

Request for Application

Community Early Childhood Councils

Revised
1/24/2018



Applications must be submitted by February 13, 2018. Written inquiries may be sent to the Kentucky Governor's Office of Early Childhood, 125 Holmes Street, Third Floor, Frankfort, KY 40601.

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Call for Applications

As authorized under KRS 200.707(1), the Early Childhood Advisory Council (ECAC) is issuing a Request for Applications (RFA) from Community Early Childhood Councils (CECCs) to encourage partnerships of licensed child care centers, certified family child care homes, or public preschool providers that provide high quality learning environments for children who reside in a service area covered by the Community Early Childhood Council, increase the number of child care providers that participate in Kentucky's Tiered Quality Rating and Improvement System (TQRIS) through program and parent education, provide information, education, and support to families through partnerships with schools and community organizations and increase the number of children, particularly those at risk, participating in high quality early care and education programs and increase school readiness for children birth to school entry.

History and Funding

During the 2000 legislative session, House Bill 706 was unanimously passed in both chambers of the Kentucky Legislature. At that time, it was the most comprehensive package of early childhood legislation in the nation addressing the needs of the whole child which include: health care, family assistance, high quality education, and community involvement. In addition, it committed 25% of the Kentucky Tobacco Settlement Fund annually to support early childhood programs.

To ensure the best early care and education for our youngest citizens and to reach the long-term goals set forth by the KIDS NOW Initiative, local communities must take action. One of the strategies identified by the Early Childhood Task Force (1999) to help support this outcome was the creation of state and local partnerships to support services designed to meet the locally identified needs of children and families. This strategy became the foundation for the creation of the Community Early Childhood Councils (CECCs).

In 2009, The Governor's Task Force on Early Childhood Development and Education (ECDE) was established. The task force made eight recommendations, including establishing the Early Childhood Advisory Council (ECAC) and the Kentucky Governor's Office of Early Childhood (GOEC), that would serve as an early childhood framework for Kentucky's state agencies, community partners and families to improve early learning experiences and opportunities, helping to ensure school readiness for our children, schools and communities.

Among the eight recommendations, the ECAC is required to strengthen and support Community Early Childhood Councils as early childhood leaders in their community. CECCs address the unique needs and strengths of the local community related to early childhood. CECCs were designed to encourage local communities to establish and strengthen relationships, collaboration and coordination between early care and education providers, schools and the community as a whole, involving individuals from a cross-section of the

community who can foster efforts to improve outcomes for young children and families. CECCs use new and existing relationships within communities to build and sustain supports for early childhood development and learning. Quality improvements are supported by Early Childhood Development Grants that may be applied for and disbursed by the ECAC.

In December 2013, Kentucky received the third round of Race to The Top-Early Learning Challenge funds through the US Department of Education and the US Department of Health and Human Services. These funds are being utilized for the purpose of increasing access to high quality early learning programs for children at risk, supporting families through strength-based initiatives, providing meaningful data to communities, and aligning professional development systems.

Kentucky's Early Childhood System

All of these early childhood system-building efforts in Kentucky are most effective when all the system components work together. The Kentucky Governor's Office of Early Childhood, working in partnership with the Kentucky Early Childhood Advisory Council and Race to the Top-Early Learning Challenge efforts, has established a strong statewide focus on school readiness, ensuring each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success and ability to be **Ready to Grow, Ready to Learn, and Ready to Succeed**.

CECCs are an integral part of Kentucky's early care and education system and have the crucial role of mobilizing local community members to build innovative, collaborative partnerships to help Kentucky meet its school readiness goal. CECCs are asked to focus on the following School Readiness Goals:

1. Increasing awareness and participation in Kentucky ALL STARS;
2. Increasing family engagement and support opportunities;
3. Increasing awareness of school readiness;
4. Increasing the number of children, particularly those at risk, participating in high quality early care and education programs.

To achieve the listed School Readiness Goals, four main strategies have been identified which are the focus of system efforts:

1. Improving the quality of all early care and education programs;
2. Engaging families as their child's first and most important teachers;
3. Engaging the community to promote school readiness;
4. Enhancing the ability to measure the impact of the work by improved data collection and integration.

The outcomes for implementing the listed goals are:

1. Increasing partnerships of licensed child care centers, certified family child care homes, or public preschool providers that provide high quality learning environments for children who reside in a service area covered by the Community Early Childhood Council (CECC);
2. Increasing the number of child care providers that participate in Kentucky's Tiered Quality Rating and Improvement System (TQRIS) through program and parent education;
3. Increasing information, education, and support to families through partnerships with schools and community organizations;
4. Increasing the number of children, particularly those at risk, participating in high quality early care and education programs;
5. Increasing school readiness for children birth to school entry.

Submission and Timeline

To be considered, all applications must be either postmarked or hand delivered to the GOEC **no later than February 13, 2018**. No applications postmarked or hand delivered after this date will be considered.

Applications must also be submitted to the GOEC via email **no later than February 13, 2018**. CECCs shall email the grant application documents to Diana Hutch at Diana.Hutch@ky.gov.

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.

Below is a timeline for submission of documents.

Activity	Date
RFA Released	1/9/2018
Application Due to GOEC	2/13/2018
Preliminary Notice of Award	3/15/2018
Original Signed Contracts, Affidavits and 990 Forms due to GOEC via email and mail	4/20/2018
CECC Final Member List Due to GOEC	5/1/2018
Expected Contract Start Date	7/1/2018

Restrictions and Conditions

CECCs that are selected as grant awardees shall submit the original signed contract and, if applicable, an affidavit and a 990 Form to the GOEC via email to Diana.Hutch@ky.gov **no later than April 20, 2018**. In addition, the original signed contract, affidavit and 990 Form must be mailed to and received by the GOEC **no later than April 20, 2018**. If receipt of documents is delayed, the contract start date may be delayed.

The GOEC reserves the right to cancel the selection process at any time for any reason.

Funding is contingent upon the availability of Tobacco Settlement monies.

Fiscal Agents:

CECCs must identify a governmental, quasi-governmental, or non-profit agency to serve as the fiscal agent. This fiscal agent will serve as the comptroller of awarded funds and be responsible for all budget and reporting requirements. The fiscal agent is the legal applicant and responsible for fiscal and programmatic oversight.

A Fiscal Agent serving as a CECC member, must complete Section 2 of the Conflict of Interest Form disclosing his/her role as Fiscal Agent.

The maximum amount a fiscal agent may use for administrative costs is five percent (5%) of the total amount of the grant award.

CECCs will receive preliminary notice of award on or around March 15, 2018. The following steps **must occur, in this order, before** the grant awards will be released by the Kentucky Finance and Administration Cabinet.

1. A Memorandum of Agreement (MOA) (contract) will be emailed to the fiscal agent that details the contractual agreement between the Commonwealth of Kentucky and the CECC Fiscal Agent.
2. The MOA (contract) must be signed by the Chair and Fiscal Agent of the CECC and a copy emailed to Diana.Hutch@ky.gov. The **original signed** MOA (contract) must then be sent to the Kentucky Governor's Office of Early Childhood, c/o Diana Hutch, 125 Holmes Street, Third Floor, Frankfort, KY 40601. **The GOEC must be in receipt of both the emailed copy of the signed MOA (contract) as well as the mailed, original signed MOA (contract) no later than April 20, 2018.**
3. If applicable, affidavits and 990 Forms should be emailed to Diana.Hutch@ky.gov and the original signed documents sent to the Kentucky Governor's Office of Early Childhood, c/o Diana Hutch, 125 Holmes Street, Third Floor, Frankfort, KY 40601. The GOEC must be in receipt of the emailed copy of the affidavit and 990 Form as well as the mailed, original signed affidavit and 990 Form **no later than April 20, 2018.**

4. Upon receipt, the GOEC will forward a signed original copy of the MOA as well as the affidavit and 990 Form (if applicable) to the Kentucky Finance and Administration Cabinet for further review.
5. Once approved and signed by the Kentucky Finance and Administration Cabinet, the GOEC will receive an “effective date” for award monies.
6. The GOEC will then provide the Fully Executed Contract to CECCs as well as an invoice for the total amount of grant.
7. Once an invoice has been received by the GOEC and approved by the Kentucky Finance and Administration Cabinet, a check for the total award amount will be mailed to the CECC Fiscal Agent.

Expenditures made prior to the “effective date” of the MOA are not allowable charges.

Any unexpended funds must be returned to the GOEC within 60 calendar days of the contract end date of June 30, 2018. Checks shall be made payable to Allison Ball, Kentucky State Treasurer and sent to the Kentucky Governor’s Office of Early Childhood, c/o Diana Hutch, 125 Holmes Street, Third Floor, Frankfort, KY 40601.

CECC Chair/Co-Chair(s):

The CECC Chair/Co-Chair(s) is responsible for:

1. The submission of the grant application to include required Letters of Commitment, Member Lists and Conflict of Interest documents;
2. Programmatic oversight of the awarded grant funding;
3. Compliance with required reporting timelines, which includes the Annual Report, Mid-Year Report and Quarterly Financial Reports;
4. Submission of monthly meeting minutes to the GOEC;
5. Completing and submitting contact information for publication on the GOEC’s website;
6. Notification to the GOEC office prior to a change in the Council’s Chair/Co-Chair(s), Fiscal Agent or members and/or their contact information.

Mandatory CECC Requirements:

Applicants will be required to complete an application including a Work Plan detailing aspects of their plan, including, but not limited to, timelines, goals, performance indicators, and resources needed to complete the project. Applicants can find the Work Plan template in the RFA Appendices document on the GOEC webpage using the following link:

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

Applicants will also be required to submit Quarterly Financial Reports, a Mid-Year Report and an Annual Report.

If multiple applications are received for overlapping geographic areas, all applications received for these areas will be disqualified.

Per KRS 200.707(1), "A council shall be composed of no fewer than seven (7) and no more than twenty-seven (27) members. Each council shall be composed of at least one (1) member representing local agencies or organizations from profit, nonprofit or family child care, Head Start or Early Head Start and each school district in its designated service area. Other members may be appointed who represent local agencies and organizations, including, but not limited to, the organizations or agencies listed:

- (a) Early childhood advocate;
- (b) Faith community;
- (c) Family resource center;
- (d) Military establishment;
- (e) Child-care resource and referral agency or child-care subsidy agent;
- (f) Child-care consumer or parent;
- (g) County cooperative extension service;
- (h) Department for public health;
- (i) University, college, or technical school;
- (j) United Way;
- (k) Kentucky Early Intervention System;
- (l) Agency administering services to children with disabilities;
- (m) Home visitation agency;
- (n) Family literacy agency;
- (o) Civic organization;
- (p) Public library;
- (q) Regional training center;
- (r) Community action agency;
- (s) Government;
- (t) Business community;
- (u) Home schooling association;
- (v) Health care professional;
- (w) Foster care parent; or
- (x) Adoptive parent."

In accordance with KRS 200.707(2), "Members shall serve on a community early childhood council on a voluntary basis and receive no compensation or expense reimbursement for their service."

The CECC Chair/Co-Chair must submit a Preliminary Members List with the submission of the application. The Preliminary Member List shall include a list of all partner agencies on the CECC. 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 CECC Chair/Co-Chair must submit a Final Members List to the GOEC by May 1, 2018. More detail regarding the Final Members List can be found in this RFA under Application Components: Member Lists.

All employees or independent contractors must adhere to state and federal law. For more information, refer to KRS 337.295.

As described in KRS 200.707(5)(c), CECCs must include a “...signed statement from each member of the community early childhood council certifying that no program, agency, or individual that may receive part of an award would constitute a conflict of interest under KRS Chapter 11A for the council member. Issues concerning conflicts of interest shall be submitted to the Executive Branch Ethics Commission for resolution.” A sample statement can be found in Appendix C.

CECCs are also strongly encouraged to attend at least three (3) of the webinar trainings during each grant cycle hosted by the GOEC. Effective Instructional Leadership Act (EILA) credit and Early Care and Education Training Records Information System (ECE-TRIS) credit will be offered for trainings.

According to KRS 200.707(6), “A community early childhood council shall submit an annual report to the Early Childhood Advisory Council that details the activities and services of the community early childhood council, including the progress that the community early childhood council has made toward addressing the early childhood development and school readiness goals for its designated service area and recommendations that may be included in the state plan.” Applicants shall also submit Quarterly Financial Reports and a Mid-Year report.

Minutes from monthly meetings shall be submitted to the GOEC as required in 10 KAR 6:010 Section 5(c).

Use of Funds

Funds shall be used to supplement, not supplant other funds. CECCs can, and are encouraged to, seek out additional funding sources and in-kind donations within their community to maximize the impact of the activities the council chooses to help prepare children for kindergarten.

Allowable use of funds:

The following is a list of allowable uses of funds as well as a list of restricted uses of funds. CECCs shall consider benchmarks and performance indicators that can be used to document activity outcomes when deciding on local activities.

Funds may be used for:

- Professional Development;
 - To increase the number of children, particularly those at risk, participating in high quality early care and education programs; and
 - To increase the number of child care providers that participate in Kentucky's Tiered Quality Rating and Improvement System (TQRIS) through program and parent education.
- Birth-3 (B-3) Alignment;
- Striving Readers Literacy Grant;
- Building community partnerships to ensure sustainability of the CECC;
- Raising awareness of school readiness throughout the community;
- Facilitating expansion and access to evidence-based family engagement and support opportunities;
- Increasing access to developmental screening and follow-up resources;
- Ensuring data collection and measurement to demonstrate impact.

Funds may not be used for:

- Capital expenses, major building construction, facility remodeling and playground equipment;
- Purchase of food or refreshments;
- Mini-Grants.

General Requirements

Per 704 KAR 5:070, school readiness is defined as *"each child enters school ready to engage in and benefit from early learning experiences that best promote the child's early success"*. Families, early care and education providers, school staff, and community partners must work together to provide the environments and developmental experiences that promote growth and learning to ensure that all children in Kentucky enter school eager and excited to learn.

Per the document, "Building a Strong Foundation for School Success: Kentucky's Early Childhood Standards", five developmental domains for school readiness have been established. These areas are:

- Approaches to learning;
- Social and emotional development;
- Healthy and physical well-being;
- Cognitive and general knowledge;
- Language and communication development.

The primary goal of all CECCs shall be to build innovative and collaborative partnerships that promote school readiness for children and families, while keeping these developmental domains in mind. CECCs have a long history of success at supporting school

readiness by responding to the unique needs of their own communities. In using the county level data in the Early Childhood Profile as well as the updated Kentucky Early Childhood Standards and Parent Guides, CECCs are continuing this legacy of grassroots community change.

Applicants shall prepare a detailed description of how their CECC will support school readiness using the School Readiness Goals, strategies, outcomes and community collaborations detailed below.

Supporting School Readiness – Applicants shall demonstrate how the CECC will leverage collaborative relationships within the community to promote school readiness by designing and implementing innovative and effective activities. Applicants are required to describe how proposed activities will support the following School Readiness Goals:

1. Increasing awareness and participation in Kentucky ALL STARS;
2. Increasing family engagement and support opportunities;
3. Increasing awareness of school readiness;
4. Increasing the number of children, particularly those at risk, participating in high quality early care and education programs.

Applicants are required to use the following four main strategies to achieve the above mentioned School Readiness Goals:

1. Improving the quality of all early care and education programs;
2. Engaging families as their child’s first and most important teachers;
3. Engaging the community to promote school readiness;
4. Enhancing the ability to measure the impact of the work by improved data collection and integration.

Demonstrating Improved Outcomes – After implementing the School Readiness Goals and Strategies, CECCs shall demonstrate some or all of the following outcomes:

1. Increasing partnerships of licensed child care centers, certified family child care homes, or public preschool providers that provide high quality learning environments for children who reside in a service area covered by the Community Early Childhood Council (CECC);
2. Increasing the number of child care providers that participate in Kentucky’s Tiered Quality Rating and Improvement System (TQRIS) through program and parent education;
3. Increasing information, education, and support to families through partnerships with schools and community organizations;
4. Increasing the number of children, particularly those at risk, participating in high quality early care and education programs;
5. Increasing school readiness for children birth to school entry.

Promoting Community Collaborations – Applicants shall describe how they plan to ensure that key members of their community are active participants in the CECC. Active participation is defined as having an observable and measurable role in at least one CECC proposed activity. Applications shall also detail additional partnerships needed to achieve council goals. Demonstrations of collaborative partnerships within this application must include Letters of Commitment from these required members: a local childcare entity, all Head Start(s) and/or Early Head Start(s) grantees in the service area, and all local school district(s) in the service area.

Application Components

Applications shall include all the components listed below. Application documents shall be submitted via email as well as mail to the GOEC.

Fiscal Agent Contact Information Form

The Fiscal Agent shall complete the Fiscal Agent Contact Information Form which can be accessed on the GOEC webpage using the following link:

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

Cover Page

The Cover Page shall include the name and contact information of both the CECC Chair/Co-Chair(s) and the CECC Fiscal Agent, the name of the CECC, the date submitted, total number of application pages, total number of members, and, if the CECC is multi-county, the counties represented by the application. CECCs shall also complete a Cover Page using the Cover Page template located in the RFA Appendices document on the GOEC webpage using the following link: <https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

Project Summary

The Project Summary shall provide a brief description (100 words or less) of how the council intends to address the needs of the area served by the council and the planned outcomes. It shall include a statement of how the CECC's proposed activities will lead to the achievement of the stated School Readiness Goals. Please note, these summaries will be used by the GOEC to describe the work of individual councils, so please be as descriptive as possible.

Summary of Previous Activities (Not applicable for new CECCs.)

Applicants shall provide a short narrative of activities from previous years. This narrative shall include the elements below. Applicants shall also indicate funding levels from previous year activities. In particular, applicants shall note activities that were implemented during previous years in which the council was unfunded with these grant

monies. All applicants must provide, in narrative style, a description including the following information:

- Summarize previous CECC activities and/or projects for the past 3 to 5 years.
- Indicate which prior activities will be continued or modified for the coming year.
- Document how future work will change based on what was learned by the CECC; i.e., how strategies were changed or strengthened and/or how and why the projects or activities were repeated or rejected.
- Demonstrate progress toward achievement of these outcomes.

Community Needs Narrative

In narrative style and utilizing the Early Childhood Profile for each county in a service area, the developmental domains, and other data sources, CECCs shall:

- Describe the service area's existing resources as well as the availability, quality and participation of early care and education programs within the service area.
- Demonstrate how the CECC will achieve the School Readiness Goals.
- Demonstrate how the CECC plans to promote community partnerships.

With the Community Needs Narrative, please include a list of all child care facilities in the service area as well as a list of all school districts in the service area.

Strategic Plan Narrative

In narrative style, successful applicants will clearly:

- Identify achievable outcomes aligned to the School Readiness Goals, School Readiness Strategies and community needs based on data review and analysis.
- Demonstrate how outcome(s) will lead to school readiness.
- Indicate how proposed activity(s) will lead to successful outcomes.
- Demonstrate clear collaboration between CECC and community partners.

In addition to the Strategic Plan Narrative, the applicant shall detail a plan with all required information using the **Work Plan Template** found in Appendix F to ensure proposed activities are successful.

When completing both the Strategic Plan Narrative and the Work Plan, CECCs must include the use of each of the School Readiness Goals mentioned in the RFA. One or more of the School Readiness Strategies outlined in the RFA shall be chosen as the strategies used to complete the School Readiness Goals.

The following items shall be included in the Work Plan:

1. The School Readiness Goals;

2. The School Readiness Strategies to meet the School Readiness Goals;
3. Identified needs;
4. The planned outcomes;
5. The activities the CECC will undertake to achieve these outcomes;
6. The data that will be collected from each outcome to ensure success (Performance Indicators);
7. Person/Partner responsible for activities;
8. The timeline for activities.

NOTE:

The Completion Date column on the Work Plan Template is for the use of CECCs during the grant cycle. It shall not be completed with the submission of the application.

Communication Plan

Applicants shall submit a **one to two page Communication Plan** that details the CECCs community outreach efforts. Include all web-based applications that your council and council members plan to use, such as Facebook and Twitter. Detail relationships with local media sources, local business and community leaders, and elected officials. If the CECC has developed a website, explain what content is available and include the web address. Finally, include community-messaging accessibility; number of emails/addresses the CECC has access to, how many emails are sent and how often (Not applicable for CECCs applying for the first time.), target audiences, and what is the expected growth of the CECC's communication outreach in the next year.

The communication plan shall include the web address for each type of social media employed by the council.

CECCs shall consider the following questions when developing the Communication Plan:

- How will CECC outcomes be supported through communication with the community?
- Who are the audiences to target and what do they need to know?
 - Target audience: Children and families at risk
 - Rationale: To increase the number of children, particularly those at risk, participating in high quality early care and education programs.
 - Target audience: Child care providers
 - Rationale: To increase the number of child care providers that participate in Kentucky's Tiered Quality Rating and Improvement System (TQRIS) through program and parent education.
- How will the message be delivered and what available resources are there to deliver the message?

Budget Narrative and Budget

Applicants shall complete the Budget Narrative describing how the CECC plans to use grant funds. CECCs shall also complete a Budget using the Budget Template (Appendix E) and the Revised Maximum Award Amount List (Appendix I) located in the RFA Appendices document on the GOEC webpage using the following link:

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

Member Lists

The CECC Chair/Co-Chair(s) must submit a Preliminary Members List with the submission of the application.

The Preliminary Members List shall be provided to the GOEC using the template available in the RFA Appendices document on the GOEC webpage using the following link:

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

The Preliminary Members List shall include a list of all partnering agencies serving on the CECC. 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.

To give the CECC adequate time to finalize a list of members, **the CECC Chair/Co-Chair must email a Final Members List in Word document format to Diana.Hutch@ky.gov no later than May 1, 2018.**

The Final Members List shall include the following information for each member:

- Member's name;
- Member's role on CECC;
- Place of employment and agency information;
- Member contact information;
- The county or counties each member represents;
- The date of appointment for each CECC member;
- The length of term for each CECC member.

As a reminder, the following required CECC representatives shall be included on the Final Members List:

- Local agency or organization from profit, nonprofit or family child care;
- Head Start or Early Head Start;
- Each local school district in the CECC's service area.

The Final Members List shall be provided to the GOEC using the template available in the RFA Appendices document on the GOEC webpage using the following link:

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

Per KRS 200.707(3)(a), "Members shall serve for a term of two (2) years and until their successors are appointed, except that for those members initially appointed, the terms shall be as follows:

1. One-third (1/3) of the members shall be appointed for three (3) years;
2. One-third (1/3) shall be appointed for two (2) years; and
3. One-third (1/3) shall be appointed for one (1) year.

(b) Vacancies shall be appointed for unexpired terms in the same manner as original appointments."

Letters of Commitment

Applicants shall also provide Letters of Commitment from the **required** community interest groups: child care, all Head Start(s) and/or Early Head Start(s) grantees in the service area, and all local school district(s) within the service area. These letters shall demonstrate each group's commitment to collaboration to increase school readiness in their service area as well as each group's support of the CECC. Letters of Commitment from school districts must be signed by the Superintendent or School Board Chair.

Conflict of Interest

Include a signed Conflict of Interest Form as described in KRS 200.707(5)(c) as outlined under Mandatory CECC Requirements of this document. Each CECC member must complete a Conflict of Interest Form then all forms must be submitted to the GOEC. An example of the Conflict of Interest Form can be found in Appendix C.

NOTE: A Fiscal Agent serving as a CECC member, must complete Section 2 of the Conflict of Interest Form disclosing his/her role as Fiscal Agent.

Submission of Application

The following must be submitted to the GOEC:

1. One (1) original paper copy of the application documents with original signatures in ink must 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, KY 40601. Applications postmarked after this date will be deemed ineligible. The signature of the CECC Chair/Co-Chair and the Fiscal Agent on the Application Cover Page must be notarized with a raised seal. A designee's signature

will not be accepted without prior approval from the Executive Director of the Kentucky Governor's Office of Early Childhood.

2. **The CECC shall electronically submit the application along with all supporting documents via email to the GOEC at Diana.Hutch@ky.gov no later than February 13, 2018.** A delay in submission of documents may cause a delay in the start date of the contract.

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 there are issues emailing application documents, please contact Diana Hutch at 502-782-0200.

Hand delivered applications will be accepted. A photo ID is required in the visitor's lobby for entrance.

Applications will not be opened prior to the deadline of **February 13, 2018**.

Formatting Requirements

The application shall not exceed twenty (20) pages. The page limit does not include: the Cover Page, budget pages, and/or required forms within the RFA appendices. All pages must be single sided. Text must be in 12-point font and be double-spaced. Please do not use condensed or narrow versions of font. Text contained within charts/graphs may be single-spaced; however, they shall not be used excessively. The applications shall have side, top, and bottom margins of one (1) inch. The original application shall be secured only using clips or staples. Please do not bind the application or place the application in a notebook. The applicant is responsible for ensuring all pages of the application and supporting documents are submitted via mail as well as electronically via email to the GOEC by the stated deadline.