



The Indiana Family and Social Services Administration

**REQUEST FOR FUNDING
OECOSL RFF 20-002**

Early Childhood Education Capacity Building Grant Program

**Application Information Webinar
Wednesday, October 2, 8:45 a.m. EST**

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General Information

- All information supplied in this webinar can be located in the RFF.
- This webinar is not intended to be a comprehensive summary of the Request for Funding (RFF). Applicants must read OECOSL RFF 20-002 for details.
- This webinar PowerPoint will be posted on OECOSL's grant website.
- Each slide has a reference to applicable RFF sections.
- Please hold questions until the end of the webinar.
 - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.*



Agenda

- OECOSL Grant Basics
- Grant Application Components
- Grant Application Support
- Online Application Platform Demonstration
- Question and Answer Session



OECSL Grant Basics



RFF Objectives

The goal of this RFF is to solicit proposals from county/community coalitions and/or individual early childhood education providers to expand capacity to provide high quality early childhood education to eligible four-year-old children in one or both of the following ways :

Providers serving eligible four-year-old children with a PTQ Level 1 or Level 2 rating, or no PTQ rating, can apply to utilize grant funding to increase their PTQ rating to Level 3 or Level 4

and/or

Providers that are already PTQ Level 3 or Level 4, or have plans to achieve PTQ rating Level 3 or Level 4 before the end of the grant term, can apply to utilize grant funding to increase their number of available seats for eligible four-year-old children

- An eligible child is a pre-K child who will be at least 4 years old but not 5 years old on August 1, 2020.
- All applicants whether expanding seats or increasing their PTQ Level must have a plan to reach a PTQ Level 3 or 4 if they have not already attained this level.
(Note: A non-public accredited school is not required to have a plan to reach a PTQ Level 3 or 4 but may elect to reach a PTQ Level 3 or 4.)
- See RFF Section II.A for more details.



County Eligibility

To distribute funding to expand high quality programs throughout the State in areas previously underrepresented by this grant, this RFF is only open to county/community coalitions and individual providers from the specific counties listed below. Counties marked with an asterisk are identified as “highest-need counties” and are eligible for additional priority points if they apply.

Adams	Benton*	Blackford	Boone
Brown	Cass	Clinton	Crawford*
Dearborn	Decatur*	Fountain*	Franklin
Fulton*	Greene	Huntington	Jasper
Jay*	Lagrange	Lawrence	Martin
Miami	Montgomery	Morgan*	Newton
Noble	Ohio*	Orange	Parke*
Perry	Pike	Pulaski	Putnam
Randolph*	Rush	Scott*	Spencer
Switzerland*	Tipton	Union*	Vermillion*
Washington	Wells	Whitley*	

See RFF Section II.B and III.D for more details.



Who Can Use Grant Funds

To receive funding, applicants must be located in an eligible county and meet all the criteria in Box 1 or Box 2:

1

Be a public school, including a charter school, or a child care center licensed under Indiana Code (IC) 12-17.2-4, or a child care home licensed under IC 12-17.2-5, or a child care ministry registered under IC 12-17.2-6
AND
Has achieved, or is trying to achieve, a Level 3 or Level 4 in Paths to QUALITY
AND
Has achieved, or is trying to achieve, Child Care and Development Fund (CCDF) eligibility
AND
Did NOT receive funding from OECOSL RFF 18-001, OECOSL RFF 19-002, or OECOSL RFF 19-003.

OR

2

Be a non-public school that provides qualified early education services to eligible four-year-old children and is accredited by a national or regional accreditation agency that is recognized by the State Board of Education, or an accrediting agency approved by the Office of the Secretary
AND
Has achieved, or is trying to achieve, Child Care and Development Fund (CCDF) eligibility
AND
Did NOT receive funding from OECOSL RFF 18-001, OECOSL RFF 19-002, or OECOSL RFF 19-003.

See RFF Section II.B for more details.



Applicant Information

- Applicants may apply as an individual early childhood education provider or as a community/county coalition.
- Applicants should focus on **projects** for or during the 2020-2021 school year.
- More than one application may be received from the same geographic region (city, county, community).
- Each applicant may only apply once per RFF round.
- Early childhood education providers who applied to OECOSL RFF 18-001, OECOSL RFF 19-002, or OECOSL RFF 19-003 as either individuals or through a coalition and were **NOT** awarded a grant are eligible to apply for OECOSL RFF 20-002, as long as they are located in an eligible county.
- All grants are expected to begin in March 2020 and funds are to be used during the 2020-2021 school year.
 - At the end of the grant period, grant recipients may have the option to request a no-cost extension if additional activities remain that have not been completed.
- See RFF Section II.B and II.E for more details.



Eligible Funding Requests

- **All funding requests should be related to the Objectives (see slide 4) of this grant.**
 - Requested funding should assist the applicant in increasing the number of PTQ Level 3 or Level 4 seats for eligible four-year-old children and/or increasing the program to a PTQ Level 3 or Level 4 rating
- **Examples of items grant funding could be used for:**
 - Pre-K classroom teachers or aides participating in the capacity building project
 - Workforce investment including training and professional development for teaching staff
 - Initial costs for necessary staff background checks, CPR/First Aid training, TB tests, etc. for new programs
 - Classroom materials that demonstrate improved outcomes for eligible four-year-old children or increased instructional practices for educators
 - Evidence-based curriculum/instructional materials
 - Items that increase family engagement activities that can be tied to specific indicators from the Indiana Early Childhood Family Engagement Toolkit
 - Marketing and communication engagement to increase capacity or quality
- See RFF Section II.D for more details.



Ineligible Funding Requests

- Grant funding may not be used for (RFF Section II.D.2):
 - **Purchase of land, purchase of a building, or construction or expansion of a building**
 - **Playground or ANY other outdoor play equipment - even if planning to use indoors**
 - Items for children who are NOT the pre-K eligible age of four-years-old, like infants
 - Transportation or vehicle costs to help a child get to and from the facility
 - Covering or deferring students' tuition costs
 - Improvement of program attendance within a provider's existing capacity
 - Computers/iPads/laptops predominantly for student use
 - CDA or other early childhood coursework including Associate's or Bachelor's degrees*
 - ANY county/community coalition costs including coalition staffing or administrative fees
 - **Salaries of program/center directors, salaries of administrative staff, or salaries of staff conducting administrative activities.** Any use of grant funds for salaries must be towards classroom education to increase capacity.
 - Field trips or field trip fees or any out of state travel, including for conferences
 - Accreditation fees*
 - Administration costs for obtaining licensure or CCDF eligibility
 - Items needed to maintain the applicant's current PTQ level
- Projects applied for through this grant shall not receive duplicate funding from another grant or donation source.

*See RFF Section II.D.4 for how to apply for starred items.



Grant Match Requirement

- IC 12-17.2-7.2-8 requires an outside entity to pay at least 5% and up to 50% of the total amount of the total capacity building plan budget.
- Failure to submit a grant match of at least 5% of your budget will result in your proposal being disqualified.
- Match requirements include:
 - The match must be monetary. No in-kind grant matches are permitted.
 - No government funds can be used as the match.
 - **Self-funding is not permitted.** The match cannot be supplied by the applicant, including the early childhood education providers in a coalition's application.
- Match greater than 5% will result in additional priority points.
- The grant matching entity/entities must complete a grant match commitment letter.



Key Dates

Date	Event
September 23, 2019	RFF sent to potential applicants and posted online
October 2, 2019	Application Information Webinar at 8:45 a.m. EST
October 3, 2019	Application questions due to State by 5 p.m. EST
October 11, 2019	Answers to questions posted (subject to change based on volume)
November 8, 2019	RFF proposals due at 5 p.m. EST
January 23, 2020	<i>Approximate award decisions release date*</i>
March 1, 2020	<i>Approximate grant effective date*</i>

See RFF Section II.J for more details.



Grant Application Components



OECOSL RFF 20-002 Webpage

FSSA Home

Office of Early Childhood and
Out-of-School Learning

Become a Child Care Provider

Find Child Care

Find Local Resources & Referrals

Get Child Care Assistance

Provider Regulations and Standards

Provider Reimbursements

View Inspection Reports

OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING HOME /
OECOSL REQUEST FOR FUNDING 20-002: EARLY CHILDHOOD CAPACITY BUILDING GRANT PROGRAM (ROUND 4)

OECOSL Request for Funding 20-002: Early Childhood Capacity Building Grant Program (Round 4)



<https://www.in.gov/fssa/carefinder/5465.htm>



Application Components

Grant Application Components

General Applicant Information

- Basic Applicant Information
- Prospective Program Sites and Community Partner Form (Attachment A)
- Signature by an authorized representative
 - For coalitions: Executive Director/CEO or President of the Board of Directors
 - For individual providers: Facility owner or program director

Technical Proposal

1. Community Need and History
2. Community Engagement
3. Capacity Building Plan
4. Quality Improvement and Assurance Plan
5. Grant Funding/Match/KPIs –
 - a. Grant Match Commitment Letter(s) from Grant Matching Entity/Entities
6. Sustainability Plan

See RFF Section III for more details.



Application Components (cont'd)

Grant Application Components

Grant Budget Proposal

- A completed Grant Budget Proposal (Attachment B.1 or B.2) must be uploaded and Grant Budget Narrative must be submitted. The applicant must describe other grant awards it has received within the past 18 months.

Priority Points

1. Grant Funding Matching Amount
2. Letters of Support
3. Community Letters of Support
4. Highest-Need Counties

See RFF Section III for more details.



General Applicant Information

- Applicants must enter basic application information directly into the platform.
- Applicants must select their county from the list of eligible counties.
- Applicants must agree to the terms of the Sample Grant Contract (Attachment C).
- Applicants must complete and upload the Prospective Program Sites and Community Partners Form (Attachment A).



Technical Proposal

- Applicants must answer all 6 questions within the word limit.
- Applicants must describe their plans for increasing PTQ Level 3 or Level 4 seats for eligible four-year-old children and/or increasing their PTQ Level to 3 or Level 4 during the grant period in their Capacity Building Plan (Question 3).
- A project timeline or workplan may be uploaded with the Capacity Building Plan (Question 3).
- Applicants must submit two Key Performance Indicators (KPIs) with Question 5 to demonstrate how they are improving early childhood education capacity and quality by expanding PTQ Level 3 or Level 4 seats for eligible four-year-old children and/or increasing PTQ Level to 3 or Level 4.
- A grant match commitment letter must be provided with Question 5.
- Applicants must describe how they will sustain their projects, including any ongoing costs such as personnel, after the grant ends in Question 6.
- Responses to all questions and additional documents will be directly entered or uploaded on the online application platform.



Grant Budget Proposal

- The Grant Budget Proposal is Attachment B.1 or B.2.
 - Individual early childhood education provider applicants must complete Attachment B.1.
 - Community/county coalition providers must complete Attachment B.2.
- The Grant Budget Proposal should depict a detailed budget for the total grant amount requested and the full grant match received.
 - The total grant match amount will be subtracted from your total grant budget to dictate the grant amount provided by the State.
- The Grant Budget Proposal should be prepared based on the instructions within the Excel file. The Excel file should be uploaded to the online application platform.
 - All cells in the Excel file will be locked except for the yellow shaded cells to be filled in by the applicant.
- The Grant Budget Narrative should explain why the requested budget items and amounts were included and how they will result in more PTQ Level 3 or Level 4 seats for eligible four-year-old children and/or a PTQ Level of 3 or Level 4.
 - The Grant Budget Narrative should be typed directly into the online application platform.
- Do not include ineligible budget items included in your Grant Budget Proposal, like field trips, outdoor play equipment, or items used for children who are not four-years-old (e.g. infant crib).



Grant Budget Proposal - “Budget Template” Tab

D. Evidence-Based Curriculum/Instructional Materials

Item Name	Brief Description	Total Grant Budget for Curriculum/ Instructional Materials	Total Grant Amount for Curriculum/Instructional Materials Requested from State <i>(These amounts will update once Grant Match tab is completed)</i>	Total Grant Amount for Curriculum/Instructional Materials Funded by Match <i>(These amounts will update once Grant Match tab is completed)</i>
<i>ex: Evidenced-Based Classroom Curriculum Set (Applicants should provide the curriculum's name)</i>	<i>Materials to implement planned evidenced-based classroom curriculum components and assessments for PTQ Level 3.</i>	\$ 1,000.00	\$ 666.67	\$ 333.33
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total:		\$ -	\$ -	\$ -

- Fill in the yellow cells to demonstrate the total budget for the project you are proposing. The total grant budget amount for each section will automatically populate.
- Based on your grant match amount, the State requested and match funded portions of each budget section will automatically populate. This represents how much of each budget section is being paid for by the State grant and by the match funding.



Grant Budget Proposal – “Grant Match” Tab

Total Grant Budget: \$ -

Grant Match

Grant Match Providing Entity	Grant Match Amount	Percent of Total Grant Budget
ex: Plan 2020	\$ 1,000.00	16.7%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
		0.0%
Total Grant Match:		
	\$ -	0.0%

- Fill in the yellow cells with the name of each entity providing a grant match and the amount. The total grant match amount will automatically populate. The total grant match amount will be subtracted from the total grant budget to dictate the grant amount provided by the State.
- You must enter at least one grant match entity with a grant match amount at least 5% of your total grant budget or you will be disqualified.



Grant Budget Proposal – “Budget Summary” Tab

Total Grant Budget Summary	Total Amount
A. Classroom Personnel	\$ -
B. Workforce Investment	\$ -
C. Classroom Materials	\$ -
D. Evidence-Based Curriculum/Instructional Materials	\$ -
E. Family Engagement	\$ -
F. Marketing/Communication Engagement	\$ -
G. Other Costs	\$ -
TOTAL GRANT BUDGET	\$ -
TOTAL GRANT AMOUNT REQUESTED FROM STATE	\$ -
TOTAL GRANT MATCH	\$ -
Grant Match % of Total Grant Budget (Total Grant Match/Total Grant Budget)	0.0%
Priority Points Earned for Grant Match (Maximum 5)	0.0

- This table will automatically populate to depict the budget totals.
- The grant amount requested from the State and priority points earned for the grant match will be calculated in this table.



Priority Points

- Applicants are eligible to receive additional priority points for meeting certain needs or goals.
 - Additional Grant Match (up to 5 points)
 - Priority points for receiving a grant match will be awarded as a percent of the amount of funding being matched.
 - Application Support (2 points)
 - Applicants can receive priority points for demonstrating that they received support from local early childhood education resources in creating their application.
 - Community Letters of Support (1 point per letter, up to 3 points)
 - Applicants can receive priority points through submitting additional letters of support to demonstrate community partnerships.



Priority Points (cont.)

- Applicants are eligible to receive additional priority points for meeting certain needs or goals.
 - Highest Need Counties (5 points)
 - Applicants will receive priority points for serving a county identified by OECOSL that currently has less than 5 PTQ Level 3 or Level 4 programs and no On My Way Pre-K programs.

Benton	Crawford	Decatur	Fountain
Fulton	Jay	Morgan	Ohio
Parke	Randolph	Scott	Switzerland
Union	Vermillion	Whitley	



Grant Application Support



Grant Application Support

- RFF Section II.N - Available Resources
 - Applicants are encouraged to use the resources provided in this section to support the development of their application.
 - Applicants can receive priority points for demonstrating they utilized a local early childhood education resources in creating their application.
- Attachment E – Key Considerations for OECOSL RFF 20-002 Applicants
 - Attachment E of the RFF provides key considerations for preparing a thorough and responsive application.
 - Applicants should ensure they have a plan to reach PTQ Level 3 or Level 4, propose a project that meets the RFF Objective(s) and is sustainable, and will only use grant funding for eligible four-year-old children.
- Attachment F – Applicant Checklist
 - Attachment F of the RFF provides a checklist so applicants can make sure they have submitted a complete and accurate application.



In-Person Information Sessions

- OECOSL will be holding in-person information sessions to support applicants in writing high-quality applications that meet all grant requirements at the following times and locations:
 - **Tuesday, October 15, 6:00pm – 7:00pm EST, Huntington Co. Learning Center 2201 N. Jefferson St. Huntington, IN 46750**
 - **Wednesday, October 16, 6:00pm – 7:00pm EST, Putnam Co Hospital- 3rd floor classrooms 2 and 3 1542 S Bloomington St. Greencastle, IN 46135**
 - **Thursday, October 17, 6:00pm – 7:00pm EST, Community Foundation of Orange County 1075 N. Sandy Hook Road Ste. 2 Paoli, IN 47454**

There will only be 20 spaces available to attend each information session and prospective attendees must RSVP by Friday, October 11, at 5:00pm to reserve their seat by emailing Beth Barrett at OECOSLgrant@fssa.in.gov.

- If your organization cannot attend any in-person information session, a representative from OECOSL may be available for a 15-minute one-on-one discussion over the phone or through WebEx to offer additional assistance or answer questions. All requests or questions regarding assistance can be submitted to Beth Barrett at OECOSLgrant@fssa.in.gov.



Submittable Platform Demonstration

Applications must be submitted on the Early Learning
Indiana application platform:

<https://earlylearningin.submittable.com/submit>



Remember

- Applications are due by 5:00 p.m. EST on November 8, 2019.
- All components of the grant application should be submitted through Early Learning Indiana's online application platform:
<https://earlylearningin.submittable.com/submit>



Questions

Any verbal response is not considered binding.

Respondents are encouraged to submit any question formally in writing by **October 3rd at 5pm EST** if it affects the proposal that will be submitted to the State.



Thank You

OECOSLgrant@fssa.in.gov