

Request for Application

Community Early Childhood Councils

Focus on Family Engagement



Applications must be submitted by July 1, 2019. 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

In support of Kentucky's commitment to increasing school readiness of young children, the Kentucky Governor's Office of Early Childhood is issuing a Request for Applications (RFA) from Community Early Childhood Councils (CECCs) to develop and implement family engagement services utilizing best practice strategies. These strategies may include early literacy programs and piloting innovative models such as LENA Grow.

Background and Approach

In December 2018, Kentucky received a Preschool Development Grant from the US Department of Health and Human Services Office of Child Care. These funds are focused on building upon and strengthening Kentucky's early childhood mixed delivery system's alignment, coordination, and efficiency. Strategies that will be implemented include capacity building across the system; use and improvement of data systems; improved engagement of families, caregivers, and communities; and alignment and leveraging of existing resources to meet the needs of vulnerable children. CECCs are key partners in realizing planned outcomes, and in particular, are instrumental in engaging families.

Many decades of research confirm that engaging families in their children's education early in their lives impacts school readiness, reading and math achievement, and graduation rates (Mapp, 2012). In fact, family involvement in education is a more powerful predictor of student achievement than family income or socio-economic status, and when families, early childhood programs, schools, and communities work together, children excel.

Families, regardless of race, ethnicity or income level, are powerful assets for their children's success in school. Family engagement in the early childhood years is recognition of a shared responsibility between families, early childhood programs, and communities to support child development and learning. CECCs are uniquely positioned to partner with families locally during the early childhood years and are encouraged to build innovative

and effective family engagement approaches. Of particular interest are strategies that build upon the strengths of families, empower families as leaders, and engage families during their children's earliest years.

Priorities

In order to meet Kentucky's goal of ensuring more children are healthy and ready to start kindergarten with the support of families, caregivers, and communities, CECCs are encouraged to innovatively engage families locally by supporting efforts that:

- Create inventive family engagement tools and opportunities that link with families in settings where families are likely to gather and leverage existing resources
- Build the capacity of community-based organizations and initiatives to work in partnership in linking families, caregivers, and schools (e.g., early literacy initiatives, LENA Grow, Strengthening Families, Parent Cafes)
- Engage new and diverse partners in advocating for and supporting families
- Develop family leaders to inspire other voices and perspectives of families
- Impact two generations, addressing the needs of parents and children together
- Address vulnerable populations by ensuring access to resources for all families and recognition of family strengths across all socioeconomic levels
- Engage expecting parents and families with infants and toddlers, providing support in the early stages of their children's growth and development

Application Submission and Timeline

Applications must be submitted via hard copy and electronic copy. 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 July 1, 2019**, to the Kentucky Governor's Office of Early Childhood, c/o Holly LaFavers, 125 Holmes Street, Third Floor, Frankfort, KY 40601. Hand delivered applications will be accepted. A photo ID is required in the visitor's lobby for entrance. Applications received 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 HollyL.LaFavers@ky.gov no later than July 1, 2019 at 4:30 pm EST.
3. Please keep each email with application documents under 8MB to assist the GOEC with receiving documents. All documents included in the application MUST be PDF format; no images are allowed. With each email, please identify the complete name of your CECC in the email's Subject line (e.g., Franklin County CECC).
4. A checklist to assist with submission of a grant application is included in Appendix A.

Applications will not be opened prior to the deadline of **July 1, 2019**. Below is a timeline for submission of documents.

Activity	Date
RFA Released	6/18/2019
Application Due to GOEC	7/01/2019
Preliminary Notice of Award	7/17/2019
Original Signed Contracts, Affidavits and 990 Forms due to GOEC via email and mail	7/31/2019
Expected Contract Start Date	8/15/2019
Grant Period	8/15/19 – 12/31/19

Eligible Applicants

Existing CECCs that participate in the June 18, 2019, training are eligible applicants. All applicants must include a designated fiscal agent, the same fiscal agent identified in the primary CECC funding grant. CECCs must adhere to the following:

1. A Memorandum of Agreement (MOA) (contract) will be emailed to the CECC fiscal agent that details the contractual agreement between the Commonwealth of Kentucky and the CECC Fiscal Agent.
2. The Chair and Fiscal Agent of the CECC must sign the MOA (contract), provide documentation that the CECC Board has reviewed and approved the grant proposal, and email a copy to HollyL.LaFavers@ky.gov. The **original signed** MOA (contract) must then be sent to the Kentucky Governor's Office of Early Childhood, c/o Holly LaFavers, 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 July 31, 2019.**
3. 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 Education and Workforce Development Cabinet.
4. Once approved and signed by the Kentucky Education and Workforce Development Cabinet the GOEC will receive an "effective date" for award monies.
5. The GOEC will then provide the Fully Executed Contract to CECCs as well as an invoice for the total amount of grant (see Appendix B for grant award amounts; note that submitting the invoice with the signed contract will expedite the process).
6. Once an invoice has been received by the GOEC and approved by the Kentucky Education and Workforce Development Cabinet, a check for the total award amount will be mailed to the CECC Fiscal Agent.
7. Expenditures made prior to the "effective date" of the MOA are not allowable charges.
8. Any unexpended funds must be returned to the GOEC within 60 calendar days of the contract end date of December 31, 2019. Checks shall be made payable to, Kentucky State Treasurer and sent to the Kentucky Governor's Office of Early Childhood, c/o Holly LaFavers, 125 Holmes Street, Third Floor, Frankfort, KY 40601.
9. Applicants are required to participate in the following collaboration and evaluation activities:

- a. Share local cross-sector or cross-issue collaborations and partnerships with state organizations and other local CECCs
- b. Contribute to and participate in the Kentucky Governor’s Office of Early Childhood family engagement initiatives, social networking platforms, and evaluation activities
- c. Document and share results of local efforts
- d. Submit an end-of-year report of grant activities and outcomes to the Kentucky Governor’s Office of Early Childhood

Use of Funds

Funds shall be used to supplement, not supplant other funds. CECCs can, and are required to, seek out additional funding sources and in-kind donations within their community to maximize the impact of the activities the council chooses to engage families.

Funds may not be used for:

- Capital expenses, major building construction, facility remodeling and playground equipment;
- Purchase of food or refreshments;
- Mini-Grants;
- Purchase of supplies distributed without an activity, event, or intervention or purchase of materials that are distributed in bulk;
- Personnel

Application Components

Formatting Requirements

The body of the application shall not exceed seven (7) pages; this refers to the following sections: Project Summary, Justification, Strategic Plan, Communications Plan, and Budget Narrative. The page limit does not include: the Fiscal Agent Contact Form, Cover Page, budget pages, and/or other required forms as included in the RFA appendices. All pages must be typed and 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.

Applications must include all the components listed below.

Commitment to Reporting

Applicants are required to attest to their responsibility to provide an end-of-year report (Appendix C).

Cover Page

The Cover Page (Appendix D) must be typed and 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.

Project Summary

The Project Summary shall provide a brief description (100 words or less) of how the CECC intends to develop and implement family engagement services utilizing best practice strategies. It shall include a statement of how the CECC's proposed activities will address one or more of the family engagement priority areas (listed on page 4 of this document). Please note that these summaries will be used by the GOEC to describe the work of individual councils. Please be as descriptive as possible.

Justification

Utilizing data from the Early Childhood Profile for each county in a service area, and/or other data and local organizational data sources, CECCs shall:

- Describe the service area's existing resources for family engagement within the community, documenting service area needs, gaps, and strengths.
- Describe how the CECC's family engagement plan will address one or more of the needs and gaps identified above, utilizing local strengths and addressing one or more of the priority areas.
- Document how the CECC plans to maintain existing and promote new community partnerships.

Strategic Plan

Providing a brief narrative overview of the strategic plan as well as outline a detailed strategic plan using the template in Appendix E. Successful applicants will clearly:

- Identify achievable outcomes aligned to family engagement goals, activities, and community needs based on data review and community analysis.
- Demonstrate how outcome(s) are measurable and will lead to increased family engagement.
- Demonstrate clear collaboration between CECC and community partners.

The following items shall be included in the Strategic Plan:

1. Identified needs;
2. Family engagement goals;
3. Family engagement strategies (e.g., early literacy, home visiting, family cafés, family support)
4. Family engagement activities and action steps to meet identified goals;
5. Person/Partner responsible for activities;
6. The timeline for activities;
7. Measureable outcome.

NOTE: The Kentucky Governors' Office of Early Childhood will be working with CECCs to develop family engagement surveys to document benefits of family engagement and to collect family input regarding challenges and needs.

Communication Plan

Applicants shall submit a Communication Plan that details the CECCs planned family engagement and community outreach efforts and commits to coordinating with social media and other communication efforts by the Kentucky Governor's Office of Early Childhood. CECCs shall consider the following questions when developing the Communication Plan:

- How will CECC outcomes be supported through communication with the community?
- How will the communication plan address the local needs identified and the family engagement priorities identified on page 4?
- How will the CECC target families?
- What available resources are there to deliver the messages? Who are potential partners?

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 F) and the Maximum Grant Award Amount by County (Appendix B) located in the RFA Appendices.

Evaluation of Grant Application

Appendix G documents the evaluation process for this RFA, *Focus on Family Engagement*. It includes disqualification factors as well as the scoring rubric that will be used by evaluators to assess grant applications for adherence to grant requirements.