

Community Early Childhood Council (CECC) Request for Application (RFA) Technical Assistance PowerPoint

2018-2019 Grant Cycle



Updates to RFA

The following slides provide a list of updates to the RFA.

Updates to RFA

- RFA Appendix I—Maximum Funding Amount by County—has been revised in the RFA Appendices document. Maximum funding amounts for the following four counties have been increased due to analysis of 2016-2017 grant funding ranges and subsequent revisions made with the population breakpoints used to determine grant award ranges for the 2018-2019 grant cycle: Magoffin, Ohio, Washington and Woodford.
- Revised Appendix I which now includes a list of Grant Award Ranges can be accessed in the RFA Appendices document using the following link:
<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Updates to RFA

- It is recommended that **Google Chrome** or **Firefox** browsers be used for optimum performance for accessing the RFA documents on the Kentucky Governor's Office of Early Childhood website. If you encounter an issue when using another browser (Internet Explorer, Edge, Safari), **please try one of the recommended browsers** to see if your issue is resolved.

Updates to RFA

- The mode of electronic submission for CECC grant applications has been revised.
- **Dropbox** will no longer be used to accept CECC application documents.
- Therefore, CECCs shall **email the grant application** documents directly to **Diana Hutch** at Diana.Hutch@ky.gov no later than **February 13, 2018**.

Updates to RFA

Update to Application Submission Continued...

- **Please keep each email with grant application documents under 8MB to assist the GOEC with receiving documents. Acceptable document formats include: Word and PDF. Please avoid sending image files as they will exceed the 8MB limit.**
- **Multiple emails can be sent with application documents, if needed.** With each email, please identify the name of your CECC in the email's Subject line. If you have any issues with emailing application documents, please contact Diana Hutch, GOEC, at 502-782-0200.

Updates to RFA

Update to Application Submission Continued...

- In addition, **original application documents shall be postmarked no later than February 13, 2018**, to the Kentucky Governor's Office of Early Childhood, c/o Diana Hutch, 125 Holmes Street, Third Floor, Frankfort, Kentucky 40601. **Applications postmarked or hand delivered to the GOEC after February 13, 2018, will not be considered.**
- The RFA and RFA Appendices document has been updated with this information and can be accessed using the following link:
<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Updates to RFA

- The mode of electronic submission for the **Final Members List** has been revised.
- **Dropbox will no longer be used to accept the Final Members List.**
- The **Final Members List** shall be **saved in Word document** format and **emailed** directly to **Diana.Hutch@ky.gov** by **May 1, 2018**.
- The RFA and RFA Appendices document has been updated with this information and can be accessed using the following link:
<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Overview of CECC Grant Application Process

The following slides provide an overview of the grant application process.

Overview of CECC Grant Application Process

- **Step 1**--Applying CECCs shall complete the **Fiscal Agent Contact Information Form**. The link to access the Fiscal Agent Contact Information Form can be found on the CECC Resources page of the GOEC website using the following link:

<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>

Overview of CECC Grant Application Process

- **Step 2**—CECCs shall access the **RFA Appendices** document which can be found on the GOEC website using the following link:
<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>
- The RFA Appendices document contains the following documents:
 - Cover Page Form
 - Conflict of Interest Form
 - Evaluation of Application Criteria
 - Budget Template
 - Work Plan Template
 - Preliminary Members List Template
 - Final Members List Template
 - Maximum Award Amounts by County List
 - CECC Grant Award Ranges Chart
 - W-9
 - Affidavit

Overview of CECC Grant Application Process

- **Step 3**—Applying CECCs shall complete the grant application **Cover Page**.
- This can be found in Appendix B in the RFA Appendices document on the GOEC website.

Overview of CECC Grant Application Process

- **Step 4**—Applying CECCs shall provide a **Project Summary**.
- Guidelines regarding the Project Summary can be found in the Application Components section of the RFA.

Overview of CECC Grant Application Process

- **Step 5**—Applying CECCs shall provide a **Summary of Previous Activities**.
- Guidelines regarding the Summary of Previous Activities can be found in the Application Components section of the RFA.
- New CECCs applying for funding do not have to complete the Summary of Previous Activities.

Overview of CECC Grant Application Process

- **Step 6**—Applying CECCs shall provide a **Community Needs Narrative**.
- Guidelines regarding the Community Needs Narrative can be found in the Application Components section of the RFA.

Overview of CECC Grant Application Process

- **Step 7**—Applying CECCs shall provide a **Strategic Plan Narrative**.
- Guidelines regarding the Strategic Plan Narrative can be found in the Application Components section of the RFA.

Overview of CECC Grant Application Process

- **Step 8**—Applying CECCs shall provide a **Work Plan**.
- The Work Plan Template can be found in Appendix F in the RFA Appendices document.
- Guidelines regarding the Work Plan can be found in the Application Components section of the RFA.

Overview of CECC Grant Application Process

- **Step 9**—Applying CECCs shall provide a **Communication Plan**.
- Guidelines regarding the Communication Plan can be found in the Application Components section of the RFA.

Overview of CECC Grant Application Process

- **Step 10**—Applying CECCs will provide a **Budget Narrative** that describes how the CECC plans to use grant funds.

Overview of CECC Grant Application Process

- **Step 11**—Applying CECCs will create a **Budget** using the **Budget Template** found in Appendix E of the RFA Appendices.
- Please refer to Revised Appendix I—Maximum Award Amount by County to assist with completing the Budget. Revised Appendix I can be accessed in the RFA Appendices document on the GOEC website using the following link:
<https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Overview of CECC Grant Application Process

- **Step 12**—Applying CECCs shall complete a **Preliminary Members List** using the template provided in Appendix G of the RFA Appendices.
- **At least one representative from each** of the following entities **must be included** on the CECC:
 - Local agency or organization from profit, nonprofit or family child care;
 - Head Start or Early Head Start;
 - Each school district in the CECC's designated service area.
- **The Preliminary Members List is due with the submission of the grant application on February 13, 2018.**

Overview of CECC Grant Application Process

- **Step 13**—Applying CECCs shall submit a **Letter of Commitment** from:
 - Child care;
 - All Head Start(s) and/or Early Head Start(s) grantees in the service area;
 - All local school district(s) within the service area.
- **All school districts** within the service area of the CECC **must submit a Letter of Commitment signed by the Superintendent or School Board Chair.**

Overview of CECC Grant Application Process

- **Step 14**—Applying CECCs shall submit a **Conflict of Interest Form** from each CECC member with the grant application on February 13, 2018.
- Every member must submit a Conflict of Interest Form.
- If changes occur to the CECC's Preliminary Member List, additional Conflict of Interest Forms shall be submitted for new members to the GOEC with the Final Members List on May 1, 2018.
- Fiscal Agents serving as CECC Members shall complete Section 2 of the Conflict of Interest Form disclosing his/her role as Fiscal Agent.
- The Conflict of Interest Form can be found in Appendix C in the RFA Appendices document.

Overview of CECC Grant Application Process

- **Step 15**—The mode of **electronic submission** for CECC grant applications has been revised.
- **Dropbox** will **no longer** be **used** to accept CECC application documents.

Overview of CECC Grant Application Process

Application Submission Information Continued...

- Therefore, CECCs shall **email the grant application documents directly to Diana Hutch at Diana.Hutch@ky.gov no later than February 13, 2018.**
- **Please keep each email with grant application documents under 8MB to assist the GOEC with receiving documents. Acceptable document formats include: Word and PDF. Please avoid sending image files as they will exceed the 8MB limit.**
- **Multiple emails can be sent with application documents, if needed. With each email, please identify the name of your CECC in the email's Subject line. If you have any issues with emailing application documents, please contact Diana Hutch, GOEC, at 502-782-0200.**

Overview of CECC Grant Application Process

Application Submission Information Continued...

- In addition, **original application documents shall be postmarked no later than February 13, 2018**, to the Kentucky Governor's Office of Early Childhood, c/o Diana Hutch, 125 Holmes Street, Third Floor, Frankfort, Kentucky 40601. **Applications postmarked or hand delivered to the GOEC after February 13, 2018, will not be considered.**
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Overview of CECC Grant Application Process

- **Step 16**—CECCs will receive a Preliminary Notice of Award on March 15, 2018. **If a CECC is awarded** grant funds, CECC Fiscal Agents that are designated as a nonprofit shall **submit a 990 Form and an affidavit.**
- The Affidavit Form can be found in Appendix K in the RFA Appendices document.
- Forms shall be emailed to Diana.Hutch@ky.gov by April 20, 2018.

Overview of CECC Grant Application Process

- **Step 17**—In order to give CECCs adequate time to complete the **Final Members List**, CECCs shall not submit the Final Members List with the CECC grant application but shall **submit it separately by May 1, 2018**.

Overview of CECC Grant Application Process

Final Members List Information Continued...

- The Kentucky Governor's Office of Early Childhood is seeking guidance regarding the CECC Member Terms of Service which is required for the Final Members List.
- **The Final Members List does not have to be submitted with the CECC grant application to apply for funding. CECCs shall wait for further guidance regarding the Member Terms of Service before completing the Final Members List which is due to the GOEC by May 1, 2018.**

Overview of CECC Grant Application Process

Final Members List Information Continued...

- The mode of electronic submission for the Final Members List has been revised.
- **Dropbox will no longer be used** to accept the Final Members List.

Overview of CECC Grant Application Process

Final Members List Information Continued...

- The Final Members List shall be saved in Word document format and emailed directly to Diana.Hutch@ky.gov by May 1, 2018.
- The RFA and RFA Appendices document has been updated with this information and can be accessed using the following link: <https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

For additional questions...

Please contact:

Kayla Jones

Leadership Development Coordinator
Kentucky Governor's Office of Early Childhood

KaylaD.Jones@ky.gov

Or

Diana Hutch

Administrative Specialist III
Kentucky Governor's Office of Early Childhood

Diana.Hutch@ky.gov

