



Smart Start Request for Proposals (RFP) FY 2021-2022

Bid Request
April 22, 2021

Application Deadline:

Proposals must be received in the Partnership office at
Devin Stewart
111 Eastbrook Drive, Greenville, NC 27858
252-758-8885 ext. 106
dstewart@mppfc.org

by Thursday, April 29, 2021 at 12pm (noon)

Note: Proposals will be accepted, however no funding is guaranteed by Martin-Pitt Partnership for Children (MPPFC) without approval by the Martin-Pitt Partnership for Children Board of Directors and the North Carolina Partnership for Children. All funding is subject to monies appropriated by the N.C. General Assembly. Further, contracts will be issued for approved activities with one year of funding that will be subject to amendment or termination depending on available funding and performance. Service providers may be required to submit a full proposal for each year of a three-year award for continued funding depending upon the requirements of the North Carolina Partnership for Children and the MPPFC Board.

ALL DOCUMENTS ARE POSTED ON THE MPPFC WEBSITE WWW.MPPFC.ORG

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FISCAL YEARS 2019-2022**

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Martin-Pitt Partnership for Children
Grant Guidelines and Application Package

One Year Proposal: FY 2021-2022

Martin-Pitt Partnership for Children (MPPFC) is accepting proposals for Smart Start funding for the 2021-2022 funding cycle. The mission of Martin-Pitt Partnership for Children is to “make meaningful and measurable investments in young children to enable them to achieve their fullest potential”. MPPFC leads community strategies for children birth through 5 and their families that promote healthy development and learning and enhance access to high quality care.

GRANT PURPOSE AND AVAILABILITY:

Smart Start funds may only be used to support services for young children, birth through age 5, and their families who reside in Martin or Pitt Counties. Smart Start funds are available to local, community-based nonprofit organizations and governmental agencies.

All selected projects will be funded initially for a maximum of one year, from July 1, 2019 through June 30, 2020. The Partnership and its governing bodies determine whether to extend grants to three-year partners for the second and third year. The Partnership executes Smart Start contracts for one-year periods. All awards are contingent upon Smart Start funding made available by the N.C. General Assembly and contracted through the North Carolina Partnership for Children.

Timeline of Events

Smart Start Funding –2021-2022

Request for Proposals advertised and posted on website at www.mppfc.org
Thursday, April 22, 2020



Completed Applications Due at Partnership Office
Thursday, April 29, 2021 by 12:00pm



Committee Reviews Applications
Friday, April 30, 2021



MPPFC Board makes tentative approvals – April 30, 2021
North Carolina Partnership for Children Approves Activities – June 2022

AREAS FOR WHICH WE ARE SEEKING PROPOSALS:

- Lending Library/Resource Room with educational materials for checkout by parents /caregivers/early childhood professionals
- Materials for use by teachers/parents including but not limited to lamination, die cut machine, circuit machine, copier etc.

INTRODUCTION

Martin-Pitt Partnership for Children (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish a contract through competitive negotiations. 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, evidence-informed program.

SCOPE OF ACTIVITIES CURRENTLY FUNDED

Child Care Resource and Referral - This activity is meant to educate and provide up-to-date information to families and businesses regarding childcare facilities, costs, availability, star ratings, licensing, etc. for referral purposes. Maintenance of a database of child care facilities, technical assistance to child care facilities including use of environment rating scales and Division of Child Development approved trainings for child care providers must be included.

Child Care Health Consultation - The Child Care Health Consultation model promotes healthy and safe environments for children in childcare settings through consultation, training, and technical assistance services. The health professionals will become qualified CCHC's in North Carolina through the completion of the NC Child Care Health Consultant Training Course and receipt of a certificate of qualification. The CCHCs support child care staff to identify and resolve health and safety problems, to improve the health and well-being of children in care, including children with special health care needs. The CCHCs use assessments of the child care facility's overall health and safety status to guide consultation services with the goal of providing a higher quality environment for the children enrolled. The CCHCs promote best practices for nutrition and physical activity, including promoting breast-feeding-friendly facility policies and procedures. The CCHCs will work with child care facilities to increase children's access to primary, preventive health care and health insurance. The CCHCs follow the North Carolina CCHC model for implementation of the activity and conduct NC Division of Child Development approved in-service trainings for child care staff

Nurse Family Partnership - The Nurse-Family Partnership (NFP) program follows model fidelity requirements of the NFP National Service Office and is funded by multiple sources in Pitt County. The program is housed and operated by the Pitt County Health Department which is also the fiscal agent. Martin-Pitt Partnership for Children provides funding for a portion of this program

Quality Child Care: Building and maintaining an affordable, comprehensive, high quality early development and education system in Martin and Pitt Counties. Through the provision of services that include but are not limited to:

- Increasing the number of high-quality early care and education programs and facilities, where high quality is a rating of 4 or 5 stars in North Carolina's star rating system.
- Increasing the number of young children participating in high quality early care and education programs.
- Assisting in underwriting the cost to families of high-quality early care and education (e.g., scholarships).
- Maintain or improving a level of high quality in early care and education settings.
- Improving the education or qualifications of the early care and education workforce, with a focus on Wage\$ as required by NCPC, Inc.
- Assisting families in creating or choosing high quality early learning environments or experiences.

Parents as Teachers - The Parents as Teachers (PAT) program will provide: (1) personal visits, based on recommended dosage for each family's number of risk factors; (2) 12 group connections per program year; (3) annual developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources provided to families as needed. The PAT program will serve families in Martin and Pitt Counties with at least one risk factor and identified as most appropriate for PAT services in the community. The parent educator will have a bachelor's degree in a human service related field and experience relevant to serving the target population. Parent educators will be PAT trained and certified and will implement the program with model fidelity. The program will submit an annual report to PAT and participate in the Quality Endorsement and Improvement process as required by PAT National Center (PATNC). Smart Start funds will support a minimum of 2 FTEs, staff development, travel, educational materials and incentives. Funds may also be used for meeting expenses, food and contracted services.

Raising A Reader - 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. Child care centers, child care homes, or other community sites with a high percentage of low-income children will be targeted and will loan identified families a book bag containing high quality, developmentally appropriate children's books. The books will be exchanged each week. Weekly shared reading sessions will take place at each RAR site. 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. Smart Start funds may also be used for books for children, child care for participants, and/or incentives for eligible participants.

QUALIFICATIONS

Prospective Bidders must have demonstrated competency in performing services defined in the Scope of Activities section of this RFP. Specifically, the Prospective Bidder must demonstrate a successful history of providing similar services. The contract should describe all project experience in North Carolina or other states with similar program operations.

The Prospective Bidder must provide details of any pertinent judgement, criminal conviction, investigation or litigation pending against the Prospective Bidder or any of its officers, directors, employees, agents or subcontractors of which a vendor has knowledge, or a statement that this is none. Martin-Pitt Partnership for Children reserves the right to reject a proposal based on this information.

THE PROCUREMENT PROCESS

The following is a general description of the process by which Prospective Bidders will be selected to provide services.

1. Request for Proposals (RFP) is issued to Prospective Bidders.
2. All inquiries concerning this proposal must be directed to the contact on the cover sheet of this RFP.
3. Proposals in one original **and** an electronic copy in the Smart Start Activity Full Proposal Format, Hard copies must be in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. Prospective Bidders may submit proposals for one or more of the activities. A completed application must be

submitted for each proposed activity.

- 5. All proposals must be received by MPPFC no later than the date and time specified on the cover sheet of thisRFP.**
6. At their discretion, the MPPFC’s Planning Committee may request oral presentations or discussion with any or all Prospective Bidders for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, Prospective Bidders are cautioned that the Planning Committee is not required to request clarification; therefore, all proposals should be complete.
7. Proposals will be evaluated according to criteria that may include the need for the program, program content and evaluation, completeness, experience with similar projects, ability of the Bidder and its staff, if any, cost, and financial stability of the Prospective Bidder. Award of a contract to one Bidder does not mean that the other proposals lacked merit, but that all factors considered, the selected proposal was deemed most advantageous to MPPFC.
8. MPPFC will contact the selected Bidder to obtain information and documentation required for preparation of the contract to include the following:
- a. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
 - b. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the person(s) authorized to sign financial status reports.
 - c. Copy of Conflict of Interest policy.
 - d. Proof of insurance that may include, but not be limited to, the following:
 - 1) Workers’ compensation;
 - 2) General business liability;
 - 3) Fidelity bonding (e.g., employee crime or dishonest);
 - 4) Professional liability;
 - 5) Automobile (owned, hired or non-owned).
 - e. Completed Internal Revenue Service (IRS) Form W-9.
or
 - f. If a nonprofit entity, a copy of the Internal Revenue Code § 501©3 determination letter from IRS.

Martin-Pitt Partnership for Children will not contract with any Prospective Bidder that fails to provide **all** required information and documentation or is on the state’s “do not contract” list. After all required information and documentation has been submitted, MPPFC will prepare the contract, notify the selected Bidder and request the contract be signed.

- g. The contract must be executed prior to the start of work and incurring any expenses.
- h. If all proposals are rejected, Prospective Bidders will be notified promptly by the Local Partnership.

FUNDING CRITERIA:

The following criteria are used to determine eligibility for Smart Start funding. All applicants must describe how their activity addresses the following funding criteria.

1) Program elements in the five areas below:

- a. Staff / Service Provider's Qualifications and Professional Development
- b. Customer / Targeted Population
- c. Program Implementation
- d. Program Management / Evaluation / Monitoring / Continuous Quality Improvement
- e. Community Partnership / Collaboration

2) Evidence-Based/Evidence-Informed Practice: The Partnership will fund activities that have been shown to demonstrate measurable results for young children and families. In 2011, the North Carolina General Assembly passed legislation mandating that Smart Start service funding be used only for evidence-based or evidence-informed (EB/EI) activities as defined by the North Carolina Partnership for Children (NCPC) Board of Directors. The following definitions further define these practices and assure strong outcomes for young children.

"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."

The use of EB/EI programs and practices are reflected in the Logic Model and program guidelines must be implemented per each model. Model replication is necessary to maintain the validity of the strategy and to adhere to the requirements of the contract.

3) Early Childhood Profile Indicators (ECPI) Criteria (Formally known as PBIS): The Early Childhood Profile Indicators (ECPI) are measures of child well-being for which local Smart Start Partnerships are held accountable. ECPI assesses progress towards realizing Smart Start's mission of advancing a high quality, comprehensive, accountable system of care and education for every child beginning with a healthy birth. The RFP documents contain required measures to assure that progress is being made towards the statewide goals. While the actual numbers of children served and percentage of progress may be changed by the bidder the goals and measures are required and provided within the Measurable Indicators document(s).

4) Logic Model: Each program available for a one-year bid includes a Logic Model. These documents have been prepared to assure that the services provided are addressing the areas of need as outlined by MPPFC and designed to work towards meeting the statewide goals. These Logic Models are not to be edited, as they contain identification of the need, strategies of how the work must be performed, the required measures and impact. The only area where the bidder may edit would be the actual number of those to be served and the outcome of said services. Edits to those areas should be made on the *Measurable Indicators* document(s).

BUDGET INFORMATION:

Applicants must complete the four Budget Worksheets for each year being bid (3 for three-year bids). Every bid must contain the budget (with narrative completed), additional budget info highlighting other funding sources, cash and-kind proposal, and personnel costs. Applicants must identify and document the source of any matching funds and support. If bidding on a three-year project all three years being proposed should include explanations for any significant changes across years. All budgets must adhere to the Smart Start Cost Principles.

GRANT REQUIREMENTS:

Evaluation: The Activity Application includes a logic model for FY 21-22. To make those changes, Bidders may indicate their goals on the *Measurable Indicators* document(s) with the actual numbers of and outcomes for those being served.

Reporting: All agencies selected for funding will be required to submit to the Partnership: monthly financial status reports, monthly program documentation, as will be outlined in individual contracts, quarterly cash and in-kind reports, and yearly program income reports. These reports must include all supporting documentation. The deadlines for these reports and further details will be supplied during contracting.

Audit and Legislative Requests: Applicants must agree to provide in a timely fashion any information requested. Applicants must also agree to participate in any Smart Start audit, evaluation, or monitoring required by the N.C. General Assembly or other state officials or agencies.

Match Support: All agencies are required to provide in-kind contribution to the program or activity being funded through Smart Start. Smart Start funds should not be regarded as a permanent or exclusive source of support.

Monitoring: The N.C. General Assembly, through NCPC, Inc., holds MPPFC, accountable for the effective use of all NCPC contracted funds in Martin and Pitt Counties. Therefore, all funded programs must comply with provisions established by the N.C. General Assembly and the MPPFC Board of Directors and set forth in the financial assistance contract.

In addition, funded programs will be required to:

- a. Participate in evaluation planning and reporting;
- b. Respond to requests for program documentation in support of program management and monitoring provisions;
- c. Adhere to NCPC and MPPFC cost principles to help ensure the efficient and effective use of Smart Start funding and;
- d. Promote and identify the activity as being funded by Martin-Pitt Partnership for Children, A Community in the Smart Start Network in messaging and print-format.

GRANT REVIEW PROCESS:

Locally, the Partnership’s Planning Committee will make recommendations to the Board of Directors, which has final voting authority on Smart Start funding. Funding packages will be forwarded to the North Carolina Partnership for Children where necessary to be reviewed for compliance with Smart Start guidelines. Reviewers have the option but not the requirement to provide an opportunity for additional information to be presented. Once approved, local contracts may be awarded by the Partnership to begin July 1, 2019. Final funding is contingent upon approval of the state budget for Smart Start by the N.C. General Assembly and the Smart Start allocation for Martin-Pitt Partnership for Children made by the North Carolina Partnership for Children. It is the prospective contractor’s responsibility to assure that all addenda have been reviewed and requested information is included in the proposal package submitted.

SCORING CRITERIA:

Proposed Scope of Work	35 points
Community Context & Innovation	15 points
Evaluation	10 points
Implementation Capacity	20 points
Budget	20 points

QUESTIONS or TECHNICAL ASSISTANCE:

The Bidder is responsible for reviewing all grant documentation prior to submission. You may contact the Program Monitor and Evaluator at **252-758-8885** or via email at dstewart@mppfc.org, with questions. Questions concerning the specifications in this RFP will be received until April 26, 2021. A summary of all questions and answers will be posted on the internet, located under www.mppfc.org. Please do not contact other MPPFC staff or Board Members.

Bids will be awarded by the Partnership governing board to those who can best execute the activity, demonstrate cost effectiveness and efficiency, and meet bidder qualifications specific to each activity, including performance measures, supporting research and prior monitoring.

Any proposal not prepared per the instructions in this packet will justify disqualification from the bidding process.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

- 1. PROPOSAL EVALUATION.** Proposals will be evaluated per the criteria listed within this document. The award of a contract (or the specific amount of any contract award) to one contractor does not mean that other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most beneficial to the Mission and goals of the Local Partnership.
- 2. 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.
- 3. ORAL EXPLANATIONS.** MPPFC shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
- 4. REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; information omitted or previously submitted shall not be considered.
- 5. COST FOR PROPOSAL PREPERATION.** Any costs incurred by prospective contractors in preparing or submitting offers are the prospective contractor's sole responsibility; MPPFC shall not reimburse for any costs incurred prior to award or contract initiation.
- 6. RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors become the property of MPPFC. They are subject to the MPPFC confidentiality and conflict of interest policies.
- 7. AGENCY 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.
- 8. PROPRIETARY INFORMATION.** 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 marked 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 is not 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.
- 9. SUBCONTRACTING.** In the event the prospective contractor desires to subcontract any part of the services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Approval of subcontractors specified will be determined prior to contracting.

APPLICATION CONTENTS:

All requests for funds must contain the following sections. Some items are included in the packet; all are posted on our website at www.mppfc.org.

SIGNED ORIGINAL must include ALL of the following plus one e-mail copy sent to dstewart@mppfc.org:

- **Cover Letter** (one page maximum) that may include agency background and information but must include a signature and date by an individual authorized to legally bind the prospective contractor. The letter must also contain a statement that the person signing the proposal is a legal representative of the prospective contractor and is authorized to bind the contract should it be awarded.
- **Agency Information**
- **Application**
- **Project Guidelines (narrative)**
- **Logic Model**
- **Measurable Indicators**
- **Budget Materials** (total of 4 worksheets): To be considered for three years, you must submit all budget information for Year Two and Year Three, which will estimate how the budget will change for Year Two and Three as the project develops.
- **IRS Tax Status Letter** if applicant is a 501 c (3) non-profit organization.
- **Pages 1-11 of the most current Form 990 for the organization**
- **Proof of Insurance** that may include but not limited to: Fidelity Bonding, Employee Crime or dishonestly, General Business Liability, Professional Liability, Automobile (owned, hired or non-owned), Worker's Compensation, and, as applicable, special events.
- **Board of Directors List** if applicant is a non-profit organization
- **Organizational Chart**
- **Agency's most recent financial statement or audit report**
- **Conflict of Interest**

ADDITIONALLY, please provide SIX, 3-hole punched, unstapled, double-sided HARD COPIES that includes the following ONLY:

- **Cover Letter** (one page maximum)
- **Agency Information**
- **Completed Application**
- **Project Guidelines**
- **Logic Model** (*excluding Smart Start Scholarships and Smart Start Scholarship Administration*)
- **Measurable Indicators** (*excluding smart Start Scholarships and Smart Start Scholarship Administration*)
- **Budget Materials** (total of 4 worksheets)

APPLICATION DEADLINE:

Applications must be received (not postmarked) by 12:00 Noon on Thursday April 29, 2021 in the Partnership office, located at 111 Eastbrook Drive, Greenville, NC 27858. Submit one complete signed original hard copy and submit same via e-mail copy to dstewart@mppfc.org. No fax copies will be accepted. All proposals should be complete and reflect the most favorable terms available for the prospective contractor. Prospective contractors are cautioned that this is a request for offers, not a request to contract, and MPPFC reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of Martin-Pitt Partnership for Children. The Contract must be executed prior to the start of work and incurring any expenses.

Application Checklist

Please make sure your Application Package includes the following:

1 SIGNED ORIGINAL and electronic copy should include ALL of the following:

_____ Cover Letter

_____ Agency Information

_____ Completed Application

_____ Project Guidelines (Narrative)

_____ Logic Model (*excluding Smart Start Scholarships and Smart Start Scholarship Administration*)

_____ Measurable Indicators (*excluding Smart Start Scholarships and Smart Start Scholarship Administration*)

_____ Budget Materials

_____ IRS Tax Status Letter if applicant is a 501c (3) non-profit organization

_____ Pages 1-11 of the most current Form 990 for the organization

_____ Proof of Insurance

_____ Board of Directors List if applicant is a non-profit organization

_____ Organizational Chart

_____ Most recent financial statement or audit report

_____ Conflict of Interest

Six 3-hole-punched, double-sided HARD COPIES should include the following only:

_____ Cover Letter

_____ Agency Information

_____ Completed Application

_____ Project Guidelines

_____ Logic Model (*excluding Smart Start Scholarships and Smart Start Scholarship Administration*)

_____ Measurable Indicators (*excluding Smart Start Scholarships and Smart Start Scholarship Administration*)

_____ Budget Materials

Send all proposals directly to Martin-Pitt Partnership for Children by **Thursday, April 29th at 12:00 pm.**

AGENCY INFORMATION

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:			

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:	



Martin-Pitt Partnership for Children 2019-2022 Request for Proposal Application

I. Applicant Information: *Fill in blanks. Complete application in its entirety.*

Name of Entity: _____

Name of Activity: _____

Address: _____

County, City and ZIP: _____

Contact Person: _____

E-Mail Address: _____

Phone Number: _____

Fax Number: _____

II. Request for Proposal Services: *Please check the appropriate box for the service area this activity is designed to address:*

Early Care and Education

Family Support

Health

III. Evidence-Based/Evidence-Informed: *Activities funded with Smart Start dollars must be Evidence-Based or Evidence-Informed. Check below if the proposed activity fits either description. If approved, supporting documentation will be required.*

Evidence-Based

1. Documented research showing your program repeatedly and consistently demonstrates desirable outcomes through application of scientific research methods.
2. Your program follows the model as researched, including all the components such as frequency, duration, target population, staff qualifications and/or training.
3. Program has a strong logic model.
4. Program is listed as evidence-based from a least 1 research source that rates evidence-based programs.

Evidence-Informed

1. Qualitative studies and findings from basic research that supports your practice and/or multiple practices or components.
2. Program has a strong logic model.
3. There is a history of the practice demonstrating positive results (outcomes)
4. The practice is implemented in accordance with written guidelines.
5. The practice is rated as "Promising" or "Emerging" from at least 1 research source that rates evidence-based programs.

IV. Contract Activity Description (CAD): *Include the service activity description below in 400 words or less. Applicants must complete a summarized activity description (abstract).*

V. Background of NEW Applicant ONLY: *Fill in blanks.*

1. Years in operation: _____
2. List other funding sources that affect this program: _____
3. Briefly summarize past grant experience: _____
4. Briefly summarize past experience with this or similar activities: _____
5. Explain any possible conflict of interest that may exist between the applying entity, its staff, officers or directors and MPPFC. _____
6. Attach the applying entity's most current audited financial statement. **If a current audited financial statement is not available, please explain:** _____
7. Attach the applying entity's most current audit report.
8. Describe future and recurring funding sources for this program. _____

VI. Background of CURRENTLY FUNDED Applicant ONLY: *Fill in blanks.*

1. Years funded by MPPFC: _____
2. List other funding sources that impact this program: _____
3. Do you plan to change the scope, staffing, or any other key factors in your activity?
 Yes No
If yes, please describe in detail: _____
4. Explain any possible conflict of interest that may exist between the applying entity, its staff, officers or directors and MPPFC. _____
5. Describe other funding options if this proposal is not fully funded by the Partnership. _____

VII. Full Activity Description: After reading this proposal, reviewers should have knowledge of the activity and should be able to understand why the proposed activity exists and how it will operate. Assume the reader has little familiarity with the entity or activity.

A. Describe the need(s) to be addressed by this activity. The statement of need should describe the problem the activity addresses. The reader should be able to clearly understand the purpose for the activity and the need it will address in the community.

B. Describe in full how the service will be implemented.

1. **What specific service will be offered?** If it is similar to other activities in Martin and Pitt Counties, please explain how this service will enhance, expand or work with other similar services currently offered.

2. **Describe the population to be served. Eligibility criteria for participation must be included.**

3. **List all staff positions, including FTE, that will be paid with Smart Start funds and describe the services/tasks to be performed. Attach a job description with clearly defined qualifications, responsibilities and education necessary for each position requiring Smart Start funding.**

Job Title	FTE	Specific services/tasks for which Smart Start funding will be used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. **Describe when and where this service will operate.**

5. **Describe how this activity will be sustained and/or scaled up beyond the 3-year proposal period.**

C. Medicaid Reimbursement:

1. Is any portion of this activity Medicaid reimbursable? Yes No

2. If **yes**, please explain: _____

D. Collaborations: Describe the collaborations necessary to implement this activity. Include organizations and agencies that have collaborated in the development or delivery of this service.

Add additional lines as needed

Smart Start Activity Logic Model Template

<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?	EC Indicator How does outcome impact EC Indicator?
_____	_____	_____	_____	_____	_____

Additional Information

Staffing - Job Title	FTE	Minimum Education & Experience Requirements

Community Collaboration (describe collaborations that will occur to ensure this program’s success):

H. Grants and Materials:

1. Will this activity include grants, stipends, or scholarships of any kind (refer to budget line items 45, 46 and 47)? Yes No

2. IF **Yes**, explain what they are and why these are necessary for the successful delivery of the activity.

3. Using the chart below, list ALL items intended to be given away free of charge to participants. *Insert lines as needed.*

Materials provided to participants	Description of intended purpose for materials	Intended Line Item Budget
<i><u>Example:</u> "Healthy Families" manual</i>	<i><u>Example:</u> Distributed to families who attend training and exercises in the manual.</i>	<i><u>Example:</u> Line 22</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. Projected Line Item Budgets and Narratives:

A. Budget Application Narrative

Complete the Application Budget Narrative Form providing a detailed explanation for each anticipated line item expense. The Application Budget Narrative Form identifies the required narrative information by line and transfers the requested expenses into the Application Budget Form. Refer to the Budget Line Item Explanation chart for guidance on line items.

B. Application Signature

Please sign and date below. The completed application must include the signed and dated statement below.

I understand that the entity will be held accountable for the above requirements and others as contained in the contract that will be executed if the agency or entity receives MPPFC funding.

I also certify that I have fully disclosed, to the best of my knowledge, any conflict of interest between this entity or agency, its staff, officers or directors and the Partnership.

Entity Name

Signature of Contact Person

Date



CONTRACT REQUIREMENTS & APPLICATION AGREEMENT

All agencies applying for funding through Martin-Pitt Partnership for Children must be prepared to meet the following requirements:

- Focus all funded activities on children birth to age five and their families, this includes assuring that any individual hired solely with Smart Start funds will focus solely on children birth to age five and their families. Partially funded staff will require an appropriate cost allocation per budget.
- Recognize the terms of any award is for FY 19-20 and multi-year awards will be reapproved each year.
- Identify and promote MPPFC as the funding source of contracted projects on all messaging and materials.
- Provide in-kind match of Smart Start funds.
- Document and report all cash and in-kind contributions to the activity on a quarterly basis.
- Comply with monthly fiscal and programmatic reporting requirements, including deadlines.
- Attend scheduled Direct Service Provider meetings.
- Comply with all Fiscal and Programmatic Monitoring and be available for scheduled and non-scheduled monitoring visits by the Smart Start staff. Provide all requested documents.
- Comply with terms of the contract, evidence program models, approved budget and Smart Start Cost Principles.
- Agree to participate in any audit or evaluation of Smart Start that is required by the N.C. General Assembly or other state officials/agencies.
- Maintain all program and fiscal records for the contract for five years after final payment under the contract.
- Maintain adequate dishonesty/fidelity bond and commercial liability insurance coverage.
- Report suspected child abuse, neglect, or dependency and have clear criminal background checks on all staff.
- Complete, sign and adhere to the MPPFC Conflict of Interest Policy Statement.
- Recognize that all equipment or other items purchased with Smart Start dollars are owned by the Partnership and must be returned to the Partnership, should the agency lose its funding.
- Recognize the initiation of the contract is contingent upon funding availability and approval of MPPFC Board of Directors and the North Carolina Partnership for Children.
- 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 or timely manner, or if required terms are not being met, funds may be discontinued at any time.

I have read and understand the above contract requirements and certify that

_____ (applicant's agency or organization, please print)

is prepared to meet contractual terms and conditions should the agency receive Smart Start funding through Martin-Pitt Partnership for Children.

Signature of Authorized Person

Title

Date



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 a duality of interests does not result in a possible excess or more advantageous transaction.

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 _____, 2019.

Notary Public:

My Commission expires:



EARLY CHILDHOOD PROFILE INDICATORS (ECPI)

PLA40	<p>a) 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.</p> <p>b) 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.</p>
PLA50	<p>a) 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.</p> <p>b) 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.</p>
EDU10	Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have <u>7 lead teacher education points</u> .
EDU20	Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least <u>7 administrator education points</u> .
FS20	Family Literacy/Language Development - 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	<p>a) Early intervention/special education services-Percent of children 0-2 years who receive early intervention or special education services.</p> <p>b) Early intervention/special education services-Percent of children 0-2 years who receive early intervention or special education services</p>
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 the data is available to review.