

**REQUEST FOR APPLICATIONS  
RFA# 001-DCDEE-2014**

**TITLE:** Quality Initiative: School-Age

**FUNDING AGENCY:** NC DHHS/Division of Child Development and Early Education (DCDEE)

**ISSUE DATE:** April 1, 2014

**RECEIPT DEADLINE:** Applications, subject to the following conditions, will be accepted until 2:00 p.m., Wednesday, April 30, 2014.

**MAIL OR DELIVER ALL APPLICATIONS DIRECTLY TO THE FUNDING AGENCY ADDRESS SHOWN BELOW**

**MAIL** your application via **Overnight/Express Mail** or **DELIVER** your application in person to:

bj Avent-Farmer  
North Carolina Division of Child Development and Early Education  
820 South Boylan Avenue (Room 135)  
Raleigh, NC 27603

**DIRECT ALL INQUIRIES** concerning this RFA in writing via eMail to:

Sarah Buckner  
Email address: sarah.buckner@dhhs.nc.gov

**IMPORTANT NOTE:** Questions concerning the specifications or any information contained within this Request for Applications will be received until 5:00 p.m., Tuesday, April 8, 2014. All questions must be received in writing, via electronic mail (sarah.buckner@dhhs.nc.gov). Responses to all questions received by the deadline will be posted on the Division of Child Development and Early Education website (<http://ncchildcare.nc.gov/>) no later than 5:00 p.m. Friday, April 11, 2014.

**ELIGIBILITY:** This RFA is open to state agencies and universities, public and private not-for-profit organizations with a current 501(c)(3) standing.

**FUNDING AVAILABILITY:**

Up to \$1,100,000 total is available to fund the statewide Quality Initiative: School-Age project for the following full state fiscal year (July 1, 2014 – June 30, 2015). The actual funding amount will be determined by the Division of Child Development and Early Education based on the proposed execution of the project and the utilization of funds as outlined in the applications submitted. A single award will be made pending funding availability.

Child Care Development Fund (CCDF) Funding Source:

CFDA: 93.575  
Award #: G1501NCCCDF  
Type: Discretionary  
Department: US DHHS Administration for Children and Families

## **PROJECT DESCRIPTION AND APPLICATION PROCESS**

### **I. INTRODUCTION**

The goal of this project is to increase accessibility to higher quality licensed school-age programs across the state and to provide DCDEE-approved Professional Development (PD) to the school-age care workforce. The successful applicant will provide Technical Assistance (TA) and on-site consultation, various types of training including Basic School-Age Care (BSAC) training, and implement innovative strategies to motivate unlicensed programs to participate in professional development and licensing.

### **II. BACKGROUND**

The NC Division of Child Development and Early Education is responsible for monitoring and enforcing child care standards throughout North Carolina, overseeing the administration of NC's child care subsidy program, and administering the NC Pre-K Program for at-risk preschoolers. DCDEE staff license and monitor over 7,800 regulated child care centers and family child care homes across NC. Approximately 4,831 licensed child care centers and family child care homes offer school-age care. Most of those earn ratings of one to five stars based on achievements in program standards and staff education levels. Through NC's portion of the Child Care and Development Fund, DCDEE also coordinates and implements activities with early care and education partners to improve the quality and availability of child care across the state.

Research increasingly shows that effective implementation of quality practices in out-of-school time programs leads to positive outcomes for the children in care. Benefits are seen in the areas of social/emotional, cognitive, and physical development. Key factors for creating settings that can achieve these positive outcomes for children are as follows:

- curriculum
- healthy, safe and engaging environments
- relationships and social climate
- supportive infrastructure
- partnerships with families, schools and the community
- competent and well-trained staff
- evaluation

Additionally, children are healthier and safer in environments where sanitation and health and safety requirements are being met. Licensing requirements ensure minimum health and safety requirements are met. Increasing numbers of out-of-school time programs are opting to remain unlicensed. Unlicensed programs are not required to meet sanitation, health and safety training, and other minimum standards.

The Division of Child Development and Early Education's goals are to increase:

- the number of licensed programs
- the number of stars earned for a licensed program
- the professional development of the school-age care workforce

### III. SCOPE OF SERVICES

The successful applicant will propose a detailed plan, including a timeline and budget, for increasing accessibility and provision of high-quality school-age programs and professional development to the school-age care workforce across the state. The plan should reflect current research on out-of-school time, effective Professional Development (PD) practices, and should include innovative strategies for reaching unlicensed programs serving school-age children. The school-age initiative will be designed to address the following four areas:

1. **Professional Development** – The successful applicant will implement a detailed plan for professional development. PD will reflect the different domains of learning and development for school-age children. Activities will include, but are not limited to job shadowing, mentoring, coaching, modeling, workshops, and Continuing Education Units (CEUs) all through face-to-face, distance, technology-based, or hybrid methods of delivery. Additionally, PD will also reflect the unique needs of Before/Afterschool time and out-of-school time such as summer camps and track-out programs. The successful applicant will develop and implement PD for both of these unique times. PD should consist of both Training and Technical Assistance (TA). Applicants should refer to the definition of Training and TA, as defined by the National Association for the Education of Young Children (NAEYC) and the National Association of Child Care Resource and Referral Agencies (NACCRRA) Early Education Professional Development: Training and Technical Assistance Glossary ([http://www.naeyc.org/GlossaryTraining\\_TA.pdf](http://www.naeyc.org/GlossaryTraining_TA.pdf))<sup>1</sup>.
  - o **Trainings** – The applicant will develop and/or provide a variety of high quality trainings to increase caregivers' knowledge base, enhance skills, and make a measurable impact on performance of the school-age care workforce. These trainings will include, but are not limited to trainings specifically for, Family Child Care Homes and a logical and methodical series of trainings incorporating the following elements:
    - *Choosing Quality Curriculum for School-Age Programs* – Provide evidenced-based recommendations on curriculum implementation for the school-age care workforce. Identify elements of a quality school-age curriculum which will promote positive outcomes for children in care. Note any curricula that incorporate not only evidenced-based implementation guides with intentional hands-on learning experiences, but will also include any of the following:
      - o planning process (planning based on child's interests needs or skills);
      - o scheduling and routines for the different types of out-of-school-time arrangements;
      - o physical environment (e.g. materials and room arrangement);
      - o social environment (e.g. behavior management; peer interactions);
      - o family, community and school involvement;
      - o diversity; and
      - o inclusion of children with diverse developmental/ability levels.

Delineate curriculum used for before/afterschool programming and full-day programming ensuring the unique needs of children during those time periods

---

<sup>1</sup> TA is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients.

are met.

- *North Carolina's Common Core and North Carolina Foundations for Early Learning and Development (ELD)* - PD for the school-age care workforce related to incorporating NC Common Core and ELD (when preschoolers are in care) in out-of-school time in a meaningful way that will enhance and expand children's learning opportunities
  - *School-Age Care Environment Rating Scale (SACERS)* – a thorough understanding of SACERS and the ability to provide PD that will result in programs increasing SACERS scores and ultimately increasing stars
  - *Cultural Opportunities* – opportunities that are responsive to different cultures, including their behaviors, beliefs, values, traditions, and symbols that are typical for the group and generally practiced.
  - *Enrichment Experiences* - opportunities that children may not otherwise have which could include, but are not limited to field trips, instruments, sports, arts, Science, Technology, Engineering and Math (STEM), etc.
  - *Inclusive Practices* – practices that reflect the attitude and knowledge of encouraging participation of all children, including children with disabilities.
  - *Dual Language Learners* – strategies to support children who are learning a second language at the same time they are continuing to develop their native or home language
  - **Technical Assistance and On-Site Consultation** – The applicant will implement a detailed plan for technical assistance and on-site consultation which will incorporate coaching and mentoring strategies. A thorough evaluation plan for all TA must be submitted to describe how TA was evaluated, in terms of group leader performance measures or actual implementation in the classroom.
2. **Basic School-Age Care (BSAC)** – The applicant must include a plan for providing BSAC training statewide and train-the-trainer for this training to meet demands of the school-age care workforce and current regulations. According to 10A NCAC 09. 2510, “all staff working with school-age children must have BSAC training, or its equivalent.”
  3. **Innovative Strategies** - The applicant will develop and implement general innovative strategies for the school-age initiative, incorporating current trends in school-age programs, evidence based practices for school-age programs, and adult learning principles. Additionally, the applicant will integrate contemporary strategies, and develop and implement innovative strategies specifically for recruitment of unlicensed programs to participate in licensure and professional development, including but not limited to Afterschool Programs, Summer Camps, and Track Out programs.

The applicant chosen to implement the school-age initiative will provide ongoing feedback to the Division of Child Development and Early Education (DCDEE) throughout the duration of the project to make the best use of opportunities for self-assessment and continuous quality improvement. Consistent with this requirement, all products created as part of this project will be owned by DCDEE and its partners for program quality assessment.

The successful applicant shall provide a final report no later than 30 days prior to the end of the fiscal year in both hard copy and in an electronic format compatible with current DCDEE technology.

#### IV. APPLICANT QUALIFICATIONS AND CAPACITY

Applicants must have

- Successfully managed school-age initiatives and have demonstrated expertise in evidence-based practices in school-age care
- Substantial experience with providing Technical Assistance and Professional Development
- Exhibited comprehensive knowledge of Basic School Age Care training and School Age Care Environmental Rating Scale (SACERS)
- Familiarity with North Carolina Common Core Essentials and *North Carolina Afterschool Professional Core Competencies* ([http://www.nccap.net/media/pages/A%29\\_FINAL-\\_CORE\\_COMPETENCIES.pdf](http://www.nccap.net/media/pages/A%29_FINAL-_CORE_COMPETENCIES.pdf))
- Demonstrated examples of their capacity to provide services statewide, collaborate with vested stakeholders in out-of-school time
- The ability to work effectively with program directors, group leaders, and Family Child Care Home providers caring for school age children

Preference will be given to applicants employing proven innovative strategies for increasing access to high quality school-age programs (specifically family child care homes and unlicensed out-of-school time programs) and forward-thinking, effective professional development opportunities to the school-age care workforce.

Applicants must demonstrate their capacity to manage funds through satisfactory audit report and programs at this level in collaboration with multiple partners; education, experience, and expertise of key personnel; and demonstrated support for the proposal from the applicant's organization.

#### V. APPLICATION CONTENT

All proposals must include the following (*\*form attached*):

- 1) **Application Cover Page\***
- 2) **Proposal Summary:** Provide a brief (3-5 paragraphs) description of the project, including how you would accomplish the Scope of Services described in Section III.
- 3) **Introduction to the Applicant Organization/Applicant Qualifications:** Provide a brief (1-3 pages) introduction to your organization, including the organization's mission, history, and goals; experience with and capacity to increase accessibility to high quality school-age programs and to provide high quality professional development for the school-age care workforce; and the qualifications, experience, and expertise of key personnel to be assigned to this project. Audits or links to audits for the past three years, demonstrating the agency's fiscal soundness, are also required.
- 4) **Project Design, Time Line & Strategies:** Provide a narrative (5-7 pages) describing the proposed project design, the rationale for the design, and the activities/tasks that will be accomplished with the available resources. Summarize the methodologies that will be employed to support and increase accessibility to high quality licensed school-age programs and provide professional development opportunities to the school-age care workforce. Include as part of scope of services major tasks, deliverables, and anticipated dates of completion. Identify the key personnel responsible for each task, by position.
- 5) **Collaborative Partners or Subcontractors (if applicable):** Identify any collaborative partners or subcontractors you plan to work with to implement this project. Include partner

or subcontractor name, address, and nonprofit or for-profit status. Explain the contributions each partner or subcontractor will make toward the project, including resources. Attach copies of support letters from collaborative partners or subcontractors, if applicable.

- 6) **Evaluation Plan:** Include a 2-4 page description of how activities will be evaluated for interim and final effectiveness throughout the project to ensure desired outcomes. Elaborate on specific assessment strategies you will use to generate the information required to determine the project's effectiveness, and/or describe how such assessments will be developed. The evaluation plan must include plans for regular meetings with DCDEE, and mid- and year-end reports. In addition, applicants should describe how any necessary adjustments will be made to accommodate challenges that may present themselves throughout the evaluation.
- 7) **Line Item Budget\*, Detailed Budget Narrative, and FTE Sheet\*:** Complete and submit a proposed line item budget according to the format provided with this RFA, within the \$1,100,000 total budget allotted, and following all stipulations included in the "DCDEE Budget Narrative and Line Item Budget Instructions" provided with this RFA. The indirect cost rate cannot exceed 8% (universities up to 10%). Also, complete a proposed budget narrative that explains in detail all line items in the budget worksheet in accordance with the "DCDEE Budget Narrative and Line Item Budget Instructions." The Budget Narrative form also includes the separate "FTE Detail Template" worksheet for Budget Line 11, which is required as part of this RFA. Budgets, budget narratives and FTE sheets must be submitted for each fiscal year identified in "Funding Availability" found on page one. Funding regulations prohibit these funds from being used for school tuition or for any service provided during the regular school day or that supplants or duplicates the academic program of any public or private school.
- 8) **Applicant's response must be double spaced using an Arial or Times New Roman size 11 font.**

Where appropriate for the applicant agency must include the following documents:

- 1) 501(c)(3) Determination Letter (non-profit agencies only)
- 2) Board of Directors List (non-profit agencies only)
- 3) Agency Organizational Chart
- 4) Resumes of Key Personnel
- 5) Agency's Audits for Past Three Years, or links to audits

## **VI. SELECTION PROCESS**

A selection committee chosen by DCDEE will review each application submitted. Upon review of each application the selection committee will assign a numerical rating based on the following:

- 1) **Proposal Summary** (Maximum of **10** points):  
Response must reflect the applicants' understanding of and responsiveness to the Scope of Services described in Section III.
- 2) **Applicant Organization(s)/Applicant Qualifications/Partners** (Maximum of **20** points):  
Response must reflect the applicant's history of and capacity for expanding access to high quality licensed programs and administering Professional Development to the school-age care workforce and the qualifications of key personnel to provide leadership for a rigorous process as described in Section IV. Collaborative partners or subcontractors, if used, should be qualified and have the capacity to provide the services specified.

- 3) **Project Design, Time Line & Strategies** (Maximum of **30** points):  
Response must reflect a design and methodology that will result in increased accessibility to high quality licensed programs and high quality professional development , as described in Section III. Timeline should be complete, logical, and realistic for the tasks proposed.
- 4) **Evaluation Plan:** (Maximum of **20** points):  
Plan must reflect appropriate strategies for regularly assessing the achievement of interim and final outputs and outcomes for the project. Applicant must also show evidence of the ability to anticipate and adjust for challenges that may arise throughout the evaluation process.
- 5) **Line Item Budget\*, Detailed Budget Narrative and FTE Sheet\*:** (Maximum of **20** points):  
Budget must reflect efficient and effective use of financial resources. The proposal must not exceed the \$1,100,000 total budget allotted, and must follow all stipulations included in the budget worksheet and narrative instructions. The plan must provide a clear and reasonable justification for all proposed expenditures.

**Maximum Points: 100**

Any attachments must further demonstrate the applicant's capacity to fulfill the requirements of this project as described.

The selection committee will submit recommendations to the Division of Child Development and Early Education based on the selection process described. The Division will make a final selection and notify all applicants of that selection in writing no later than June 26, 2014.

## **FUNDS DISBURSEMENT**

To receive compensation, following contract submission and agreement, the selected applicant must submit a monthly reimbursement request to the Division for all expenses incurred. Expenditures may begin immediately upon receipt of a completely signed and approved contract but not before. Timely dispersal of contract funds will be dependent upon the applicant's compliance with the reimbursement and reporting requirements established by a contract with the Division of Child Development and Early Education, NC Department of Health and Human Services, and its addenda.

### **The Procurement Process**

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. All questions and answers will be posted to the Division's website ([www.ncchildcare.net](http://www.ncchildcare.net)) Friday, April 11, 2014 by 5:00pm
2. **Two originals and seven copies** of each application must be received from each agency or organization. The originals must be signed and dated by an official authorized to bind the agency or organization in a legal contract.
3. All applications must be received by the funding agency no later than the date and time specified on the cover sheet of the RFA. Electronic and faxed applications will not be accepted.
4. Upon receipt, the date and time of delivery for application packets from each responding agency and organization will be documented. Budgets and budget narratives are to be included as part of the application.
5. At their option, the RFA evaluation team may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluation team is not required to request clarification; therefore, all applications must be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, applicant's documented experience with similar projects, apparent ability of the agency's or organization's staff and cost. The award of a grant to one agency and organization does not mean that the other applications lacked merit but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

## GENERAL INFORMATION ON SUBMITTING APPLICATIONS

1. **Award or Rejection**  
All qualified applications will be evaluated and an award made to that agency or organization whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. The successful applicant will be notified by **June 26, 2014**.
2. **Cost of Application Preparation**  
Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.
3. **Elaborate Applications**  
Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.
4. **Oral Explanations**  
The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.
5. **Reference to Other Data**  
Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.
6. **Titles**  
Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.
7. **Form of Application**  
Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).
8. **Exceptions**  
All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and conditions by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).
9. **Advertising**  
In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

10. **Right to Submitted Material**  
All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.
11. **Competitive Offer**  
Pursuant to the provision of N.C.G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
12. **Agency and Organization's Representative**  
Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.
13. **Subcontracting**  
Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.
14. **Proprietary Information**  
Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.
15. **Participation Encouraged**  
Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.
16. **Gifts Ban**  
N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to or acceptance by any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response to this request, agencies and organizations attest, for the entire organization and its employees or agents, that no such gift has been offered, accepted, or promised by any employees of the organization.
17. **Contract**  
The Division will issue a contract to the recipient of the grant that will include their application. Expenditures may begin upon receipt of a fully executed contract and not before that point.

The successful applicant may be required to undergo an audit in accordance with G. S. 143-6.2 as applicable to the agency or organization's status. In addition, the final contract may include assurances that the successful applicant will be required to sign and execute as part of the contract.

Agencies or organizations receiving Federal funds will be required to execute certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying and Lobbying Activities.

Contracts with private non-profit agencies must include a notarized conflict of interest policy statement\* and a Certification of No Overdue Taxes\*. Review the instructions, complete the forms and include with RFA application submission.

Private non-profit applicants must be registered with the NC Secretary of State to do business in North Carolina or be willing to complete the registration process in conjunction with the execution of the contract documents. (Visit [www.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/corporations) for more information.)

Applicants must submit organization's DUNS number. D-U-N-S is the abbreviation for the Data Universal Numbering System developed and regulated by Dun and Bradstreet. If your agency does not have a DUNS number, please use the Dun & Bradstreet (D&B) online registration. Visit <http://fedgov.dnb.com/webform> to receive one free of charge.

**\*Attached Forms:**

1. Cover Sheet
2. Line Item Budget and Instructions
3. FTE Sheet
4. Notarized Conflict of Interest (nonprofit agencies only)
5. No Overdue Taxes (nonprofit agencies only)

All items must be satisfactorily completed and included for an application to be considered complete.