

2018-2019 Community Early Childhood Council (CECC) Request for Application (RFA)

Frequently Asked Questions (FAQ)

- **Question 1:** Do I need to submit both the Preliminary Members List and the Final Members List with the grant application on February 13, 2018?

Answer: No. The Preliminary Member List shall be submitted with the grant application on February 13, 2018. The Final Members List shall not be submitted with the grant application to apply for CECC grant funding. The Final Members List shall be emailed to the GOEC at Diana.Hutch@ky.gov no later than May 1, 2018. This will give CECCs adequate time to complete their Final Members List.

- **Question 2:** I need assistance with the CECC Member Terms of Service related to the Date of Appointment and Length of Term requirements located on the Final Members List template.

Answer: The Kentucky Governor's Office of Early Childhood is seeking guidance regarding the CECC Member Terms of Service to assist CECCs with completing requirements. This process may take some time; however, the Final Members List is not due until May 1, 2018. The Final Members List does not need to be submitted with the grant application to apply for CECC grant funding. CECCs will be notified as soon as additional guidance is made available.

Therefore, CECCs shall not submit the Final Members List to the GOEC until May 1, 2018. CECCs shall wait for further guidance regarding the CECC Member Terms of Service before completing the Final Members List.

- **Question 3:** How do I submit the CECC grant application?

Answer: The mode of electronic submission for 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. This update has been made to the RFA and RFA Appendices document which can be accessed on the GOEC website using the following link: <https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Please keep each email with 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.

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.

- **Question 4:** What is the submission process for the Final Members List?

Answer: 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.

- **Question 5:** Which CECCs must complete a 990 Form and affidavit?

Answer: 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 nonprofits must complete a 990 Form and an affidavit. The 990 Form and affidavit shall be emailed directly to Diana Hutch at Diana.Hutch@ky.gov no later than April 20, 2018.

- **Question 6:** Where do I find the Fiscal Agent Contact Information Form?

Answer: 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>.

- **Question 7:** Is a Notary Seal needed for the CECC grant application Cover Page?

Answer: Yes. The Cover Page requires a Notary Seal.

- **Question 8:** How can I access the Evaluation of Application Criteria for CECC grant applications?

Answer: The Evaluation of Application Criteria can be found in Appendix D of the RFA Appendices document. CECCs can access the RFA Appendices document using the following link: <https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

- **Question 9:** Are CECCs required to use all four School Readiness Goals in their CECC Work Plan?

Answer: Yes. All four School Readiness Goals shall be used in the Work Plan. One or more of the School Readiness Strategies shall be used to meet each School Readiness Goal outlined in the Work Plan.

- **Question 10:** How do I access the Maximum Award Amount for each county?

Answer: The list of maximum award amounts by county can be found in Appendix I in the RFA Appendices document.

- **Question 11:** When do CECCs submit Conflict of Interest Forms?

Answer: Conflict of Interest Forms shall be submitted for each CECC Member with the grant application on February 13, 2018. However, 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.

- **Question 12:** Is the complete grant application, except for the Final Members List, due February 13, 2018?

Answer: Yes.

For assistance with additional questions, please contact:

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