

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

2019-2020 Grant Cycle



# Updates to RFA

- The Kentucky Governor's Office of Early Childhood (GOEC) completed a formal procurement process to identify a third-party reviewer to evaluate the method and process of local council funding and make recommendations to better align the state-local partnership with Kentucky's goal of school readiness.
- **Maximum Funding Amount by County**— Funding has been revised in the RFA Appendices document. Maximum funding amounts have been revised based on the following formula: 35% under age 5; 45% under age 5 in poverty; 20% split equally with \$1,238,600 total funding. Maximum funding will not exceed \$50,000 per county.
- Revised Appendix J which now includes a list of Grant Award Ranges can be accessed in the RFA Appendices on the GOEC webpage.

# Important Information

- 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

- 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](mailto:Diana.Hutch@ky.gov) no later than **March 8, 2019**.

# Updates

- **RFA must be submitted in PDF format.**
- **Images are difficult to read and will not be accepted.**
- **Multiple emails can be sent with application documents, if needed. With each email, please identify the full 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

- In addition, **original application documents shall be postmarked no later than March 8, 2019**, to:

The Kentucky Governor's Office of Early Childhood

c/o Holly LaFavers

125 Holmes Street, Third Floor

Frankfort, Kentucky 40601

**Applications postmarked or hand delivered to the GOEC after March 8, 2019, will not be considered.**

- The RFA and RFA Appendices documents have been updated with this information and can be accessed on the GOEC webpage.

# Updates

- 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 PDF** format and **emailed** directly to **HollyL.LaFavers@ky.gov** by **May 1, 2019**.
- The RFA and RFA Appendices documents have been updated with this information and can be accessed on the GOEC webpage.

# 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**—CECCs shall access the **RFA Appendices** document which can be found on the GOEC website.
- The RFA Appendices document contains the following documents:
  - Cover Page Form
  - Conflict of Interest Form
  - Commitment to Reporting
  - Evaluation of Application Criteria
  - Budget Template
  - Work Plan Template
  - Preliminary Members List Template
  - Final Members List Template
  - Maximum Award Amounts by County List
  - W-9
  - Affidavit
  - Invoice Template

# Overview of CECC Grant Application Process

- **Step 2**—Applying CECCs shall complete the grant application **Cover Page**.
- The Cover page includes the contact information for the 2019-20 chair and fiscal agent information.
- The cover page **must be typed** and notarized.
- This can be found in Appendix B in the RFA Appendices document on the GOEC website.

# Overview of CECC Grant Application Process

- **Step 3**—Applying CECCs shall provide a
  - **Summary of Previous Activities**
  - **Community Needs Narrative**
  - **Strategic Plan Narrative**
    - **Work Plan**
  - **Communication Plan**
  - **Budget Narrative**
    - **Budget Template**
- Guidelines can be found in the Application Components section of the RFA.

# Overview of CECC Grant Application Process

- **Step 4**—Applying CECCs will create a **Budget** using the **Budget Template** found in Appendix F of the RFA Appendices.
- Please refer to Revised Appendix J—Maximum Award Amount by County to assist with completing the Budget. Revised Appendix J can be accessed in the RFA Appendices document on the GOEC website.

# Overview of CECC Grant Application Process

- **Step 5**—Applying CECCs shall complete a **Preliminary Members List** using the template provided in Appendix H 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 March 29, 2019.**

# Overview of CECC Grant Application Process

- **Step 6**—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 7**—Applying CECCs shall submit a **Conflict of Interest Form** from each CECC member with the grant application on March 8, 2019.
- 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

## **Application Submission Information Continued...**

- In addition, **original application documents shall be postmarked no later than March 8, 2019** to:  
The Kentucky Governor's Office of Early Childhood  
c/o Holly LaFavers  
125 Holmes Street, Third Floor  
Frankfort, Kentucky 40601.  
**Applications postmarked or hand delivered to the GOEC after March 8, 2019, will not be considered.**
- The RFA and RFA Appendices document has been updated with this information and can be accessed on the GOEC webpage.



# Overview of CECC Grant Application Process

- Preliminary Notice of Award on March 29, 2019. **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 and 990 Form can be found in Appendix L in the RFA Appendices document.
- Forms shall be emailed to [HollyL.LaFavers@ky.gov](mailto:HollyL.LaFavers@ky.gov) by June 1, 2019.

# Overview of CECC Grant Application Process

- 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, 2019.**

# Overview of CECC Grant Application Process

## Final Members List Information Continued...

- **The Final Members List shall be saved in PDF format and emailed directly to [HollyL.LaFavers@ky.gov](mailto:HollyL.LaFavers@ky.gov) by May 1, 2019.**
- The RFA and RFA Appendices document has been updated with this information and can be accessed on the GOEC webpage.



**Floyd County**  
Community Early Childhood Council  
Kentucky Governor's Office of Early Childhood

# For additional questions...

Please contact:

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