

AGENDA

1. Overview
2. Eligibility Requirements
3. PFC & Smart Start Mandates
4. Smart Start Review Process
5. Application Assessment
6. Timeline for Annual Plan Review and Approval
7. Application
 - a. Smart Start Application
 - b. Logic Model
 - c. Budget
 - d. Budget Narrative
8. Introduction of Smart Start Technical Assistance (TA) Team

Date: 10/12/2017
Objective: Bidder Conference for MULTI-YEAR BIDS FOR SMART START GRANTS
Co-Facilitators: Linda Blanton, Planning & Evaluation Vice President
 Marie Clark, Chief Operating Officer

	Topics	Notes
1.0	Overview The PFC of Cumberland County is currently accepting proposals that will help achieve the Partnership's Mission and Strategic Goals (Strategic Plan 2018-2021) <ul style="list-style-type: none"> • Vision: Successful children ensure a thriving community and long-term economic prosperity. • Mission: Be the driving force to engage partners to achieve lasting positive outcomes for all children, beginning at birth. • Strategic Goals <ol style="list-style-type: none"> 1. Organizational Development: Internal Capacity to Realize Its Mission and Achieve Greater Impact 2. Engagement: Families and Communities Play a Leading Role 3. Strengthening Partnerships: An Innovative and Connected System 4. Programs: High-Quality Opportunities for All Children. 	
2.0	Eligibility Requirements <ul style="list-style-type: none"> • Organization Type <ul style="list-style-type: none"> ○ Organizations must be classified as tax-exempt under Section 501(c) (3) of the Internal Revenue Code and as public charities, under Section 509(a). ○ Schools, municipalities, and government programs are eligible. ○ Individuals, child care facilities and for-profit organizations are not generally funded, <u>except</u> in certain cases where there is no suitable tax-exempt organization to carry out a program or project. ○ Organizations that do not meet the above criteria (1, 2 or 3) may not use conduit organizations to apply for funding. • Target Audience <ul style="list-style-type: none"> ○ Serve the Cumberland County area ○ Serve families with children between prenatal and kindergarten entry and/or service providers of children between prenatal and kindergarten entry • Capacity: Organizations should have at least a three-year history of programming of EB/EI services 	
3.0	PFC & Smart Start Mandates <ol style="list-style-type: none"> 1. PFC follows a three-year strategic planning cycle and the 3-year Smart Start bidding process is aligned with the planning cycle. <ol style="list-style-type: none"> a. FY2018-2019, FY2019-2020, & FY2020-2021 b. Contracts for <u>each subsequent fiscal years</u> in the multi-year bidding period will be executed ONLY after a satisfactory evaluation of performance and the availability of funds is confirmed. 2. Smart Start funds must be only invested in programs that meet Evidence-Based or Evidence Informed (EB/EI) criteria and evidence. 3. Smart Start Investment must allocate <ol style="list-style-type: none"> a. 41-45% of our budget for childcare subsidy; b. an additional 25-29% (totaling 70%) for child care related activities; and c. the remaining 30% to family support, health, and system support. 4. All Smart Start grantees must use Grant Evaluation Management Solutions (GEMS) Lite Data System unless a prior written exception was 	

Topics		Notes																						
	<p>made. If other data systems are used by Smart Start Grantee, the grantee must provide client-level demographic data, program participation data and outcome data.</p> <p>5. A 19% match is required for all Smart Start Local Partnerships; however, PFC has only passed on a minimum of 5% to Smart Start grantees.</p> <p>6. All proposals must include a copy of the applicant's most recent audit report for amounts over \$500,000. Amounts under \$500,000, will be required to submit a <i>Certification and Sworn Statement</i> if funding is approved.</p> <p>7. All proposals must include a copy of Fidelity Bond Insurance Policy</p> <p>a. For <u>non-governmental</u> contractors with contract(s) that total or exceed \$100,000, pursuant to N.C.G.S. §143B-168.12(8)(c), the Contractor (DSP) shall: Obtain and maintain in effect a Fidelity Bond insurance policy in an amount of at least 50% of the total grant funds provided by the Local Partnership (PFC). This policy must be kept current one year after the funded year.</p> <p>b. For <u>non-governmental</u> contractors with contract(s) that are expected to total less than \$100,000, the Contractor (DSP) shall: Obtain and maintain in effect a Fidelity Bond insurance policy in an amount of at least 50% of the total grant funds provided by the Local Partnership (PFC).</p>																							
4.0	<p>Smart Start Review Process</p> <p>1. Decision Levels: Funding decisions are approved at three levels - a local committee, the local PFC Board, and the NC Partnership for Children.</p> <p>2. Role of the Review Panel: A review panel of PFC staff, parents, representatives from community organizations, and experts involved in children's issues and grantmaking will review proposals and make funding recommendations to the PFC Board.</p> <p>3. Role of Board: The PFC Board will approve final local funding decisions.</p> <p>4. Role of NC Partnership for Children: NC Partnership for Children will approve Smart Start Investments for Cumberland County</p>																							
5.0	<p>Timeline for Annual Plan Review and Approval</p> <table><tr><th>Process</th><th>Critical Dates</th></tr><tr><td>Request for Proposals</td><td>Sep 24, 2017</td></tr><tr><td>Mandatory Bidders Conference</td><td>Oct 12, 2017</td></tr><tr><td>Mandatory Bidders Conference</td><td>Nov 9, 2017</td></tr><tr><td>2018-2021 Smart Start Grant Proposals due</td><td>Dec 11, 2017</td></tr><tr><td>Smart Start Allocation Teams review proposals and hear grantee 5-min presentation</td><td>Jan- Feb 2018</td></tr><tr><td>PFC Board approves 2018-21 Smart Start Plan</td><td>March 2018</td></tr><tr><td>PFC submits Annual Plan to NCPC</td><td>March 31, 2018</td></tr><tr><td>NCPC approves plans for contracting</td><td>June 2018</td></tr><tr><td>NCPC contracts with PFC</td><td>July 2018</td></tr><tr><td>PFC contracts with DSP</td><td>July/August 2018</td></tr></table>	Process	Critical Dates	Request for Proposals	Sep 24, 2017	Mandatory Bidders Conference	Oct 12, 2017	Mandatory Bidders Conference	Nov 9, 2017	2018-2021 Smart Start Grant Proposals due	Dec 11, 2017	Smart Start Allocation Teams review proposals and hear grantee 5-min presentation	Jan- Feb 2018	PFC Board approves 2018-21 Smart Start Plan	March 2018	PFC submits Annual Plan to NCPC	March 31, 2018	NCPC approves plans for contracting	June 2018	NCPC contracts with PFC	July 2018	PFC contracts with DSP	July/August 2018	
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6.0	<p>Smart Start Application</p> <p><u>I. Requirements:</u> The following are required for submission of your FY 2018-21 Smart Start Application:</p> <ol style="list-style-type: none"> 1. Smart Start Application (Exhibit 1) 2. Logic Model (Exhibit 2) 3. Budget (Exhibit 7) <p><u>II. Supplementary Information (Appendices)</u></p> <ol style="list-style-type: none"> 1. Target Population (Exhibit 3) 2. Smart Start EB/EI practices (Exhibit 4) 3. Outcomes (Exhibit 5) 4. Community Early Childhood Profile (Exhibit 6) 5. Budget Narrative Definitions & Examples (Exhibit 8) 	
7.0	<p>Application Assessment</p> <p>Applications will be assessed based on multiple criteria including:</p> <ul style="list-style-type: none"> • Influence — well connected to other services? Fits into the continuum of services? Part of an overall community response? • Impact — Unserved or Underserved? Sufficient scope and scale to address the outcome? Outcome impact Community Early Childhood Profile Indicators or other long-term goal? • Leverage — Community contributions represented? indicate a strong community commitment? Presence of external funding? Non-monetary support by other organizations? • Viability — Organization has strong existing capacity? Good fit between program & host organization's mission? Cost-effective program? • Gap — A gap in the system created, if not funded? Subpopulation negatively impacted if not funded? 	
8.0	<p>Introduction of Smart Start TA Team</p> <p>During the proposal development period, on-site, telephone, and email technical assistance will be available. The following Fiscal and Program staff will provide support and guidance during the application process.</p> <ul style="list-style-type: none"> • Evidence-Based or Evidence-Informed (EB/EI) Practices – Linda Blanton, • Outcomes & Valid Assessment Tools – Linda Blanton, lblanton@ccpfc.org • Budget/ContractMarie Clark mclark@ccpfc.org Anna Hall amhall@ccpfc.org 	

APPENDIX



2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 7 of 24

EXHIBIT1: Application

Partnership for Children of Cumberland County

351 Wagoner Drive, Fayetteville, NC 28303
Phone: (910) 867-9700 Fax: (910) 867-7772

APPLICANT INFORMATION			
PROJECT/ACTIVITY NAME:			
AGENCY/ORGANIZATION/APPLICANT NAME:			
Type of organization: <input type="checkbox"/> Private For-Profit Agency		<input type="checkbox"/> Public Government Institution/Agency <input type="checkbox"/> 501(c)(3) Non-Profit With Tax-Exempt Status	
		<input type="checkbox"/> Sponsored by a 501(c)(3) Organization <input type="checkbox"/> Other _____	
Federal ID Number:		Date Established:	
Mailing Address:			
Street Address:			
Program Contact Name:		Phone:	Fax:
Email Address:			
Fiscal Contact Name:		Phone:	Fax:
Email Address:			
Authorized Organization Signee Name:		Title:	
Authorized Signee Signature: (REQUIRED)			Date:
Funding Request Amount for 2018-19:			

PROPOSAL FORMAT

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. SUMMARY DESCRIPTION OF THE ACTIVITY:** This will serve as the Contract Activity Description (CAD) that will become part of the contract between the Partnership for Children of Cumberland County and the funded organization. It must be approved by the North Carolina Partnership for Children (NCPC). The description should not exceed 200 words and address the following questions:

WHAT? (What service will be provided?)
BY WHOM? (Who will provide this service?)
FOR WHOM? (Who will receive this service?)
HOW? (How will this service be provided?)
WHEN? (When will it be done?) (optional)
WHERE? Where will it be done? (optional)

- 2. FULL ACTIVITY DESCRIPTION (FAD):** After reading this section, the reader should have knowledge of the activity and how it will operate. Assume the reader has little familiarity with the agency/organization/individual, and answer as completely and in as much detail as possible. **Please be sure to address the following (A-F) and label as such:**

- A. Capacity - Evidence/Research Basis for the Activity.** Please refer to "The Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices". Provide information on the following:*
 - Is this activity listed in "See Appendix 2"? If yes, identify the practice as listed under Program/Practice in Appendix 2. If no, please contact Linda Blanton. 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? Describe the evidence specific to the proposed activity. Provide copies of the cited research/articles from credible sources that support your activity.*
 - Describe how the activity following the model as researched, including all the components such as staffing education and experience, recruitment, admissions criteria, frequency, and duration.*
- B. Expertise-The Partnership seeks to engage the highest levels of expertise and professionalism to serve young children and families in Cumberland 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:

- a. 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.
- b. Evidence in addition to (or in replacement of new activities) the data summary reports to support a record of success.

C. **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:

- a. What lessons have you learned this year about the factors that facilitate and/or hinder your work? 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.
- b. What gaps in services or unmet needs did you identify this year?
- c. Provide a plan to address each anticipated or identified barrier. Plans should include goals, strategies, persons responsible for strategy implementation and timeframe for achieving goals.

D. **Sustainability and Fiscal Capacity** - *Sustainability and fiscal capacity is 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:

- a. Describe how the activity will be marketed to participants to ensure participation and increase awareness of the activity's availability.
- b. List the types of support and resources from organizations and agencies other than Smart Start.
- c. 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).
- d. 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.

E. **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:

- a. Describe some of your collaborative relationships. Give examples of 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. If you are not currently a funded program, submit 3

- Letters of Support indicating history/experience in providing high-quality services and collaboration.
- b. Describe collaboration opportunities that your agency may not be participating in currently, but could possibly impact services in the near future.
 - c. Describe similar activities or organizations that your agency currently partners with to increase access and use of services available to young children, families and caregivers.
 - d. Describe ways your agency has engaged with community partners to increase access and use of services available to young children, families and caregivers.
- F. Evaluation Plan - Smart Start activities are required to maintain and report results quarterly. Detailed quarterly data is shared with the Partnership's Planning and Evaluation Committee and highlights of the quarterly data is shared with the Board of Directors. The Planning and Evaluation 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. What data will be collected?
- b. What activities are needed to carry out the data collection successfully? When should each of these activities be completed?
- c. Who is responsible for conducting each activity?
- d. Who will oversee the conduct of the evaluation to assure appropriate implementation?

Evaluation Question	Data Collection Method	Activities Needed	Person(s) Responsible	Due Date
1.				
2.				

All Smart Start grantees must use Grant Evaluation Management Solutions (GEMS) Lite unless prior written exception is given by Planning & Evaluation VP. If other data systems are used by Smart Start Grantee, the grantee must provide client-level demographic data, program participation data and outcome data.

3. **LOGIC MODEL.** Complete a Logic Model using the provided template. *Refer to Appendix 3.* As part of this RFP, agencies will develop their Logic Model F and Evaluation Plan which will guide their compliance with this requirement. If selected, agencies may be asked to revise and/or expand their Logic Model and Evaluation Plan with assistance from PFC.

A. 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 Cumberland 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.

B. Target Population: Who?

Funding is limited to services provided in Cumberland 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 to 3-star homes. *Refer to Appendix 4.*
- If the target population is not countywide, 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.

C. 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 Linda Blanton for additional guidance.

D. Outputs: How Many? This many times, when, where?

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

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

E. 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.) *See Appendix 5*

- a. For quantitative data, combine percentages with numbers to describe each outcome. Example: By June 30 of each year, 90% (9/10).
- b. 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".
- c. Identify measurement tool or data source. Evidence-based tools are strongly encouraged.

F. Long-term or Community Early Childhood Profile Outcomes: What long-term change do we expect? Please refer to the Community Early Childhood Profile. *See Appendix 6.*

Provide information on the following:

- a. Include which PBIS criteria/standard the activity is linked to and the anticipated results.
- b. Forecast how outcomes will contribute to long-term change in the community.

4. BUDGET. Complete budget and budget narrative. *See Appendix 7 & 8.*

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 and the Budget Narratives. All contributions must meet auditing requirements.

Cash contributions may include:	In-kind contributions may include:
<ul style="list-style-type: none"> Grants from other funding sources Profit on Sale of Goods Program Income Parent Fees Private Donations 	<ul style="list-style-type: none"> Meeting, Office or Classroom Space Food for events, meetings or trainings Professional Staff Support Non-Professional Volunteer Services Supplies

EXHIBIT 2:
EVIDENCE-BASED/INFORMED PRACTICES

The 2011 legislation passed by the NC General Assembly reads:

SECTION 10.5(k) The North Carolina Partnership for Children, Inc., and its Board shall establish policies that focus the North Carolina Partnership for Children, Inc.'s mission on improving child care quality in North Carolina for children from birth to five years of age. North Carolina Partnership for Children, Inc.-funded activities shall include assisting child care facilities with (i) improving quality; including helping one-and two-star rated facilities increase their star ratings, and (ii) implementing pre-kindergarten programs. State funding for local partnerships shall also be used for **evidence-based or evidence-informed** programs for children from birth to five years of age:

Early Care and Education

Program or Practice	Level of Evidence	Target Population
Mentoring	EB - Well-established	Early Care Educators
Consultation/Coaching	EB - Well-established	Early Care Educators
Supporting Social-Emotional Competence in Infants and Young Children	EB - Established	Early Care Educators
Child Care Health Consultants (CCHC)	EI - Promising	Early Care Educators
Program Quality Enhancements/ Maintenance Incentive	EI - Promising	Early Care Educators
Education Supports	EI - Promising	Early Care Educators
Professional Quality Incentives	EI - Promising	Early Care Educators
Child Care Subsidy	EI - Promising	Children ages 0-5 Parents of children ages 0-5
Consumer Education & Referral (CER)	EI - Promising	Parents of children ages 0-5
Lending Library	EI - Promising	Early Care Educators Parents of children ages 0-5
Professional Development Advising	EI - Promising	Early Care Educators
Technical Assistance (TA)	EB - Well-established	Early Care and Education Professionals
Training	EB - Established	Early Care Educators

Early Literacy

Program or Practice	Level of Evidence	Target Population
Reach Out and Read	EB - Well-established	Parents of children ages 6 months-5 years
Raising A Reader	EB - Established	Parents of children ages 0-5
Motheread/Fatheread	EI - Promising	Children ages 0-5 Parents of children ages 0-5 Early Care Educators

2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 14 of 24

Program or Practice	Level of Evidence	Target Population
Dolly Parton's Imagination Library	EI - Emerging	Children ages 0-5
Every Child Ready to Read	EI - Emerging	Children ages 0-5 Parents of children ages 0-5

Family Support-Parent Education

Program or Practice	Level of Evidence	Target Population
Incredible Years (IY)	EB - Well-established	Children ages 0-5 Parents of children ages 0-5 Early Care Educators
Positive Parenting Program (Triple P)	EB - Well-established	Children ages 0-5 Parents of children ages 0-5 Early Care Educators
Nurturing Parenting Program	EB - Established	Parents of children ages 0-5
Baby FAST (Families & Schools Together) and Pre-K FAST	EI - Emerging	Children ages 0-5 Parents of children ages 0-5
Circle of Parents (CoP)	EI - Emerging	Parents of children ages 0-5
Parent to Parent Support	EI - Promising	Parents of children ages 0-5

Family Support Home Visiting

Program or Practice	Level of Evidence	Target Population
Healthy Families America	EB - Well-established	Pregnant mothers and parents of infants
Nurse-Family Partnership	EB - Well-established	Women who are low-income and pregnant with their first child
Parents as Teachers	EB - Well-established	Parents of children ages 0-5

Health

Program or Practice	Level of Evidence	Target Population
Be Active Kids	EI - Promising	Early Care Educators Children ages 4-5 year
Color Me Healthy	EI - Promising	Early Care Educators Children ages 4-5 year
Nutrition and Physical Self-Assessment for Child Care (NAP SACC)	EI - Promising	Early Care Educators Children ages 2-5 year
Preventing Obesity by Design (POD-2)	EI - Emerging	Children ages 0-5 Early Care Educators Children ages 4-5 year
Assuring Better Child Health and Development (ABCD)	EI - Emerging	Medical professionals providing pediatric primary care

2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 15 of 24

EXHIBIT 3: Logic Model

Organization:

Activity Name:

<i>If this condition exists</i>	<i>For this Population</i>	<i>And we implement these strategies</i>	<i>This many times, for these individuals</i>	<i>We expect this short-term change</i>	<i>And we expect this outcome to impact the overall county</i>
Need Statement Why?	Target Population Who?	Program or Activity Elements What?	Outputs How Many?	Outcomes So What?	How does outcome impact PBIS or other long-term goals?

**Complete this section for any position paid with Smart Start funds or for any position counted as Smart Start Program Match. Line 11)
Personnel.**

Position Title	Full Time/Part Time	Education & Experience Requirements

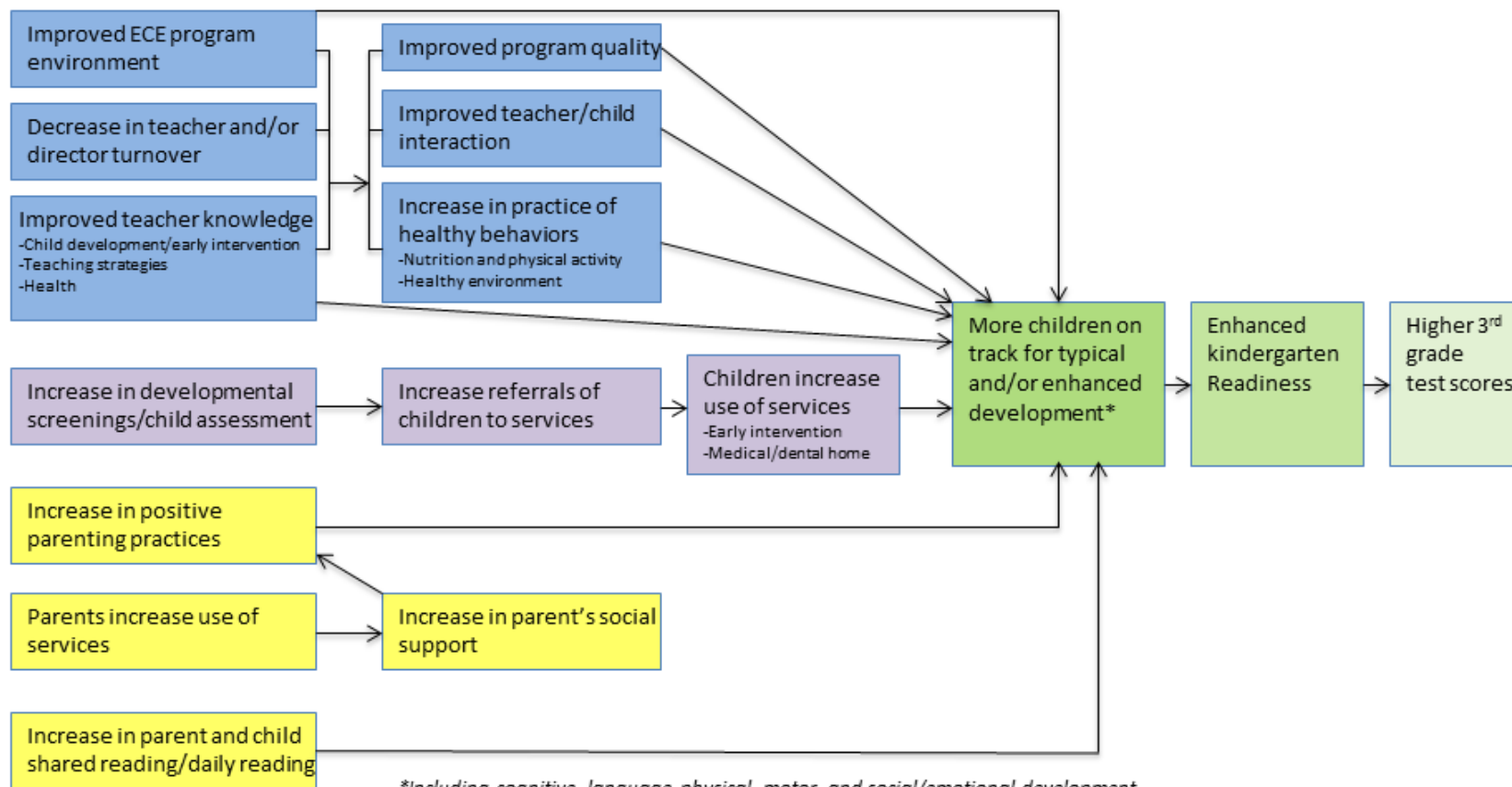
EXHIBIT 4: Target Population

1. High Need Characteristics
 - a. Teen Parents: Parent(s) under the age of 20 years during the program year
 - b. Child with Disabilities or Chronic Health Condition: Child being served has a physical, cognitive, emotional or health-related condition or impairment that substantially limits one or more major life activities, or qualifies the child for services under IDEA Part C
 - c. Parent with Disabilities or Chronic Health Condition: Parent has a physical, cognitive, emotional or health-related condition or impairment that substantially limits one or more major life activities, or qualifies the child for services under IDEA Part C
 - d. Parent with Mental Illness: Parent has been diagnosed with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired functioning
 - e. Low Educational Attainment: Parent did not complete high school or GED and is not currently enrolled
 - f. Low Income: Families eligible for Free and Reduced Lunches, Public Housing, Child Care Subsidy, WIC, Food Stamps, TANF, Head Start/ Early Head Start, and/or Medicaid
 - g. Recent Immigrant or Refugee Family: One or both parents are foreign-born and entered the country within the past 5 years
 - h. Substance Abuse: Parent has used or is currently using substances despite negative social, interpersonal, legal, medical or other consequences
 - i. Court-Appointed Legal Guardians and/or Foster Care: Child has court-appointed legal guardians or is in foster care
 - j. Homeless and Unstable Housing: Lives in emergency/transitional housing or in a place not intended for regular housing and/or moved more than twice in the past year due to problems with housing
 - k. Incarcerated Parent(s): Parent(s) is incarcerated in a local jail, state or federal prison or was released from incarceration within the past year
 - l. Very Low Birth Weight: Birth weight is under 1500 grams or 3.3 lbs.
 - m. Death in Immediate Family: The death of the child, parent or sibling
 - n. Domestic Violence: Parent is involved in intimate partner violence
 - o. Child Abuse or Neglect: Suspected or substantiated abuse/neglect of child or sibling(s)
 - p. Military Family: Parent/guardian is currently deployed or is within 2 years of returning from a deployment as an active duty member of the armed forces. "Deployment" is defined as any current or past event or activity that related to duty in the armed forces that involves an operation, location, command or duty that is different from his/her normal duty assignment.
2. Unserved Children:
 - a. Children who have never been served in any preschool or child care setting
 - b. Children who are currently unserved (previously in preschool or child care setting)
 - c. Children served for 5 months or less in the year prior to service in the program in any preschool or child care setting
3. Underserved Children
 - a. Children who are in unregulated child care
 - b. Children who are in a regulated preschool or child care setting, but are not receiving subsidy
 - c. Other children, including those in pre-kindergarten or child care settings that do not meet More at Four (now NC Pre-K) program standards
4. Limited English Proficiency (LEP): As indicated by the family and/or child speaking limited or no English in the home
5. Second-Round Parents (grandparent/kinship caregivers): Defined as grandparents or other relatives raising and parenting children
6. Socially/Emotionally Challenged Children: Children potentially at risk for developing behavioral and/or emotional problems and/or those already demonstrating significant symptoms
7. Stay-At-Home Parents: Having a child age birth to 5 years and out of the workforce for a year while the spouse has been working continuously during the same year.

2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 17 of 24

EXHIBIT 5: Outcomes



2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 18 of 24

EXHIBIT 6: Community Early Childhood Profile

NC Partnership for Children's board adopted a new set of indicators and performance standards for the Smart Start network. The new indicators and standards take effect for the upcoming fiscal year FY 2017-18.

Indicator	Description	Standards	FY 14/15		FY 15/16	
			Results	Target Met	Results	Target Met
Early Care and Education -- Quality						
PLA40a	Average Star Rating for Children in 1 to 5-Star Care	Minimum: 4.0 AND 60%	4.07	Meets minimum	4.16	Meets minimum
PLA40b	Percent of Children in 4 and 5-Star care	High Performing: 4.0 AND 60% for each age group	69%	Meets minimum	72%	Meets minimum
PLA50a	Average Star Rating for Subsidized Children in 1 to 5-Star Care	Minimum: 4.25 AND 80% High Performing:	4.36	Meets minimum	4.44	Meets minimum
PLA50b	Percent of Subsidized Children in 4 and 5-Star Care	Minimum plus 4.25 AND 70% for each age group	88%	Meets minimum	90%	Meets minimum
Early Care and Education -- Workforce						
EDU10	Percent of Children Enrolled in 1-5-Star Centers That Have At Least 75% of Lead Teachers with College Degrees (i.e. 7 Lead Teacher Education Points)	Minimum: 50% of children are in sites with 7 lead teacher education points High Performing: 50% of children are in sites with 7 lead teacher education points for age group	48%	Below minimum	56%	Meets minimum
EDU20	Percent of Children Enrolled in 1-5-Star Centers That Have Directors with College Degrees (i.e. 7 Administrator Education Points)	Minimum: 60% of children are in sites with 7 administrator education points High Performing: 60% of children are in sites with 7 administrator education points for age group	63%	Meets minimum	65%	Meets minimum

2018 - 2021 Smart Start Grants Bidder Conference Packet

Page 19 of 24

Indicator	Description	Standards	FY 14/15		FY 15/16	
			Results	Target Met	Results	Target Met
Family Support						
FS20	Percent of Parents/Guardians Who Report Reading to Their Children Daily	Minimum: TBD High Performing: TBD	N/A	N/A	57%	TBD
FS30	Percent of children age 0-5 with an investigated report of child abuse/neglect.	>= 5.0% and <12.0% A range has been set based on the distribution of identified children among counties. If the county is outside the range, the partnership will convene meetings to review data	8.0%	Within the range	8.5%	Within the range
Health						
H10a	Percent of children ages 0-2 who receive early intervention or special education services	>= 4.0% and <10.0% A range has been set based on the distribution of identified children among counties. If the county is outside the range, the partnership will convene meetings to review data	3.1%	Outside the range	3.2%	Outside the range
H10b	Percent of children ages 3-5 who receive early intervention or special education services		3.2%	Outside the range	3.0%	Outside the range
H20	Percent of children enrolled in Medicaid who receive a well-child exam	Minimum: 75% High-performing: 85%	N/A	N/A	80%	Minimum
H60	Percent of low-income children age 2-4 who are at a healthy weight	Minimum: 66.1% High-performing: 70%	N/A	N/A	71.30%	High-performing

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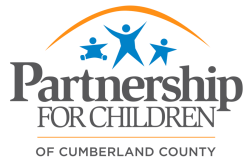
EXHIBIT 7: BUDGET

Direct Services Provider:	Smart	In-Kind	Cash	Total
Contract #: Activity #:	Start	Funds	Match	Funds
Activity Name:	Funds	Amount	Amount	Amount
11) Personnel				\$0.00
12) Contracted Services				\$0.00
13) Total Personnel/Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00
14) Supplies & Materials				\$0.00
15) Service-Related Supplies and Materials				\$0.00
16) Total Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00
17) Travel				\$0.00
18) Communications & Postage				\$0.00
19) Utilities				\$0.00
20) Printing & Binding				\$0.00
21) Repair and Maintenance				\$0.00
22) Meeting/Conference Expense				\$0.00
23) Employee Training (no travel)				\$0.00
24) Advertising and Publicizing				\$0.00
25) Not Available for Use				\$0.00
26) Total Non-Fixed Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
27) Office Rent (Land, Buildings, etc.)				\$0.00
28) Furniture Rental				\$0.00
29) Equipment Rental (Phones, Computer, etc.)				\$0.00
30) Vehicle Rental				\$0.00
31) Dues & Subscriptions				\$0.00
32) Insurance & Bonding				\$0.00
33) Books (Library Reference Materials)				\$0.00
34) Not Available for Use				\$0.00
35) Other Expenses- Not Available for Use				\$0.00
36) Total Fixed Charges & Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
37) Not Available for Use				\$0.00
38) Not Available for Use				\$0.00
39) Furniture/Non-Computer Eqpt., \$500+ per item				\$0.00
40) Computer Equipment/Printers, \$500+ per item				\$0.00
41) Furniture/Eqpt., under \$500 per item				\$0.00
42) Total Property & Equipment Outlay	\$0.00	\$0.00	\$0.00	\$0.00
43) Purchases of Services				\$0.00
44) Not Available for Use				\$0.00
45) Awards (including scholarships and bonuses)				\$0.00
46) Cash Grants				\$0.00
47) Non-Cash Grants				\$0.00
48) Total Services/Contracts/Grants	\$0.00	\$0.00	\$0.00	\$0.00
49) Total Participant Training Expense				\$0.00
50) Total Budgeted Expenditures	\$0.00	\$0.00	\$0.00	\$0.00

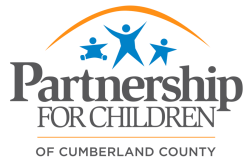
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EXHIBIT 8: BUDGET NARRATIVE DEFINITIONS & EXAMPLES

#	Line Item	Definition	Examples
11	Personnel	Employee salaries/wages and fringe costs (full and part-time)	Payroll, FICA, retirement contributions, insurance costs attributed to employment (e.g., health insurance, dental insurance)
12	Contracted Professional Services	Services that are provided by independent contractors (i.e., non-employees)	Payroll processing, tax return prep, legal counsel, temporary agency services, consulting services, needs assessments
14	Office Supplies & Materials	Office supplies and materials	Office supplies, consumable computer supplies, janitorial supplies, database access fees, other administrative supplies
15	Service Related Supplies	Supplies used in the performance of a service activity; this line should not be used in LP Admin, nor should it be used for reward or incentive items given to program participants (such items should be reported in line 47)	Educational supplies: materials used during trainings, food used in teaching nutrition or cooking classes, lending library supplies including die cuts and lamination supplies; automotive supplies for owned vehicles
17	Travel	Costs associated with travel by <u>employees</u>	Meals, lodging, and transportation for employees at conferences, meetings, monitoring visits; NOT travel for participants (e.g., transporting preschoolers) usually reported on Line 43
18	Communications & Postage	All communications and postage costs	Telephone, cell phone, internet, fax, outbound postage and shipping fees
19	Utilities	All utility costs	Electricity, municipal water, sewer, gas
20	Printing & Binding	Printing, binding, copying costs for internal-use items	Internal manuals, business cards, purchasing forms, stationery, etc.; NOT for service materials distributed externally which are reported on Line 24
21	Repair & Maintenance	Costs for minor repairs and routine maintenance	Janitorial services, landscaping services, computer repair technicians, locksmiths, plumbers, carpenters, pest control, etc. NOT to be used for repair costs of a CAPITAL nature as defined by Smart Start (e.g., roof replacement, HVAC replacement)
22	Meeting & Conference Expense	Expenses related to meetings and conferences hosted/organized/presented by the LP or DSP for program participants (also includes LP costs associated with hosting board/committee meetings)	Food, facility rental, speaker fees, supplies (specifically for the meeting or conference being presented); NOT to be used for expenses incurred by employees attending meetings/conferences held by outside parties (see Lines 23 & 17)
23	Employee Training (no travel)	Costs for training for employees	Tuition, registration, training materials; NOT for travel expenses (mileage, food, hotel, etc.) incurred for training (see Line 17); includes Smart Start Conference fees for employees
24	Advertising & Outreach	Cost of advertising for staff as well as advertising and publicizing services to the community	Classified ads for competitive bidding or to solicit job applicants; ads to publicize fund-raising events or program services; brochures & fliers publicizing services/events; community resource directories
27	Office Rent	Office space rental expenses	Regular rental of space to conduct an activity or provide office space for funded personnel
28	Furniture Rental	Furniture rental expenses	Rental of office desks, chairs, conference tables
29	Equipment Rental	Costs of equipment rental	Rental or lease of copiers, phones, computers, faxes, etc.
30	Vehicle Rental	Costs incurred with vehicle rental	Vehicle rental, gasoline and insurance for rented vehicles
31	Dues, Subscriptions & Fees	Costs for subscriptions for publications, professional organization membership dues, corporate fees	Subscriptions to childcare-related magazines; memberships in NAEYC, NCAEYC, NACCRRA; LP's charitable solicitation license
32	Insurance & Bonding	Costs for insurance	General liability, D&O, fidelity bonding, professional liability, special events coverage, etc.; NOT workers' comp insurance which is reported on Line 11
33	Book/Library Reference Materials	Costs of reference materials for internal use by employees	Books about nonprofit management, employment law, fund accounting, board development and operations, etc.
35	Other Expenses	Other expenses not classified elsewhere	MUST BE ACCOMPANIED BY AN EXPLANATION. For example, overhead percentage.
39	Furniture and Non-Computer Equipment, \$500+ per item	Costs of furniture and non-computer equipment that equals or exceeds \$500 per item	Desks, conference tables (\$500 or more)
40	Computer Equipment, including Printers, \$500+ per item	Costs of data processing equipment that equals or exceeds \$500 per item	Desktop computers, laptops, printers (\$500 or more)
41	Furniture & Equipment, Under \$500 per Item	Costs of equipment that is less than \$500 per item	Chairs, tables, fax machines, printers (less than \$500)
43	Purchase of Services	Payments to providers/vendors for routine services	Purchase of subsidy or other services usually paid for on a per unit basis such as cost per mile, per vision screening, per trip, per child
45	Stipends/Scholarships	Costs of stipends and scholarships provided to outside organizations and/or individuals	Cash incentives to participants who attend trainings, intended to cover participants' costs to attend (such as travel, child care, etc.)
46	Cash Grants & Awards	Cash grants to outside organizations and /or individuals	Quality maintenance payments, tuition reimbursement, etc.
47	Non-cash Grants & Awards	Non-cash awards to organizations and/or individuals; payments to a third party on behalf of a grantee	Grants of quality enhancement materials to child care centers, payments to a health insurer for health coverage on behalf of child care providers, sets of books distributed through a literacy activity



2018 - 2021 Smart Start Grants Bidder Conference Packet



2018 - 2021 Smart Start Grants Bidder Conference Packet



Thank you again for your interest in Smart Start!

For more information, please contact

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[**https://ccpfc.org/partners/smart-start-funded-programs.html**](https://ccpfc.org/partners/smart-start-funded-programs.html)