and education programs — Child Placements — Average star rating for children enrolled in 1-5 star care b) Quality of early care and education for children enrolled in regulated early care and education programs — Child Placements — Percent of children in 4 & 5 star care
PLA50	<ul style="list-style-type: none"> a) Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs — Subsidized Placements - Average star rating for children enrolled in 1-5 star care b) Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs — Subsidized Placements - Percent of children in 4 & 5 star care
EDU10	Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have <u>7 lead teacher education points</u>
EDU20	Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least <u>7 administrator education points</u>
FS20	<ul style="list-style-type: none"> a) Percent of parents/guardians who report reading to their children at least 4-6 days a week b) Percent of parents who report reading to their children daily
FS30	Percent of children age 0-5 with an investigated report of child abuse/neglect
H10	<ul style="list-style-type: none"> a) Early intervention/special education services— Percent of children 0-2 years who receive early intervention or special education services. b) Early intervention/special education services — Percent of children 3-5 years who receive early intervention or special education services.
	Use of primary health care - Percent of children enrolled in f4edicaid who receive a well-child exam.
	Percent of children who are at a healthy weight
KEA10	The NCPC Board will develop an indicator related to the Kindergarten Entrance Assessment once those data are available for review.




Durham's Partnership for Children

Board of Director's Smart Start Programmatic Priorities

- Providing and expanding access to teacher education (with special attention to teachers in infant, 1's, 2's, and 3's classrooms) and professional development, with a particular focus on increasing the percentage of children enrolled in child care centers that have at least 75% of lead teachers with college degrees.
- Promoting the physical and mental health of young children, with a particular focus on early childhood obesity and social-emotional well-being, by improving access to preventive health care and improving children's environments.
- Fostering the healthy development and learning of children by engaging and empowering families, with a particular focus on the reduction of child abuse and neglect.

Smart Start Categories for Evidence Based and Evidence Informed Activities

July 2018

EB/EI Category	Icon	Definition	Key Features
<p><i>Evidence-Based: Well-established</i></p>		<p>Programs and practices that have strong evidence of their effectiveness across five or more studies with experimental or quasi-experimental designs. At least one study must be conducted by an independent researcher not affiliated with the program designer or original research group May have a systematic review or meta-analysis with experimental or quasi-experimental designs.</p>	<p>At least 5 studies with experimental or quasi-experimental designs assessing the same program or approach to the practice.</p> <p>At least one study conducted by an independent researcher not affiliated with the program designer or original research group.</p>
<p><i>Evidence-Based: Established</i></p>		<p>Programs and practices that had at least three studies using an experimental or quasi-experimental design that found evidence of their effectiveness.</p>	<p>At least 3 studies with experimental or quasi-experimental designs studying the same program or approach to the practice.</p>
<p><i>Evidence-Informed: Promising</i></p>		<p>Evidence-informed programs and practices that had at least one study that compared the effectiveness of the intervention for people who participated in the program and those who did not participate. The level of evidence suggests the intervention would qualify as evidence-informed as long as a strong logic model and written guidelines exist.</p>	<p>At least one study with comparison group.</p>

Application Checklist

Please make sure your Application Package includes the following

Electronic application (via email) must include ALL of the following

[Due 1/28/22 by 12 pm EST.]

_____ Cover Sheet

_____ Project Details *(All questions completed within guideline & staff resumes)*

_____ Logic Model *(with changes noted)*

_____ Budget Materials *(7 excel worksheet tabs, copy of the board-approved Cost Allocation Plan should be submitted to support any items included on line 35)*

_____ Board of Directors List (if applicant is a non-profit organization)

_____ Agency's most recent financial statement or audit report

_____ Letters of agreement *(Only applicable if working with more than two agencies project)*

Email your electronic copy to Alee LaCalamito (alee@dpfc.net).

Hardcopy application (*In-person drop off or mail*) must include ALL of the following

[Due 2/5/22 by 12 pm EST.]

***Signatures must be provided in ink**

_____ Cover Sheet

_____ Project Details *(All questions completed within guideline & staff resumes)*

_____ Logic Model *(with changes noted)*

_____ Budget Materials *(7 excel worksheet tabs, copy of the board-approved Cost Allocation Plan should be submitted to support any items included on line 35)*

_____ Board of Directors List (if applicant is a non-profit organization)

_____ Agency's most recent financial statement or audit report

_____ Letters of agreement *(Only applicable if working with more than two agencies project)*

Submit your hardcopy application via contact-less drop off during one of the pre-arranged time slots available throughout the week of 1/31-2/5/22 or send via standard mail.

*This checklist is for your planning purposes only.
It does not need to be submitted with your application.*

On behalf of Durham's Partnership for Children, we thank you for your continued work serving the children and families of Durham County. We look forward to reviewing your application!