



**CABARRUS COUNTY PARTNERSHIP FOR CHILDREN
FY 2018-19 One Year Request for Proposals (RFP) Guidelines**

The Cabarrus County Partnership for Children partners with and provides funding opportunities to community organizations, so that the children of Cabarrus County have access to services that will help them enter school healthy, safe and ready to succeed. Proposals are currently being accepted for activities that will provide early childhood services for children birth through age five, their families and/or caregivers for the period beginning July 1, 2018 and ending June 30, 2019, and will be awarded after availability of funds is confirmed.

The source of funding for Board approved activities is the State of North Carolina through an allocation of Smart Start funds. The availability of funds is determined annually and contingent upon the final budget adopted by the North Carolina General Assembly and approval from the North Carolina Partnership for Children.

- Release Date: May 2, 2018
- Deadline for Proposals: By 5:00 p.m. on May 11, 2018
Late submissions will not be accepted.
- Submission Instructions: 1 original, 7 hard copies and 1 complete electronic file emailed to stephanie@cabarruspartnership.org and a signed hard copy of the Application Form (Attachment A). Letter sized paper, three hole drilled using single-spaced type Calibri font size 11. Please do not fax.
- Submit to: Cabarrus Partnership for Children
1307 South Cannon Boulevard
P. O. Box 87
Kannapolis, NC 28083
- Questions: Please submit all questions in writing to:
Stephanie@cabarruspartnership.org.

OVERVIEW

The Cabarrus County Partnership for Children is currently accepting proposals that will help achieve the Partnership's Mission and Priorities:

MISSION

The Cabarrus Partnership for Children (a private, non-profit collaborative organization) connects purpose, people and programs to ensure Child Well Being.

PARTNERSHIP'S PRIORITIES

Special emphasis will be placed on those proposals that address the following identified areas of community need: Substance Use, Mental Health and Obesity.

- Early Childhood Education - Quality
- Early Childhood Education - Workforce
- Family Support
- Health
- School Readiness

Proposed activities must:

- **Be evidence-based and/or evidence-informed as mandated by the North Carolina legislature for Smart Start funded activities.**
- **Address at least one criteria/standard from the North Carolina Partnership for Children's Community Early Childhood Profile – *Smart Start's Measures of Impacts*.**
- **Must be provided in Cabarrus County for children birth to age 5 who have not entered kindergarten, their families, and/or caregivers.**
- **Include a plan for providing services to those with Limited English Proficiency (LEP) when language is a barrier.**

Details on these elements are contained in the Application Instructions to follow.

This RFP is for two years of continued services. Applicants must submit a cost proposal that includes an annual budget ending June 30th for each fiscal year of the proposal period. Full proposals should cover the time period of July 1, 2018 – June 30, 2019. The one year contract will begin July 1, 2017 and end June 30, 2018. Additional information may be required prior to execution of the contract. Evaluation plans and Logic Models including output and outcome projections will be evaluated and agreed upon each fiscal year.

Contracts may be amended or terminated at the discretion of the Board of Directors and/or the North Carolina Partnership for Children. Reasons for amending or terminating a contract may include, but are not limited to, noncompliance, changes in scope of work or changes in the availability of funding.

PROPOSAL REVIEW, ASSESSMENT AND APPROVAL

Partnership staff will review each application to verify that it is complete and meets minimum requirements. All applications meeting minimum requirements will be reviewed and assessed by the Partnership's Program Oversight Committee (POC). A rubric based on application elements will be used to score and rank each proposed activity. Rubric items include:

- Alignment with Partnership Priorities

- Community Need
- Target Population
- Program Outputs and Outcomes
- Community Early Childhood Profile – *Smart Start's Measures of Impacts*
- Supportive Evidence
- Applicant Expertise and Capacity
- Fiscal Capacity and Sustainability
- Collaboration
- Evaluation Plan

Upon completion of proposal review and assessment, the POC will make activity and funding recommendations for the Partnership Board of Directors. Activity recommendations may precede funding recommendations or may occur simultaneously. All activities must be approved by the Partnership Board of Directors and the North Carolina Partnership for Children to receive funding.

APPLICATION INSTRUCTIONS

- I. FY 2018-19 Proposal Application Form (Attachment A). Original signatures are required in hard copy.

Summary description of the activity: This will serve as the Contract Activity Description (CAD) that will become part of the contract between the Cabarrus County Partnership for Children and the funded organization. It must be approved by the North Carolina Partnership for Children. **If there will be no change to a current activity, the current CAD should be copied here.** The description should not exceed 250 words and address the following questions: What need is being addressed? What will be done? For whom will it be done? Who will do it? How will it be done? When will it be done? (optional) Where will it be done? (optional)

Other funding sources for this project: Include organization's contribution, outside funding from grants, etc., and in-kind/volunteer contributions. All proposals must include cash and/or in-kind funding .

- II. Logic Model (Attachment B-Excel Workbook: Tabs 1 - 4). In the attached Logic Model charts (Tabs 1 & 2), respond to the following italicized blue instructions under the appropriate heading. **Currently funded activities may submit an updated version of the existing Logic Model.** Submit two Logic Models. The Logic Model (Tab 1) should cover services that occur in one fiscal year starting July 1, 2018 and ending June 30, 2019. Desired change may take more than one fiscal year, so developing incremental success milestones in particular situations is appropriate. Tabs 3 and 4 contain information that may be relevant to your activity. Please review each tab and incorporate into the Logic Model any NCPC counts or outcomes that relate to your activity. Logic Models will be updated in Year Two with continued funding approval.

- Need Statement: Why? What conditions exists?

Provide information on the following:

- *Data for the overall eligible target population for this activity.*
- *The urgent need, problem or challenge facing Cabarrus County's young children, their families and/or caregivers that this activity seeks to address.*
- *Evidence of the need, such as, statistics, waiting lists, county rankings and survey/assessment results. Provide data used to determine the need. Include numbers and percentages. Site your sources.*

- Target Population: Who?

Funding is limited to services provided in Cabarrus County that address identified needs of children birth to age 5, their families and/or caregivers. Children who are five years old can be served until they enter or are eligible for kindergarten.

Provide information on the following: (Use a separate row to align each target population with strategies, outputs and outcomes.)

- Descriptors of the specific target population to be served. Example, 1-3 star homes.
- If the target population is not county wide, identify the area of the county that will be served. (Geographical balance is preferred.)
- Methods for ensuring that at-risk and disadvantaged children receive priority for services if the services are available universally.
- The eligibility criteria to be used for participation in the activity; include details of outreach and recruitment efforts to hard to reach populations and describe how families with Limited English Proficiency will be served when language is a barrier.

- Activity Elements: What? Activity strategies?

Provide bullet points that describe the strategies/components and include information on the following:

- When will the services be available and the frequency of activities.
- Where will services be offered and note how program locations will be convenient to the target population.
- How services will be delivered including any models, curriculum or evidence based tools to be used.
- Methods for ensuring model fidelity.
- Descriptors of all services for which there are costs in the budget. Examples include on-site visits, trainings, meetings and/or conferences.
- Details for any grants and/or incentives that will be provided to participants. (Additional assistance may be required for grants and/or incentives. Contact Ariel Ayers @ ariel@cabarruspartnership.org for additional guidance.)

- Outputs: How Many? This many times, when, where?

Provide information on the following: (Outputs should correspond with significant strategies/components.)

- Projected numbers for each population served (children, families, centers, providers, etc.).
- Projected numbers for services provided (visits, books, incentives...).

- Outcomes: What short-term change do we expect?

Provide information on the following: (Outcome measures must be both quantitative and qualitative and should measure changes in behavior or knowledge expected for participants.)

- For quantitative data, combine percentages with numbers to describe each outcome. Example: By June 30 of each year, 90% (9/10).
- For qualitative data, describe the change resulting from a corresponding output. Example: Parents/guardians will use effective limit setting using non-violent discipline as measured by changes in the group mean scores on the "Parenting Practices Interview".
- Identify measurement tool or data source. Evidence-based tools are strongly encouraged.

- Long Term Outcomes or Community Early Childhood Profile – *Smart Start's Measures of Impacts*: What long-term change do we expect? – Please refer to the Community Early

Childhood Profile – *Smart Start’s Measures of Impacts* document. A pdf file is available upon request.

Provide information on the following:

- *Include which Community Early Childhood Profile – Smart Start’s Measures of Impacts - criteria/standard the activity is linked to and the anticipated result.*
- *Forecast how outcomes will contribute to long term change in the community.*

III. **Application Narrative.** Provide the following information as a supplement document. (Arial 11 font, 1 inch margins, single sided pages). Be clear and concise when responding to the italicized blue instructions in each section.

1. Supportive Evidence

- Evidence/Research Basis for the Activity - **Please refer to “The Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices”.** A pdf file is available upon request.

All activities must demonstrate that they are evidence-based or evidence-informed. The North Carolina Partnership for Children has adopted and requires the following definitions:

“Evidence-based programs or practices are those that have repeatedly and consistently demonstrated desirable outcomes through application of scientific research methods (replicated experimental, experimental, or quasi experimental.)”

“An evidence-informed practice is one that is guided by child development theory, practitioner wisdom, qualitative studies and findings from basic research and has written guidelines, a strong logic model, and a history of demonstrating positive results. They may be rated “Promising” or “Emerging” by at least one source that rates evidence-based programs.”

Provide information on the following:

- *Is this activity listed in “The Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices”? If yes, provide the corresponding page number(s) in the Guide. If no, state the source that rates evidence-based programs that the activity is listed in and describe how the activity is evidence-based or evidence-informed.*
 - *If the activity is not in “The Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices”, is there documented research showing that the activity produces desired outcomes through application of scientific research methods and describe the evidence specific to the proposed activity? See Appendix B, page 87 of the Guide on the Process for Evaluating the Evidence. Provide copies of the sited research/articles from credible sources that support your activity.*
 - *Is the activity following the model as researched, including all the components such as frequency, duration, target population, staff qualifications, training, etc.?*
 - *Does the activity have written guidelines? Provide the written guidelines, if they are available, in an electronic format.*
- Expertise/Capacity - The Partnership seeks to engage the highest levels of expertise and professionalism to serve young children and families in Cabarrus County. Expertise and professionalism is demonstrated through agency experience, record of success, and staff education, experience and credentials. For currently funded activities, the Partnership will provide the committee with data summary reports from the previous fiscal year(s) to demonstrate record of success.

Provide information on the following:

- Describe the education, experience and credential requirements for each staff position funded by Smart Start or counted as a Smart Start Match. If your activity uses a model for implementation, include the staff requirements for model fidelity. Submit resumes/vitae for all staff positions funded in the proposal or counted as in-kind.
- Evidence in addition to (or in replacement **of** for new activities) the data summary reports to support a record of success.

- Addressing Barriers to Access - One of the greatest impediments to realizing a fully accessible service system for young children and families is the existence of barriers to access within and around services. Barriers prevent some children, families and caregivers from accessing services. Examples of barriers may include supports for serving LEP populations, transportation and limited resources. Identify barriers specific to your activity and provide a plan to address the identified barriers.

Provide information on the following:

- Describe anticipated barriers or barriers that have been identified through service delivery; being sure to reflect on past data reports that may have noted less than projected outputs and/or outcomes.
- Provide a plan to address each anticipated or identified barrier, including those with Limited English Proficiency (LEP). Plans should include goals, strategies, persons responsible for strategy implementation and timeframes for achieving goals.

- Fiscal Capacity and Sustainability – Fiscal capacity and sustainability are demonstrated by the ability to generate revenue from sources other than Smart Start. This is especially important due to the vulnerability and variability of State funding. Smart Start’s broad objective is to build capacity for local communities to meet the needs of young children and their families. Proposals that show strong sustainability and fiscal capacity building are encouraged. Describe a two-year sustainability plan that includes a plan for diversifying funding for the activity.

Provide information on the following:

- Describe how the activity will be marketed to participants to ensure participation and increase awareness of the activity’s availability.
- List the types of support and resources from organizations and agencies other than Smart Start.
- Give examples of in-kind resources, cost effective practices, and breadth of impact vs. cost (i.e. total cost/total # people served = cost per person).
- Provide a funds diversification plan which includes identification of sources and types of local, state and federal funds, as well as foundations, private and corporate sources.

- Collaboration - Community collaboration is essential to successful implementation and project sustainability. Community collaboration includes, but is not limited to, engagement in larger collaborations, support of other similar efforts, layering of systems and services, and connections with other community partners.

Provide information on the following:

- Past and current experiences demonstrating how your agency has engaged in a larger collaborative to address the continuum of services available to young children, families and caregivers. Submit 3 Letters of Support indicating history/experience in providing high quality services and collaboration. (Exempt Activities: Subsidy and Program Support)
- Collaboration opportunities that your agency may not be participating in currently, but could possibly impact services in the near future.
- Similar activities or organizations that your agency currently partners with to increase access and use of services available to young children, families and caregivers.

- Ways your agency has engaged with community partners to increase access and use of services available to young children, families and caregivers.

2. Evaluation Plan

Smart Start activities are required to maintain and report results quarterly. Detailed quarterly data is shared with the Partnership's Program Planning and Accountability Committee and highlights of the quarterly data is shared with the Board of Directors. The Program Planning and Accountability Committee uses the compiled data to make informed and data driven decisions regarding the Partnership's funded activities. A comprehensive Evaluation Plan includes the specific elements referenced below. Describe how your activity addresses each element.

Provide information on the following: - A system to measure effectiveness.

- A system to measure stated outcomes.
- Identified data to be collected.
- A system for data collection that clearly identifies individuals involved in the data collection and organization.
- A system to collect feedback on services from the target population.
- A system for using the collected data to inform and improve practices.

IV. Cost Proposal (Attachment B-Excel Workbook: Tabs 4-6). The Cost Proposal must include an annual budget ending June 30th for the fiscal year. The Cost Proposal must include Budget Summary Narrative for FY18-19 (Tabs 4) and a Detailed Budget for FY18-19 (Tabs 5). Forms must be completed in the Excel Workbook and round budget lines up to the nearest dollar. Refer to the Line Item Definitions (Tab 6) for guidance in completing the budgets. *For further guidance please refer to the "Smart Start Cost Principles".* A pdf is available upon request.

All budgets must include agency cash and/or in-kind contributions as well as the Smart Start request. Cash and/or in-kind contributions are to be included on the Budget Summary (Tab 5) and the Budget Summary Narratives for FY18-19 (Tabs 6 & 8). All contributions must meet auditing requirements. The required match will be determined by the Partnership's board at the beginning of each fiscal year. For reference purposes, the FY17-18 match is 19%. A pdf of the Cash and/or In-Kind Manual is available upon request.

Cash contributions may include:

- Grants from other funding sources
- Profit on Sale of Goods
- Program Income
- Parent Fees
- Private Donations

In-kind contributions may include:

- Meeting, Office or Classroom Space
- Food for events, meetings or trainings
- Professional Staff Support
- Non-Professional Volunteer Services
- Supplies

V. Pre-Contracting Information Required for Contract Development (Attachment C) – If the contract is awarded, these items will be needed prior to the development of the contract. The list is provided for informational purposes. These items are not due at this time of application.

VI. Fingerprint Background Check: If the contract is awarded, a fingerprint background check of each person providing direct services to children under the contract will be required at the expense of the Direct Service Provider in accordance with the Partnership's policy. (This information is being shared for informational purposes at this time and is not due at time of application.)

VII. Additional Required Documentation

- List of the current Board of Directors, if applicable.
- Most recent Audited Financial Statement including notes and IRS Form 990.

VII. Optional Material – Proposal may include video evidence to support activity impact.