



# Smart Start Request for Proposals (RFP)

## FY 2021-2023

Multi-Year Bid Requested

**Application Deadline:**  
**January 8th, 2020 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](http://www.dpfc.net)

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**Durham's Partnership for Children**  
**Grant Guidelines and Application Package**  
**Two Year Proposal: FY 2021-2022**

To ensure every child in Durham enters school ready to succeed, Durham's Partnership for Children leads community strategies for children birth to 5 and their families that promote healthy development and learning and enhance access to high quality care.

Durham's Partnership for Children is accepting new and continuing proposals for Smart Start funding for the FY2021-2023 funding cycle (July 1, 2021 – June 30, 2023). New applicants are only invited to apply every two years. In fall 2021 only proposals from continuing projects will be considered.

**GRANT PURPOSE AND AVAILABILITY:**

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.

All selected projects will be funded initially for a maximum of one year, from July 1, 2021 through June 30, 2022. Projects wishing to apply for the two year cycle will complete this full application form for Year One (2021-2022), including the requests for information about the second year (Year Two Budget). In fall, 2021, only partners funded in Year One may complete an abbreviated application for Year Two's request (2022-2023). The Partnership and its governing bodies determine whether to extend grants to Year One partners for a second year. 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.

**NEED AREAS FOR WHICH WE ARE SEEKING PROPOSALS:**

- Improve the quality of early care and education
- Increase access to high quality early care and education
- Enhance parenting skills and family literacy
- Enhance social and emotional development of young children
- Enhance early intervention services for children at-risk of developmental delays or disabilities
- Enhance physical health and well-being of young children
- Improve school readiness outcomes including transition to kindergarten
- Increase public awareness of the importance of the first 2000 days

Within these need areas, **programs that integrate strategies to address one or more of the following focus areas identified by Durham's Partnership for Children will be prioritized.**

- 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.

**FUNDING CRITERIA:**

The following criteria are used to determine eligibility for Smart Start funding. All applicants must describe how their activity addresses the following funding criteria.

**1) Program elements that relate to one or more of the priority areas identified by Durham's Partnership for Children:**

- (1) 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.
- (2) 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.
- (3) 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.

**2) Evidence-Based/Evidence-Informed Practice:** The Partnership will fund activities that have been shown to demonstrate measurable results for young children and families. In 2011, the North Carolina General Assembly passed legislation mandating that Smart Start service funding be used only for evidence-based or evidence-informed (EB/EI) activities as defined by the North Carolina Partnership for Children (NCPC) Board of Directors. The following definitions provide significant flexibility while assuring strong outcomes for young children.

"**Evidence-based** programs or practices are those that have repeatedly and consistently demonstrated desirable outcomes through application of scientific research methods (replicated experimental, experimental, or quasi experimental)."

"**An evidence-informed** practice is one that is guided by child development theory, practitioner wisdom, qualitative studies and findings from basic research and has written guidelines, a strong logic model, and a history of demonstrating positive results. They may be rated "Promising" or "Emerging" by at least one source that rates evidence-based programs."

The use of EB/EI programs and practices should be reflected in the Logic Model. For a list of EB/EI activities approved by NCPC, refer to the [Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices](#)

**3) The Community Early Childhood Profile (EC Profile):** The Community Early Childhood Profile are measures of child well-being for which local Smart Start Partnerships are held accountable. EC Profile indicators assesses progress towards realizing Smart Start's mission of advancing a high quality, comprehensive, accountable system of care and education for every child. Proposals must address at least 1 EC Profile indicator listed below (PLEASE SEE UPDATES IN SECTION 12 OF BINDER), and clearly explain how proposed program outcomes will improve Durham County measures of school readiness. If you have questions about how/if your proposal fits within the following criteria and need areas, you may contact **Brittany Gregory, Director of Programs at 919-403-6960 x224 (brittany@dpfc.net)**.

**4) Target Population:** At-Risk Children and Families. Programs that serve the most at-risk young children and families receive priority for Smart Start funds. Applicants must describe the activities' target population. If services are available to a broader population, methods for ensuring that underserved children receive priority must also be described. All strategies should

be responsive to the needs of vulnerable populations such as children with special needs, low-income families, and Dual Language Learners.

## EC Profile Indicators

Early Care and Education-- Quality	
<b>PLA40</b>	<ul style="list-style-type: none"> <li>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.</li> <li>b) Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Percent of children in 4 &amp; 5 star care.</li> </ul>
<b>PLA50</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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 &amp; 5 star care.</li> </ul>
Early Care and Education- Workforce	
<b>EDU10</b>	Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have <u>7 lead teacher education points</u> .
<b>EDU20</b>	Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least <u>7 administrator education points</u> .
Family Support	
<b>FS20</b>	Family Literacy/Language Development - Percent of parents who report reading to their children daily.
<b>FS30</b>	Percent of children age 0-5 with an investigated report of child abuse/neglect.
Health	
<b>H01</b>	<ul style="list-style-type: none"> <li>a) Early intervention/special education services– Percent of children 0-2 years who receive early intervention or special education services.</li> <li>b) Early intervention/special education services – Percent of children 3-5 years who receive early intervention or special education services.</li> </ul>
<b>H20</b>	Use of primary health care - Percent of children enrolled in Medicaid who receive a well-child exam.
<b>H60</b>	Percent of children who are at a healthy weight.
<b>KEA10</b>	The NCPC Board will develop an indicator related to the Kindergarten Entrance Assessment once those data are available for review

## **BUDGET INFORMATION:**

Applicants must complete the Budget Worksheets for both years that describe 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 (cash or in-kind) for each project.** Applicants must identify and document the source of any matching funds and support.

The Budget section, which is found in a separate Excel workbook, has eleven worksheet tabs:

1. Budget Information,
2. Column Explanations,
3. Line Item Descriptions,
4. 2021-2022 Budget Worksheet (Year 1),
5. 2021-2022 Personnel and Contracted Services (Year 1),
6. 2021-2022 Line Item Justification (Year 1),
7. 2021-2022 Budget Narrative (Year 1),
8. 2022-2023 Budget Worksheet (Year 2),
9. 2022-2023 Personnel and Contracted Services (Year 2),
10. 2022-2023 Line Item Justification (Year 2), and
11. 2022-2023 Budget Narrative (Year 2).

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 both years. For personnel costs, a separate worksheet must be completed for both years with the title, hours, and salary for each staff position. Similar detail must be provided for all expenses included in Contracted Services. The budget must adhere to the Smart Start Cost Principles. (You may obtain a copy of the Cost Principles from the Partnership's website: [dpfc.net](http://dpfc.net).)

**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.**

If the applicant received Smart Start funding in the prior year, the line item amounts of that funding

must be entered on the Budget Worksheet in Column G.

The one page Budget Narrative forms in the Excel workbook include questions to be addressed in the narratives. In order to be considered for two years, the separate Year Two Budget Information and Narrative must be submitted.

**GRANT REQUIREMENTS:**

Durham's Partnership for Children is requesting all interested applicants submit a Letter of Intent (LOI) prior to submitting their formal Request for Proposal Application. **The Letter of Intent is due no later than November, 30<sup>th</sup>, 2020.** Please submit all documentation electronically to Program Data Analysis Coordinator, Alee LaCalamito via email: alee@dpfc.net. Staff will review the Letter of Intent and you will be contacted if there are any questions or if additional information is required. DPfC staff will notify you via email once your LOI has been accepted. **You may not submit an application unless you have submitted a Letter of Intent prior to the deadline.**

**Evaluation:** The Activity Application includes a logic model for FY 21-22. Each agency selected for funding must finalize its Logic Model with Partnership staff during the 1<sup>st</sup> quarter of the Fiscal Year. Each agency will be asked to submit a FY 22-23 logic model prior to the second year of funding. **Evaluation support must be considered part of the overall administrative budget.**

**Reporting:** All agencies selected for funding will be required to submit to the Partnership: monthly financial status reports, quarterly fiscal and program reports, mid-year, and year-end reports. These reporting requirements are outlined in the Partnership's Direct Service Provider (DSP) Manual, available online at <http://dpfc.net/partners/>.

**Audit and Legislative Requests:** Applicants must agree to provide in a timely fashion any information requested. Applicants must also agree to participate in any Smart Start audit or evaluation required by the N.C. General Assembly or other state officials or agencies.

**Match Support:** All agencies are required to provide at least a 19% cash or in-kind contribution to the program or activity being funded through Smart Start. Smart Start funds should not be regarded as a permanent or exclusive source of support.

**GRANT REVIEW PROCESS:**

Locally, the Partnership's Board of Directors reviews applications through its Allocations Committee. A representative from the applicant agency will be asked to give a brief presentation for the Allocations Committee on Thursday, March 18th, 2021. The committee's funding recommendations are presented to the full Board of Directors, which has final voting authority on Smart Start funding. This funding package is then forwarded to the North Carolina Partnership for Children where it is reviewed for compliance with Smart Start guidelines. Once the plan is approved, local contracts may be awarded by the Partnership to begin July 1, 2021. Final funding is contingent upon approval of the state budget for Smart Start by the N.C. General Assembly and the Smart Start allocation for Durham County made by the North Carolina Partnership for Children.

### **APPLICATION CONTENTS:**

All requests for funds must contain the following sections:

#### **ORIGINAL must include ALL of the following:**

- **Letter of Intent**- due November, 30<sup>th</sup> 2020
- **Cover Letter** (one page maximum)
- **Project Abstract**
- **Agency Information**
- **Activity Application** – Includes FY 21-22 Logic Model, Staffing Plan, and additional questions.
- **Budget Materials** (Separate Excel workbook with 11 worksheet tabs): In order to be considered for two years, you must submit all budget information for Year Two, which will estimate how the budget will change for Year Two as the project develops.
- **IRS Tax Status Letter** if applicant is a 501 c (3) non-profit organization
- **Pages 1-11 of the most current Form 990 for the organization**
- **Board of Directors List** if applicant is a non-profit organization
- **Agency's most recent financial statement or audit report**
- **If applicable** please include letters of agreement between agencies when more than two agencies are involved in a project.

*One email copy sent to [alee@dpfc.net](mailto:alee@dpfc.net). **ADDITIONALLY, please provide ONE, 3-hole punched, double-sided HARD COPY that includes the following ONLY:***

- **Cover Letter** (one page maximum)
- **Project Abstract**
- **Agency Information**
- **Activity Application** – Includes FY 21-22 Logic Model, Staffing Plan, and additional questions.
- **Budget Materials** (Separate Excel workbook with 11 worksheet tabs)

#### **APPLICATION DEADLINE:**

**Applications must be received electronically by 12:00 Noon on Friday, January 8<sup>th</sup>, 2021. Please send to [alee@dpfc.net](mailto:alee@dpfc.net)**

An additional hardcopy of the RFP (3-hole punched, double-sided hard copy) required via contactless drop-off or mail is due by 5:00 pm Monday, January 11th, 2020.

**No fax copies will be accepted.**



**QUESTIONS or TECHNICAL ASSISTANCE:**

You may contact our Data Analyst Program Coordinator at **919-403-6960 x229, Alee LaCalamito** ([alee@dpfc.net](mailto:alee@dpfc.net)), with programmatic questions.

For questions related to the budget, please contact **Sandra Roberts, Finance Director, at 403-6960 x223**. Technical assistance or questions may only be requested prior to grant submission.

**BIDDER'S CONFERENCES:**

Two bidder's conferences will be held in December. **All new applicants must attend one of these sessions.** Continuing applicants are strongly encouraged to attend.

- [Tuesday, December 8<sup>th</sup> from 10:00-11:00 am via Zoom](#)
- [Thursday, December 10<sup>th</sup> from 1:00-2:30 pm via Zoom](#)

All sessions will take via Zoom. Each session is identical, so it is only necessary to attend one. Questions posed at each meeting and the meeting recording will be shared with all attendees of all meetings, so that all applicants have access to the same information. **Please RSVP for a Bidder's Conference by using the embedded links above.**

**Durham's Partnership for Children  
PROJECT ABSTRACT  
(One page maximum)**

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Summary: **Provide a brief summary of your project in 500 words or less.** Be sure to describe the client population of children, families, or professionals served by this project, and a brief description of how the project will be conducted. How many clients will be served? How does the proposed project help children arrive at school healthy and ready to succeed?

List the specific EC profile indicator(s) criteria addressed by this project:

\_\_\_\_\_

Number of FTE Staff funded with Smart Start:

\_\_\_\_\_

	Year 1	Year 2
Total Smart Start funds requested		
Cash		
In-Kind		
Total matching funds provided:		
Total project cost:		

**AGENCY INFORMATION**

Project Title: \_\_\_\_\_

Legal Name of Agency: \_\_\_\_\_

Type of agency: ( ) Private, nonprofit, 501(c) 3 ( ) For profit ( ) Public

Federal ID#: \_\_\_\_\_

Total agency budget: \$\_\_\_\_\_ and funding sources:

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

**Application Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Program Director/Manager (if different):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Fiscal Contact Information (if different):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Name of Agency Director:** \_\_\_\_\_ **Title:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Officer or Agency Director

\_\_\_\_\_  
Date

## Application Checklist

Please make sure your Application Package includes the following:

### 1 ORIGINAL application should include ALL of the following:

- \_\_\_\_\_ Letter of Intent
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Project Abstract
- \_\_\_\_\_ Agency Information
- \_\_\_\_\_ Activity Application – Includes Logic Model, Staffing Plan, and additional questions
- \_\_\_\_\_ Budget Materials
- \_\_\_\_\_ IRS Tax Status Letter if applicant is a 501c (3) non-profit organization
- \_\_\_\_\_ Pages 1-11 of the most current Form 990 for the organization
- \_\_\_\_\_ Board of Directors List if applicant is a non-profit organization
- \_\_\_\_\_ Agency's most recent financial statement or audit report
- \_\_\_\_\_ Letters of agreement, if applicable

### One 3-hole-punched, double-sided HARD COPY should include the following only:

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Project Abstract
- \_\_\_\_\_ Agency Information
- \_\_\_\_\_ Activity Application – Includes Logic Model, Staffing Plan, and additional questions
- \_\_\_\_\_ Budget Materials

**Additionally, email an electronic copy of all materials to Alee LaCalamito ([alee@dpfc.net](mailto:alee@dpfc.net)).**

All proposals must be received via email by **Friday, January 8<sup>th</sup> at 12:00 pm (noon).**

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