Craven Smart Start, Inc.

REQUEST FOR PROPOSALS

**Title**: Request for Proposals:

* Child Care Resource and Referral
* Community Outreach
* Family Literacy
* North Carolina Pre-Kindergarten
* Raising a Reader
* Reach Out and Read

**ISSUE DATE:** March 8, 2019

**ISSUING AGENCY:** Craven Smart Start, Inc.

2111-F Neuse Blvd.

New Bern, NC 28560

ATTN: Cherie Holt, Program Evaluator/Coordinator

**RFP DATE DUE:** Sealed Proposals, subject to the conditions stated, will be received until **5:00 PM, April 5, 2019** for furnishing services described herein.

DELIVER ALL PROPOSALS DIRECTLY TO CRAVEN SMART START, INC. AT THE ADDRESS AS SHOWN ABOVE.

Interested parties must submit **one original and four copies** of the proposal, along with an electronic copy (CD/thumb drive) of the full activity proposal, budget, and budget narrative. Please bind with a clip, do not staple. ***Emailed and Faxed copies will not be accepted.***

Please direct all inquiries concerning this RFP to **Cherie Holt, (252) 636-3198 or** **cherie@cravensmartstart.org****.**

Questions concerning the specifications in this RFP will be received until April 5, 2019**.** A summary of all questions and answers will be posted on the internet, located under **www.cravensmartstart.org**

**It is the Contractor's responsibility to assure that all information is accurate and has been received.**

# INTRODUCTION

Craven Smart Start, Inc. (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish a contract through competitive bidding. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the “Contractor”) to provide evidence based: comprehensive child care resource and referral services; an early childhood program that will prepare children and their parents for success; parenting instruction, information, and resources; a center based literacy program; community outreach; and a high quality pre-kindergarten program.

***These services are described in greater detail below, and prospective Contractors may submit proposals for one or more of these service activities.***

## BACKGROUND

**Mission:**

Building brighter futures for young children.

**Vision:**

We believe that when young children are given the opportunity to reach their full potential, they will become loving, nurturing, independent individuals who will contribute to their families, communities and society. We believe that all children, when surrounded by a supportive community, can achieve economic success and experience the highest quality of life. Craven Smart Start is committed to creating a loving, caring, and sharing community through health, education, economic development and socialization support.

**The Operating Principles of Craven Smart Start:**

* To require that all activities funded by the Partnership follow the principles of family support.
* To provide maximum collaboration among local and regional agencies with roles in improving the lives of children, thus producing mutually enhanced efforts.
* To leverage Partnership dollars whenever possible with other financial resources for the maximum benefit of Craven County’s 0-5 age children.
* To ensure that thorough program specificity and accountability are provided by those programs funded through the Partnership.
* To eliminate barriers to service.

## FUNDING PRINCIPLES

When grant recipients or contracting agencies are being selected, preference will be given to those responding in the most effective ways to the greatest number of the goals and program standards.  Proposals will be reviewed and scored based on how closely the project description relates to goals, Community Early Childhood Profile (EC Profile) (Attachment II), and local needs.

Smart Start is a statewide initiative funded by the North Carolina General Assembly designed to provide funding for projects and programs that improve the quality of early childhood development for young children, 0-5 years old, and their families. Smart Start was designed to ensure that children arrive at school healthy and ready to succeed.  Therefore, emphasis is on developing or improving the quality, affordability and availability of child care, along with child health and family support initiatives that strengthen a child’s development and the family’s ability to nurture their child.  All grant applications therefore should support the mission and goals of Craven Smart Start.  Grants are available to public and private nonprofit agencies, organizations, and corporations.

This Proposal cycle will begin **July 1, 2019** and end **June 30, 2022**

* *This is a**multi-year bid for on-going services.*
* *Prospective Contractors must submit a cost proposal for* ***three fiscal years.***
* *The Contractor must submit an annual budget ending June 30th for each fiscal year of the proposal period.*
* *Contract(s) for subsequent fiscal years will be executed* ***only after confirmation of satisfactory performance by the Contractor and of the availability of funds for this purpose****.*

# NEEDS AND ACTIVITIES

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are listed below. The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable, formally known as Performance Based Incentive System. Descriptions of the criteria found on Attachment II.

## Child Care Resource & Referral (CCR&R):

PSC:3104 EC PROFILE:PLA40

The Child Care Resource and Referral activity will function with approval of the state CCR&R Council and will participate in the designated geographic region. Council specific outputs and outcome data will be supplied to the state system as required. Services will include: (1) consumer education and referrals to families, (2) professional development support which may include the coordination and provision of training on child care related topics and professional development counseling to support providers attainment of higher education levels, (3) technical assistance to child care providers, and (4) data collection and analysis. Staff will also work to increase and maintain the star ratings for child care facilities in Craven County through technical assistance on curriculum and environments, pre and post mock environmental rating scale assessments, and quality improvement plans. CCR&R will also offer lending collections of parenting and child development resources, developmentally appropriate materials, and a resource room (which enables laminating, die cutting, and other resources) to registered CCR&R members. Smart Start funds for this activity may be used for meetings and conferences. Smart Start funding may be used to support an early childhood conference and/or a recognition dinner for grant recipients. If funds are available, grants may be given to support/incentivize the increase or maintenance of child care facility star ratings.

**Child Care Resource and Referral** – Approved by NC Child Care Resource & Referral (CCR&R) Council to provide CCR&R services that meet NC CCR&R Council specific outputs and outcomes.

## Community Outreach:

PSC:5517 EC PROFILE:KEA10

Community Outreach will work to increase the community's awareness and support of Craven Smart Start services utilizing traditional media, community resources, as well as social networking and website development. The activity will facilitate community planning to improve systems and alignment across programs and/or agencies. The Coordinator will forge alliances in the community to develop the communication and collaboration skills necessary for educators, families, and community members to come together. The Community Outreach Coordinator will also provide technical assistance to service providers to create programmatic coherence by making certain that providers reflect the mission of the organization and that they collaborate to accomplish the stated goals. This activity will assist in the production of and distribute the annual report. Smart Start funds for this activity may be used for meetings and conferences.

**Community Outreach, Information and Resources** - Strategies toimprove community systems by building awareness of early childhood development and resources; strengthening leadership and relationships that increase cooperation, resources and activities to improve access to and quality and efficiency of services and outcomes for young children.

## Family Literacy:

PSC:3318 EC PROFILE:FS20

The Family Literacy program is designed to develop literacy skills for members of participating families. Smart Start funds will support the education of the families who will attend school part time; for four days per week and 6.5 hours per day, and on the fifth day staff conduct home visits. This activity will provide a high quality, developmentally appropriate, early childhood program that will prepare children for school success. This program will follow the comprehensive family literacy model including four comprehensive components: adult education, parent education, Parent and Child Together (PACT), and early childhood education. The parents can work towards their General Education Development (GED), increase academic and/or job skills, learn English as a Second Language (ESL), and will be provided daily opportunities for interaction in their child's classroom. This program will also promote early literacy skills through the Motheread/Fatheread program. This activity may support costs for child care providers and the Parent Coordinator; and if the resources are available, the activity may support costs of transportation. This program will follow Craven County's regular school year. Locations for this activity will be in the western part of Craven County.

## North Carolina Pre-K:

PSC:2342 EC PROFILE:PLA40

Financial assistance will be paid on a direct per child basis for the purpose of enhancing the NC Pre-K rate for children enrolled in and being served through NC Pre-K and whose families are eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Does NOT include wrap-around care. Data will be reported as directed by DCDEE. Enhancements are available for NC Pre-K sites that are public school sites, private sites, Head Start/Early Head Start sites.

## Raising a Reader:

PSC:5512 EC PROFILE:FS20

A Raising A Reader (RAR) Community Coordinator will implement Raising A Reader, a program that promotes improved literacy development through daily book sharing between caregivers and young children. The RAR Coordinator will hold a Bachelor's degree in early childhood education or related human service field and is required to attend the RAR National Coordinator Training prior to initial implementation. Coordinators will host two trainings for the site implementers that have been identified to participate in this project. Identified families will be loaned a book bag containing high quality developmentally appropriate children's books. The books will be exchanged each week. Parents of the children in the project will be invited to participate in at least two parent workshops where they will learn book sharing strategies. At least one library event will be provided for RAR participants and their families. Participants and their families will be provided with library information, library card application, and other community literacy resources. The program will be implemented with model fidelity as described above. Child care centers, child care homes, or other community sites with a high percentage of low income children will be targeted. Smart Start funds may also be used for books for children, child care for participants, and/or incentives for eligible participants.

**Literacy Programs** – programs to develop and promote pre-literacy skills of children by encouraging family book sharing and other strategies.

## Reach Out and Read:

PSC:5523 EC PROFILE:FS20

This activity will collaborate with medical care practices to provide pre-literacy opportunities for children and their parents. The participating trained medical care providers will voluntarily incorporate Reach Out and Read (ROR), an evidence-based model, into young children's regular pediatric checkups or well-child visits. The medical care providers will implement ROR in their practices according to the National ROR guidelines. During each of the routine visits, children will receive a new, culturally- and developmentally-appropriate book to take home and read with their parents. The medical care providers will discuss the importance of reading, model reading a book aloud to the child, and encourage parent-child interactions as part of pre-literacy and language development. The program begins at the child's 6-month checkup and continues through age 5, with a special emphasis on children growing up in low-income communities. Medical practices will participate in the parent survey period and submit parent surveys to ROR Carolinas. This activity will provide a Project Coordinator to support the medical practice with book ordering, data collection, literacy rich waiting room development, and overall program coordination. The medical care practice will display a literacy-rich waiting room area that reinforces the doctor's prescription to read.

# QUALIFICATIONS

The Contractor must have demonstrated competency in performing services defined in the Needs and Activities Section of this RFP. Specifically, the Contractor must demonstrate a successful history of providing similar services. The Contractor should describe all project experience in North Carolina or other states with similar program operations. If the contractor is a new applicant, they should provide the name, address, and telephone number for a reference for each project in the last fiveyears.

The Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents or subcontractors of which the vendor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

# REQUEST FOR PROPOSALS TIMELINE

* March 8: Request for Proposals advertised
* April 5: Request for Proposals Due at partnership by 5:00PM
* April 8: Partnership Staff reviews applications to ensure applications are complete
* April 8-12: Applicants may receive calls for clarification
* April 17: Grant Review Committee reviews applications and makes recommendations for the Board of Directors.
* April 24: Board of Directors review recommendations and approve providers.
* May 1: Approved Direct Service Providers receive pre-contracting information.
* June: Receive approval of Annual Plan from NC Partnership for Children (NCPC) \*\* Budgets for 2019-2020 will be officially determined when the state’s budget is ratified and the Craven Smart Start receives its 2019-2020 budget from NCPC.

\*\* Provider contracts are contingent on receiving local partnership contract from the North Carolina Partnership for Children.

# GENERAL INFORMATION ON SUBMITTING PROPOSALS

* **TERMS AND CONDITIONS**

All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal.

* **ORAL EXPLANATIONS**

The Local Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.

* **REFERENCE TO OTHER DATA**

Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.

* **COST FOR PROPOSAL PREPARATION**

Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor’s sole responsibility; the Local Partnership shall not reimburse any prospective Contractor for any costs incurred prior to award.

* **RIGHT TO SUBMITTED MATERIAL**

All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Contractors shall become the property of the Local Partnership when received.

* **OFFEROR’S REPRESENTATIVE**

Each prospective Contractor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm’s proposal.

* **SUBCONTRACTING**

In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.

* **PROPRIETARY INFORMATION**

Trade secrets or similar proprietary data which the prospective Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as “Confidential.” Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.

Application Sections and Attachments:

P. 11 Section 1: Application Agreement

P. 12 Section 2: 2019-2022 Smart Start Information Sheet

P. 13 Section 3: Authorization to Sign Financial Status Reports

P. 14 Section 4: Conflict of Interest Policy

P. 15 Section 5: Application Detail

P.19 Application Checklist

p. 18 Attachment I: Smart Start Format Budget and Budget Narrative

P. 20 Attachment II: Performance Based Incentive System Criteria

Section 1: APPLICATION AGREEMENT

The Applicant understands and agrees to the following terms.  These terms will become part of the contract if applicant is approved for funding.

* Demonstrate a history of quality improvement experience and knowledge of quality early childhood issues and a history and continued willingness to work collaboratively with local agencies and organizations;
* Demonstrate the ability to manage and administer Smart Start funds;
* Promote the activity as being funded by Smart Start and the Craven Smart Start and include the following tag line on any promotions, materials or equipment purchased with Smart Start funds: This program is funded by Craven Smart Start.
* Include measurable outcomes for the evaluation of results;
* Follow confidentiality procedures for those served;
* Attend any required meetings as arranged by Craven Smart Start;
* Be available for scheduled and nonscheduled monitoring visits by Craven Smart Start, the North Carolina Partnership for Children, and/or the Office of the State Auditor;
* Address the needs of children and families not currently being reached, or in ways not now being offered, and increase the numbers being served;
* Submit copies of all materials or products developed in the activity to Craven Smart Start to be distributed as deemed appropriate;
* Comply with fiscal and programmatic reporting requirements and submit required reports and information in a timely manner;
* Maintain adequate dishonesty bond, worker’s compensation, and commercial liability insurance coverage;
* Maximize the use of in-kind (volunteers, goods, services, facilities) and cash contributions, maintain and supply written documentation of cash and in-kind contributions, and quantify and report to the Local Partnership on a quarterly basis these contributions and any other direct or indirect funding the Local Partnership funds have leveraged;
* Focus on children ages 0-5, assure that Smart Start dollars are going solely to children ages 0-5 and their families, and assure that any individuals hired solely with Smart Start funds will focus only on children ages 0-5 and their families;
* Recognize that all purchases made with Smart Start dollars are owned by the Craven Smart Start and must be given back to the Partnership if the agency loses its funding from the Craven Smart Start or if the program ceases to function;
* Use asset tags to inventory all equipment, furniture and materials purchased with Smart Start dollars;
* Revert funds if not spent by the end of the fiscal year unless required to do so prior to that date;
* Recognize that if money is not being spent in a reasonable, appropriate or timely manner, or if required terms and outcomes are not met, funds may be terminated at any time during the contract year.
* Record all income that is generated as a result of your Smart Start grant (Program Income) and provide documentation that verifies that it has been used to support your Smart Start funded activity.
* Comply with the provisions of Title II of the Child Abuse Prevention Treatment Act and all applicable federal and state laws, regulations and policies.

The Applicant certifies that it will comply with the aforementioned requirements.

Printed Name of Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 2:

2019-2022 Smart Start Information Sheet

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |
| --- |
| **Organization/Agency Information** |
| Name: |  |
| Address: |  |

|  |  |  |
| --- | --- | --- |
| **Type of Organization** |  | Private, non-profit 501c3 |
|  |  | Public |  | For Profit |

|  |  |
| --- | --- |
| **Federal Tax ID Number** |  |

|  |
| --- |
| **Person who will receive payment** |
| Name: |  |
| Title: |  |
| Address: (if different than above address) |  | E-mail: |
| Phone: | Fax: |

|  |
| --- |
| **Person who will administer Activity/program contract** |
| Name: |  |
| Address: (if different than above address) |  |
| Phone: | Fax: | E-mail: |
| Signature: |  | Date: |
| Title: |  |

|  |
| --- |
| **Person Authorized to sign FSR (Financial Status Report)** (if different from person authorized to sign contract) |
| Name: |  |
| Title: |  |
| Address: |  |
| Phone: | Fax: | E-mail: |
|  | **Authorization Attached** |

|  |
| --- |
| **Person Authorized to sign contract** |
| Name: |  |
| Address: (if different than above address) |  |
| Phone: | Fax: | E-mail: |
| Signature: |  | Date: |
| Title: |  |

# Section 3:

Authorization to Sign Financial Status Reports

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |
| --- |
| **Organization/Agency Information** |
| Name: |  |
| Address: |  |

To Whom It May Concern,

I**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** hereby authorize **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to sign all Financial Status Reports.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Person Authorized to sign FSR (Financial Status Report)** |
| Name: |  |
| Title: |  |
| Address:  |  |
| Phone:  |  |

# Section 4: Certification of Compliance –

Conflict of Interest Policy

In accordance with G. S. 143-6.1 and related legislation, we, the undersigned entity, have adopted the following policy regarding conflicts of interest:

The undersigned entity is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may benefit, directly or indirectly, from the entity’s disbursement of funds shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The undersigned entity recognizes the possibility that it may be the recipient of funds, which are allocated consistent with the purposes and goals of its programs.  If such allocations are made, the undersigned entity will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner consistent with the Early Childhood Initiative.

The undersigned entity shall not employ any person having such interest during the performance of this Agreement.  The undersigned entity shall notify NCPC in writing of any instances that might have the appearance of conflict of interest.

**Civil Rights Act**

We the undersigned entity agree that we have implemented all necessary policies and procedures to ensure compliance and prevent discrimination in accordance with Title VI and VII of the Civil Rights Act of 1964 and all requirements imposed by Federal rules and guidelines pursuant to these Titles for both personnel employed and clients served.

**Americans with Disabilities Act**

We the undersigned entity agree that we have implemented all necessary policies and procedures to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and all requirements imposed by Federal rules and guidelines issued pursuant to these Titles for both personnel employed and clients served.

Name of Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chairman, Executive Director, or other Authorized Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.
Notary Public: My Commission expires:

# Section 5:

APPLICATION DETAIL

Please quantify information to the extent possible by attaching your response to the following.  **Response to Parts I, II, and III should not exceed five pages in total.**

## Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contractor. If said individual is not the corporate president, submit evidence showing the individual’s authority to bind the prospective Contractor. The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective contractor and is authorized to bind the prospective contract.

## Part I: The Project/Activity and the Organization:

1. How does the proposed activity address the Partnership’s mission and goals? (see RFP - Page 4: Contract Activity Descriptions) How does the activity fit into your organization's vision, mission and goals?
2. What is your approach to accomplishing the tasks outlined in the Contract Activity Description?
3. What experience does your organization have with this type of activity? Provide references and contact information if you are new to the Craven Smart Start RFP process.
4. Who will be involved in the implementation/supervision of the activity? What is the staffing and organization of personnel and their qualifications? Their time commitment assigned to this project?
5. Where will the activity take place?
6. What is the time schedule for activities?
7. How would your organization sustain the activity if Smart Start funding were not available?
8. How will you inform the public about this activity?
9. How will you choose those who are able to receive your services? How will you address the at-risk population with this project?
10. How will you involve families in this activity?

## Part II: Evaluation

1. How will your project address the Performance Based Incentive System criteria (Attachment II)?
2. Describe the evaluation process you plan to implement and show how you will use these results to improve the project.
3. State your expected measurable outcomes and anticipated impact for the following Fiscal Years:
	* FY 2019-2020
	* FY 2020-2021
	* FY 2021-2022

Example outcomes (and format):

|  |
| --- |
| By June 30, 2019, 25% of one and two star child care facilities receiving technical assistance from the Child Care Health Consultant during FY12-13 will receive 3 stars or higher licensure as reported by the NC Division of Child Development. |
| By June 30, 2019, 18% of children 3-5 years of age in participating centers/homes that received vision screenings with abnormal findings will receive follow up treatment/service as indicated by the screening. |

1. What measurable changes will occur for children and families because of this project?
2. State the expected outputs of this project for following Fiscal Years:
	* FY 2019-2020
	* FY 2020-2021
	* FY 2021-2022

Example outputs (and format):

|  |  |  |  |
| --- | --- | --- | --- |
| **List one output per line** | **What documents will be used to measure output?** | **Who will be responsible for documentation?** | **Where will documentation be filed?** |
| 30 children will be enrolled | Individual Service Record | Parent Educator | Parent Educator’s Office |
| 30 families will be served | Individual Service Record | Parent Educator | Parent Educator’s Office |
| 20 families will be referred to community resources | Referral log, Contact notes | Parent Educator | Parent Educator’s Office |

## Part III:  Financial Information:

Please list the amount of Smart Start funds requested and the amount and sources of other funding to be applied to this project for **the full 3 years**. All Smart Start Project contractors are responsible for maximizing the use of in-kind (volunteers, goods, services, facilities) and cash contributions. All annual budgets included must end by June 30th for each fiscal year of the multiyear proposal period.

|  |  |
| --- | --- |
| Smart Start Funds Requested:    | $   |
| Other Funds contributed towards your Smart Start project (amount and sources):  | $ |
| Total Project Cost (Smart Start request plus all other funding sources, including in-kind): | $ |

1. Please include a budget and budget narrative for the following Fiscal Years (Attachment I):
	* FY 2019-2020
	* FY 2020-2021
	* FY 2021-2022
2. **Budget Description**:
	* Describe in detail the project budget (use attached form) by including a Budget Narrative that shows a justification for funds requested, and cash and in-kind contributions to the activity.
	* In the Narrative, please describe in detail the resources you plan to bring to this project and how funds will be leveraged including current funding sources and in-kind contributions.  Be sure to include information about any other funding sources that will be tapped, including Medicaid or other sources of government funding.
	* Remember:  the use of in-kind (volunteers, goods, services, facilities) and cash contributions must be maximized for all Smart Start Projects.

* + Cash and in-kind contributions must meet auditing requirements.
	+ State funds cannot be used as match.
	+ Please provide a timeline for when cash and/or in-kind contributions will be received and expended for project.)
1. **Cost Allocation**:
	* If administration or indirect costs (including salaries) are included, or if salary is divided among funding sources, attach a Cost Allocation Plan to specifically describe what is included and/or how it is calculated.
	* If salaries are included, specifically describe how the employee's time will be spent, demonstrating total use to Smart Start activities if total salary is paid through Smart Start or the appropriate percentage depending on leveraged salary funding.  For example, if you use a portion of time of an administrative employee, how will you document the number of hours spent on Smart Start activities?
2. **Financial Statements**: Include the most recent audited financial statements. If unavailable, provide similar evidence of financial stability.

## Part IV: Additional Information Required

Please provide the following information (if applicable) with your application.

1. **Names, addresses, phone numbers of the Board of Directors**
2. **For non-profit; copy of 501(c)(3) documentation**
3. **Secretary of State certificate of incorporation**
4. **Entity’s federal tax identification or social security number and legal name** (i.e., IRS Form W-9).
5. **Proof of Insurance**: The Direct Services Provider must secure and provide evidence of insurance coverage as follows:
	1. **Fidelity Bonding** coverage that covers the staff of the Direct Services Provider and any subcontractors involved in the handling of North Carolina Partnership for Children funds in an amount of at least 50% of the total grant funds provided by the Local Partnership.
	2. **Workers’ Compensation**.
	3. **Commercial General Liability**.
	4. As applicable:
		1. Professional liability
		2. Special events
		3. Automobile
		4. (List other)

REQUEST FOR PROPOSALS CHECKLIST

* Cover Letter
* Signed Application Agreement
* Completed 2019-2022 Smart Start Information Sheet
* Authorization to Sign FSR
* Signed Certification of Compliance - Conflict of Interest Policy
* Application Attachments to Include:
	+ Application Detail Narrative
	+ Budget Form and Narrative
	+ Budget Spreadsheet
	+ Cash and/or In-kind Contribution Details
	+ Cost Allocation Plan, if applicable
	+ Names, addresses, phone numbers of the Board of Directors
	+ For non-profit; copy of 501 (C) (3) verification
	+ Most recent audit or financial statement
	+ Secretary of State certificate of incorporation
	+ Entity’s federal tax identification or social security number and legal name (i.e., IRS Form W-9).
	+ Proof of Insurance

 Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

 \_\_\_

Date

**Attachment I: Smart Start Budget Narrative**

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**\*\* This is an Excel spread sheet that can be copied and pasted into a new workbook.**

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**Attachment II: Community Early Childhood Profile (EC Profile): Criteria and Definitions**

The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable.

|  |  |
| --- | --- |
| **Indicator** | **Description** |
| **PLA40** | 1. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Average star rating for children enrolled in 1-5 star care
2. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Percent of children in 4 & 5 star care
 |
| **PLA50** | 1. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Average star rating for children enrolled in 1-5 star care
2. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Percent of children in 4 & 5 star care
 |
| **EDU10** | Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have 7 lead teacher education points |
| **EDU20** | Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least 7 administrator education points  |
| **FS20** | 1. Percent of parents/guardians who report reading to their children at least 4-6 days a week
2. Percent of parents who report reading to their children daily
 |
| **FS30** | Percent of children age 0-5 with an investigated report of child abuse/neglect |
| **H10** | 1. Early intervention/special education services– Percent of children 0-2 years who receive early intervention or special education services.
2. Early intervention/special education services – Percent of children 3-5 years who receive early intervention or special education services.
 |
| **H20** | Use of primary health care - Percent of children enrolled in Medicaid who receive a well-child exam. |
| **H60** | Percent of children who are at a healthy weight  |
| **KEA10** | The NCPC Board will develop an indicator related to the Kindergarten Entrance Assessment once those data are available for review.  |