

Request for Application (RFA) Appendices

Kentucky Governor's Office of Early Childhood

Appendix A - Checklist for the 2019-2020 Community Early Childhood Council (CECC) Request for Application (RFA)

Applicants shall submit all the following components for the CECC Focus on Family Engagement funding opportunity. Applications missing any component will not be considered and the applicant will be asked to resubmit.

- ✓ Application Cover Page with Notary Seal
- ✓ Project Summary
- ✓ Justification
- ✓ Strategic Plan
- ✓ Communication Plan
- ✓ Budget Narrative and Budget
- ✓ Contact information for the Fiscal Agent using the Fiscal Agent Contact Information Form. The Form can be accessed using the following link: <https://kidsnow.ky.gov/communities/cecc/Pages/cecc-resources.aspx>.

CECC Funding Application

Application Deadline: July 1, 2019

Applications postmarked or hand delivered after this date will not be considered.

CECCs shall submit the completed application and documentation in both hard copy and electronic forms. Applications must be submitted to GOEC via email to hollyl.lafavers@ky.gov no later than July 1, 2019. Please keep each email with application documents under 8MB to assist the GOEC with receiving documents. All documents must be in PDF format; no images are allowed.

Mailed copies must be received no later than July 1, 2019. CECCs shall mail the original application and documentation to: Kentucky Governor's Office of Early Childhood, c/o Holly LaFavers, 125 Holmes Street, Third Floor, Frankfort, KY 40601.

Request for Application (RFA) Appendices

Kentucky Governor's Office of Early Childhood

Appendix B - Maximum Grant Award Amount by County

For reference, each county is listed with their Education and Work Force Development Area.

Amounts subject to change according to availability of funds.

The adopted funding formula is based on child population (under age 5) with a minimum award of \$2,000 and cap of \$50,000 per CECC (Data from 2016 was utilized for these calculations).* Maximum grant award amounts are listed below by county for 2019-20.

CECC	Under Age 5 Population 2016	2019-20 Maximum Award Amount
Adair	1020	\$ 5,000.00
Allen, Logan, & Simpson	20,400	\$ 24,000.00
Anderson	1311	\$ 6,500.00
Barren	2889	\$ 14,300.00
Bell/Harlan	3421	\$ 17,000.00
Boone	8784	\$ 43,500.00
Breckinridge	1142	\$ 5,700.00
Butler/Edmonson	1331	\$ 6,600.00
Caldwell/Crittenden/Lyon	1571	\$ 7,800.00
Calloway	1962	\$ 9,700.00
Campbell/Grant/Kenton	17,589	\$ 50,000.00
Carroll	806	\$ 4,000.00
Casey	1017	\$ 5,000.00
Christian	6930	\$ 34,300.00
Clay	1303	\$ 6,500.00
Clinton	617	\$ 3,100.00
Daviess	6762	\$ 33,500.00
Eastern Stream – Letcher/Knott/Leslie/Perry	4753	\$ 23,500.00
Fayette	19899	\$ 50,000.00
Fleming	962	\$ 4,800.00
Floyd	2279	\$ 11,300.00
Four Rivers – Ballard/Carlisle/ Fulton/Hickman	1336	\$ 6,600.00
Franklin	2893	\$ 14,300.00
Garrard	954	\$ 4,700.00
Gateway – Bath/Menifee/Morgan/Rowan	3195	\$ 15,900.00
Graves/Marshall	4152	\$ 20,600.00
Grayson	1695	\$ 8,400.00
Green/Taylor	2166	\$ 10,700.00
Hancock	606	\$ 3,000.00
Hardin	7200	\$ 35,600.00
Harrison/Nicholas	1522	\$ 7,600.00
Hart/Metcalf/Monroe	2548	\$ 12,600.00
Henderson	2827	\$ 14,000.00
Hopkins	2791	\$ 13,800.00
Jackson County	800	\$ 4,000.00
Jefferson	48616	\$ 50,000.00
Jessamine	3517	\$ 17,500.00
Johnson	1409	\$ 7,000.00

Request for Application (RFA) Appendices

Kentucky Governor's Office of Early Childhood

Larue County	779	\$ 3,900.00
Lawrence County	1066	\$ 5,300.00
Lewis	757	\$3,700.00
Lincoln	1507	\$7,500.00
Livingston County	517	\$ 2,600.00
Madison/Estill	5910	\$ 29,300.00
Marion/Washington	2003	\$ 9,900.00
Martin County	591	\$ 2,900.00
Mason County	1040	\$ 5,100.00
McCracken County	3853	\$ 19,100.00
McLean County	557	\$ 2,800.00
Meade County	1419	\$ 7,000.00
Mercer County	1258	\$ 6,200.00
Montgomery County	1845	\$ 9,100.00
Muhlenberg County	1658	\$ 8,200.00
Nelson County	2937	\$ 14,500.00
Northeastern Alliance – Boyd, Carter, Elliott, Greenup	6484	\$ 34,600.00
Ohio County	1406	\$ 7,000.00
Oldham County	3314	\$ 16,400.00
OVEC – Bullitt, Gallatin, Henry, Shelby, Spencer, Trimble	10,200	\$ 50,000.00
Owen County	537	\$ 2,700.00
Pendleton County	868	\$ 4,300.00
Pike County	3323	\$ 16,400.00
Pulaski County	3649	\$ 18,100.00
Robertson County	115	\$ 2,000.00
Rockcastle County	917	\$ 4,500.00
Rowan County	1325	\$ 6,600.00
Russell County	1103	\$ 5,500.00
Tri-county – Laurel/Knox/Whitley	8398	\$ 41,600.00
Trigg County	741	\$ 3,700.00
Union County	803	\$ 4,000.00
United 4 Kids – Breathitt/Lee/Owsley/Wolfe	1861	\$ 9,200.00
Warren County	8033	\$ 40,000.00
Wayne County	1133	\$ 5,600.00
Webster County	848	\$ 4,200.00
Woodford County	1478	\$ 7,300.00

Request for Application (RFA) Appendices

Kentucky Governor's Office of Early Childhood

Appendix C – Commitment to Reporting

I, the undersigned, acknowledge and confirm that in carrying out my duties as a director, officer or member of The Governor's Office of Early Childhood Community Early Childhood Council (CECC), a non-profit organization, I am charged with submitting ~~mid-year~~ and year-end reports to the Kentucky Governor's Office of Early Childhood. To this end, I acknowledge my responsibilities to act in the course of my duties and submit the required reports in the format and the timeframe outlined by the Office of Early Childhood.

Signature: _____

Printed Name: _____

Date: _____

Request for Application (RFA) Appendices
Kentucky Governor's Office of Early Childhood

Appendix D – Cover Page

Council Name: _____

Total Pages: _____

Counties Served: _____

Total Membership: _____

Chair Information

Chair Name: _____

Address: _____

Phone Number: _____

Email: _____

Fiscal Agent

Fiscal Agent Name: _____

Organization: _____ Org Type _____

Tax ID (Federal): _____ Tax ID (State): _____

Address: _____

Phone: _____

Email: _____

Is your Council a 501c3 Yes _____ No _____

The undersigned agree to ensure the funds awarded by this grant will be used to complete the plans outlined in this application and achieve School Readiness for children in the service area.

Date: _____

Community Early Childhood Council Chair

Date: _____

Community Early Childhood Council Fiscal Agent

Notary Public _____

My commission expires on: _____

Notary Seal

Appendix E – Strategic Plan Template

Applicants are required to provide a Strategic Plan Narrative and to complete each category in the Strategic Plan Template on the following page. Each identified family engagement goal must include Identified Need, Goal, Strategy, Activities/Action Steps, Person/Partner Responsible, Timeline, and Measurement Outcome.

Focus on Family Engagement Goals

Family engagement goals in early childhood settings most often focus on increasing the involvement of families in early childhood settings or increasing their knowledge and skill to support their child's school readiness and success. Other goals might include linking families to other resources that support child growth and development (e.g., child screening and assessment, health), supporting the development of family advocacy and leadership, or increasing family access across racial and cultural barriers to family resources (e.g., housing, education and training, mental health). Although these goals may be realized in many ways, CECCs are asked to identify goals linked to the following Family Engagement Priorities:

- 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

Family Engagement Strategies

Family engagement strategies should be linked to the goals and priority areas. CECCs are encouraged to be innovative in identifying strategies. The following are examples of existing strategies that might be used.

Request for Application (RFA) Appendices

Kentucky Governor’s Office of Early Childhood

1. Early literacy programs that incorporate family engagement (e.g., LENA Grow);
2. Family support (e.g., Strengthening Families);
3. Family training opportunities (e.g., family cafés);
4. Enhancing family knowledge of child development (e.g., child development apps and resources).

Please provide a brief narrative of your Strategic Plan outlining identified needs, goals, strategies, activities, and outcomes. Be sure to describe how goals are linked to the various components (i.e., priorities, strategies, activities) and how the plan will result in the measureable outcomes. In addition, complete the Family Engagement Plan using the Strategic Plan Template that follows.

Strategic Plan Template

Family Engagement Goal	Identified Need	Strategy	Activities	Person/Partner Responsible	Timeline	Measureable Outcomes
Example: Impacting two generations by increasing family knowledge and skill to support children’s early literacy	Example: Early Childhood Profile indicates less than 60% of children are ready for kindergarten in the language development domain in our region	Example: Early literacy partners	Example: 1. Bring partners together to plan 2. Identify outreach area and process 3. Identify curriculum and early literacy resources	Example: 1. John 2. Sue	Example: 1. Aug. 2019 2. Aug. 2019 3. Aug-Sept, 2019	Example: Family surveys will indicate an increase in knowledge and use of early literacy activities by participating families

Request for Application (RFA) Appendices
Kentucky Governor's Office of Early Childhood

Appendix F – RFA Budget Template

Please complete the CECC grant budget using the Budget Template below. Please refer to Appendix B for a list of Maximum Award Amounts by County.

Total Requested Amount \$ [Click here to enter text.](#)

<u>Expense</u>	<u>Amount</u>
Travel	Click here to enter text.
Supplies, Materials, Equipment- Estimated number and cost of items	Click here to enter text.
Administrative-Limited to 5% of requested amount.	Click here to enter text.
Other	Click here to enter text.
<i>Total Requested Amount</i>	Click here to enter text.
In Kind Contributions Minimum 10% of grant total	Click here to enter text.
<u>Total Approved Budget</u> (<i>Total Requested Amount + In Kind</i>)	Click here to enter text.

Request for Application (RFA) Appendices

Kentucky Governor’s Office of Early Childhood

Appendix G – Evaluation of Application

Independent and trained reviewers with content expertise will review and score applications. Applications will be evaluated according to the extent that they meet the following criteria.

Disqualification Factors

The following checklist documents those items that must be included in the application in order for the evaluation of the application to proceed. **If any item in the checklist is not included, the application will be disqualified.**

DISQUALIFICATION FACTORS	CHECK LIST
<p>Applicants must include and/or meet ALL of the following to be considered; if any boxes are not checked, the application is disqualified from evaluation</p> <ul style="list-style-type: none"> • Typed, signed and notarized Cover Page • Application stays within page limit (max 7 pages) • Signed reporting commitment form (Appendix C) • Budget request does not exceed maximum award amount for each county included in the CECC • Budget request does not include any prohibited expenditures • Project Summary and Communication Plan submitted • Detailed Strategic Plan using the Strategic Plan Template with all required information provided to ensure proposed activities are successful 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Application Scoring Rubric

Criteria	Maximum Points	Points Awarded
Justification		
<p>Applicants shall clearly:</p> <ul style="list-style-type: none"> • Describe existing resources for family engagement within the community; incorporating data on availability and quality of services and documenting identify service area needs, gaps, and strengths. 	15	
<ul style="list-style-type: none"> • Describe how the CECC will engage families in one or more of the identified priority areas based on community challenges and strengths 	15	
<ul style="list-style-type: none"> • Document how the CECC plans to maintain existing and promote new community partnerships. 	10	
	40	

Request for Application (RFA) Appendices

Kentucky Governor’s Office of Early Childhood

Criteria	Maximum Points	Points Awarded
Strategic Plan		
Applicant shall clearly show evidence of:		
• Utilizing the Early Childhood Profiles and community data to identify community needs, goals, activities, and achievable outcomes based on data review and analysis	10	
• Incorporating measureable outcome(s) linked to family engagement goals and priorities	10	
• Identifying activity(ies) that will lead to successful outcomes	10	
• Including collaborations between CECC and community partners	10	
	40	
Budget Narrative and Worksheet		
Applicants must:		
• Provide templates with categories on GOEC website (Appendix F)	5	
• Support implementation of the plan via documentation of reasonable fiscal resources and costs of proposed activities	5	
• Leverage community resources, either through monetary or in-kind contributions, to further outcomes	5	
• Document local or private funding commitments and in-kind match commitments of a minimum of 10% of total grant award	5	
	20	
TOTAL POINTS	100	

TOTAL APPLICATION POINTS (out of a possible 100):

Request for Application (RFA) Appendices

Kentucky Governor's Office of Early Childhood

Appendix H – Invoice Template

Name, Address and Contact Information of Fiscal Agent:

CECC Name:

Contract #:

Total Amount Request:

Contract Start Date:

Remit Payment:

Contact Name

Fiscal agent address

Fiscal Agent Signature

Governor's Office of Early Childhood