The Indiana Family and Social Services Administration

REQUEST FOR FUNDING
OECOSL RFF 19-002
Early Childhood Education Capacity Building Grant Program

Application Information Webinar
Tuesday, September 11, 1:00 p.m. ET

Beth Barrett
Pre-K Program Manager
OECOSLgrant@fssa.in.gov
General Information

• This webinar is not intended to be a comprehensive summary of the Request for Funding (RFF). Applicants must read OECOSL RFF 19-002 for details.

• All information supplied in this webinar can be located in the RFF.

• 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
- Early Learning Indiana Funding Requirements
- Grant Application Components
- Online Application Platform Demonstration
- Question and Answer Session
OECOSL Grant Basics
The goal of this RFF is to solicit proposals from county/community coalitions and/or individual early childhood education providers to:

Increase the number of high quality early childhood education programs that serve eligible children and have achieved Level 3 or Level 4 in Paths to QUALITY

and/or

Expand capacity to serve more eligible children.

- An eligible child is a child who will be at least 4 years old but not 5 years old on August 1, 2019.
- 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.
Who Can Use Grant Funds

To receive funding, applicants must 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 an a child care ministry registered under IC 12-17.2-6
   AND
   That has achieved, or is trying to achieve, a Level 3 or Level 4 in Paths to QUALITY
   AND
   That has achieved, or is trying to achieve, Child Care and Development Fund (CCDF) eligibility
   AND
   Did NOT receive funding from OECOSL RFF 18-001.

OR

2. Be a non-public school that provides qualified early education services to eligible 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
   That has achieved, or is trying to achieve, Child Care and Development Fund (CCDF) eligibility
   AND
   Did NOT receive funding from OECOSL RFF 18-001.

See RFF Section II.B for more details.
Applicant Information

- Applicants are encouraged to apply as community/coalitions, however, OECOSL recognizes not every community/county has a coalition able to apply. Individual early childhood education providers may apply.
- More than one application may be received from the same geographic region (city, county, community).
- Each applicant may only apply once.
- Early childhood education providers who received funding through OECOSL RFF 18-001 are not eligible to apply. Coalitions with awarded providers may reapply only for early childhood education providers who did not receive an award through OECOSL RFF 18-001.
- Grant period is one year.
  - At OECOSL’s discretion, no cost extensions may be granted at the end of one year if a grantee has remaining funding for the project.
- See RFF Section II.B, II.E, and II.H for more details.
Eligible Funding Requests

• All funding requests should be related to the Objective (see slide 4) of this grant. Requested funding should assist the applicant to increase the number of high-quality programs that serve eligible children and have achieved a PTQ Level 3 or 4 and/or to increase capacity for eligible children.

• Examples of items grant funding could be used for:
  – Personnel participating in capacity building project
  – Workforce development (e.g. professional development and training)
  – Classroom materials that demonstrate increased outcomes for children or increased instructional practices for educators
  – Evidence-based curriculum/instructional materials with professional development for teaching staff to utilize the curriculum
  – Family engagement
  – Marketing and communication engagement

• Applicants **MUST** describe how they will sustain their projects, including any ongoing costs such a personnel, after the grant ends.

• See RFF Section II.D.1 for more details.
Ineligible Funding Requests

- Grant funding may not be used for (RFF Section II.D.2):
  - Transportation or vehicle costs to help a child get to and from the facility
  - Covering or deferring students’ tuition costs
  - Improvement of program capacity within a provider’s existing capacity
  - Playground or other outdoor play equipment
  - Computers/ipads/laptops predominantly for student use
  - CDA or other early childhood coursework including Associate’s or Bachelor’s degrees*
  - County/community coalition costs including staffing and administrative fees
  - Salaries of program/center directors or other administrative staff
  - Field trips
  - 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.
• Match greater than 5% will result in additional preference points.
  − A potential opportunity to fulfill this requirement through a grant match from Early Learning Indiana will be covered later in the webinar.
• The grant matching entity/entities must complete a grant match commitment letter.
## Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2018</td>
<td>RFF sent to potential applicants and posted online</td>
</tr>
<tr>
<td>September 11, 2018</td>
<td>Application Information Webinar at 1:00 p.m. ET</td>
</tr>
<tr>
<td>September 12, 2018</td>
<td>Application questions due to State by 5:00 p.m. ET</td>
</tr>
<tr>
<td><strong>October 5, 2018</strong></td>
<td><strong>RFF proposals due at 5:00 p.m. ET</strong></td>
</tr>
<tr>
<td>December 14, 2018</td>
<td>Approximate award decisions release date</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>Approximate grant effective date</td>
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Early Learning Indiana Funding Requirements
Early Learning Indiana Funding Requirements: Grant

- Nonprofit applicants interested in receiving funding for items not allowable with OECOSL funding have the opportunity to apply for a limited pool of separate grant funding from Early Learning Indiana via the OECOSL application.
  - Examples of acceptable projects include construction of walls, doors, windows, flooring and/or restrooms within current classrooms or to create new classrooms.
  - Cannot be used for land acquisition.
  - This funding will be evaluated and awarded separately by Early Learning Indiana and the funding will be separate from the OECOSL grant.
  - OECOSL grant applications shall not be contingent on receiving Early Learning Indiana funding for capital improvements.
  - ELI funding applicants must prove their nonprofit status.
Early Learning Indiana Funding Requirements: Match

- Nonprofit applicants struggling to secure the 5% grant match minimum may request assistance from Early Learning Indiana.
  - Reach out to possible match entities in your community first.
  - Must secure Early Learning Indiana match support before grant deadline.
  - Applicants may request match support at the following link: https://earlylearningindiana.typeform.com/to/ooQoqH.
Grant Application Components
OECOSL REQUEST FOR FUNDING (RFF) 19-002: EARLY CHILDHOOD CAPACITY BUILDING GRANT PROGRAM

OECOSL is pleased to announce the second round of the Early Childhood Capacity Building grant opportunity based on the requirements of House Enrolled Act 1004 of the 2017 session of the Indiana General Assembly. OECOSL Request for Funding (RFF) 19-002 seeks applications from 1) Indiana county/community coalitions containing early childhood education providers or 2) individual Indiana early childhood education providers, to build their capacity to serve more eligible children that are 4 years old and/or improve the quality of services provided by increasing PTQ Level rating to a Level 3 or Level 4. OECOSL RFF 19-002 contains eligibility criteria, eligible project descriptions, and instructions for how to apply. Applicants should review all RFF documents (below) before applying and ensure their project meets eligibility criteria and addresses all required elements.

The application deadline for RFF 19-002 is Friday, October 5, 2018, at 5 p.m. ET. Applications will be submitted through the Early Learning Indiana online platform.

RFF Files for Applicants:
- OECOSL Request for Funding 19-002 - Addendum one
- Attachment A - Prospective Program Sites and Community Partners Form
- Attachment B.1 – Grant Budget Proposal for Individual Early Childhood Education Provider Applicants
- Attachment B.2 – Grant Budget Proposal for County/Community Coalition Applicants
- Attachment C - Sample Grant Agreement
- Attachment D - Q&A Template
- Attachment E - Key Considerations for Applicants
- Attachment F - Application Checklist
- OECOSL RFF 19-002 addendum one

https://www.in.gov/fssa/carefinder/5465.htm
## Application Components

### General Applicant Information
- Basic Applicant Information
  - Involvement Letter from PTQ Coach (if applicable)
  - ELI Match or Funding Nonprofit Applicants: IRS 501(c)3 Determination Letter
- 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 from Grant Matching Entity/Entities
6. Sustainability Plan

See RFF Section III for more details.
**Grant Application Components (cont’d)**

<table>
<thead>
<tr>
<th>Grant Application Components</th>
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<tbody>
<tr>
<td><strong>Grant Budget Proposal</strong></td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td><strong>Additional Early Learning Indiana Funding Proposal</strong></td>
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<tr>
<td>• Nonprofits applying for ELI capital improvement funding must complete this section.</td>
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<tr>
<td><strong>Priority Points</strong></td>
</tr>
<tr>
<td>1. Non-On My Way Pre-K Counties</td>
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<tr>
<td>2. Grant Funding Matching Amount</td>
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<tr>
<td>3. Letters of Support</td>
</tr>
<tr>
<td>4. Counties with Addiction Issues</td>
</tr>
</tbody>
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General Applicant Information

• Basic application information will be entered directly into the platform.
• Applicants must agree to the terms of the Sample Grant Contract (Attachment C).
• Applicants with a Paths to QUALITY Coach must upload a coach involvement letter.
• Applicants must complete and upload the Prospective Program Sites and Community Partners Form (Attachment A).
• If requesting additional Early Learning Indiana funding, must upload IRS 501(c)3 Determination Letter in response to the nonprofit question.
Technical Proposal

• Applicants must answer all 6 questions within the word limit.
  – Questions explore each applicant’s community need, capacity building plans, and sustainability plans.
• 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.
• A grant match commitment letter must be provided with Question 5.
• 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 justify how you created your budget according to the RFF Objectives and should be typed directly into the online application platform.
### Grant Budget Proposal - “Budget Template” Tab

#### D. Evidence-Based Curriculum/Instructional Materials

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

- 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

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.

<table>
<thead>
<tr>
<th>Grant Match Providing Entity</th>
<th>Grant Match Amount</th>
<th>Percent of Total Grant Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex: Plan 2020</td>
<td>$1,000.00</td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td>0.0%</td>
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<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Grant Match:</td>
<td>$</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
Grant Budget Proposal – “Additional ELI Funding” Tab

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Brief Description</th>
<th>Total Early Learning Indiana Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex: Internal wall</td>
<td>Building cost for a wall to make space for an additional classroom.</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

- Nonprofit applicants interested in additional Early Learning Indiana funding for items not allowable in this RFF must fill in the yellow cells to demonstrate the total budget for the proposed capital improvement project.
- Applicants not applying for Early Learning Indiana funding may leave this table blank. This budget table will not influence the grant amount to be provided by the State and does not require a grant match.
Grant Budget Proposal – “Budget Summary” Tab

<table>
<thead>
<tr>
<th>Total Grant Budget Summary</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel</td>
<td>$</td>
</tr>
<tr>
<td>B. Workforce Investment</td>
<td>$</td>
</tr>
<tr>
<td>C. Classroom Materials</td>
<td>$</td>
</tr>
<tr>
<td>D. Evidence-Based Curriculum/Instructional Materials</td>
<td>$</td>
</tr>
<tr>
<td>E. Family Engagement</td>
<td>$</td>
</tr>
<tr>
<td>F. Marketing/Communication Engagement</td>
<td>$</td>
</tr>
<tr>
<td>H. Other Costs</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL GRANT BUDGET</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL GRANT AMOUNT REQUESTED FROM STATE</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL GRANT MATCH</strong></td>
<td>$</td>
</tr>
<tr>
<td>Grant Match % of Total Grant Budget</td>
<td>0.0%</td>
</tr>
<tr>
<td>(Total Grant Match/Total Grant Budget)</td>
<td></td>
</tr>
<tr>
<td><strong>Priority Points Earned for Grant Match</strong></td>
<td>0.0</td>
</tr>
<tr>
<td>(Maximum 5)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Additional Early Learning Indiana Funding Requested</strong></td>
<td>$</td>
</tr>
<tr>
<td>(For Capital Improvements)</td>
<td>$</td>
</tr>
</tbody>
</table>

- 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.
Additional Early Learning Indiana Funding Proposal

• Only nonprofits applying for additional Early Learning Indiana funding for items not allowable in this RFF must compete these sections.

• Early Learning Indiana Grant Narrative: Applicants should enter how the additional Early Learning Indiana funding will help them achieve their capacity building project goals directly into the online application platform.

• Early Learning Indiana Grant Budget Proposal: Applicants should list their requested Early Learning Indiana funded items and their associated dollar value in the “Additional ELI Funding” tab of the Grant Budget Proposal Excel document.

• The Additional Early Learning Indiana Funding Proposal will not be reviewed by the OECOSL evaluation team but instead will be only used by Early Learning Indiana to make award decisions for the Early Learning Indiana funding.
Priority Points

- Applicants are eligible to receive additional priority points for meeting certain needs or goals.
  - Non-On My Way Pre-K Counties
    o Non-On My Way Pre-K counties – 10 points
    o New On My Way Pre-K counties – 5 points
    o Initial On My Way Pre-K counties – 0 points
  - Additional Grant Match (up to 5 points)
    o Priority points for receiving a grant match will be awarded as a percent of the amount of funding being matched.
  - Additional Letters of Support (up to 2 points)
  - Representing a county that has significant addiction issues (3 points)
    o Allen, Blackford, Boone, Clark, Dearborn, Delaware, Fayette, Franklin, Grant, Hancock, Harrison, Howard, Lake, Madison, Marion, Marshall, Monroe, Morgan, Porter, Randolph, Scott, St. Joseph, Tippecanoe, Vanderburgh, Vigo, and Wayne.
Submittable Platform Demonstration

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

Remember

- Applications are due by 5:00 p.m. Eastern Standard Time on October 5, 2018.
- 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 September 12th at 5pm ET if it affects the proposal that will be submitted to the State.
Thank You

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