



**Smart Start Proposal Package
July 1, 2012 through June 30, 2013**



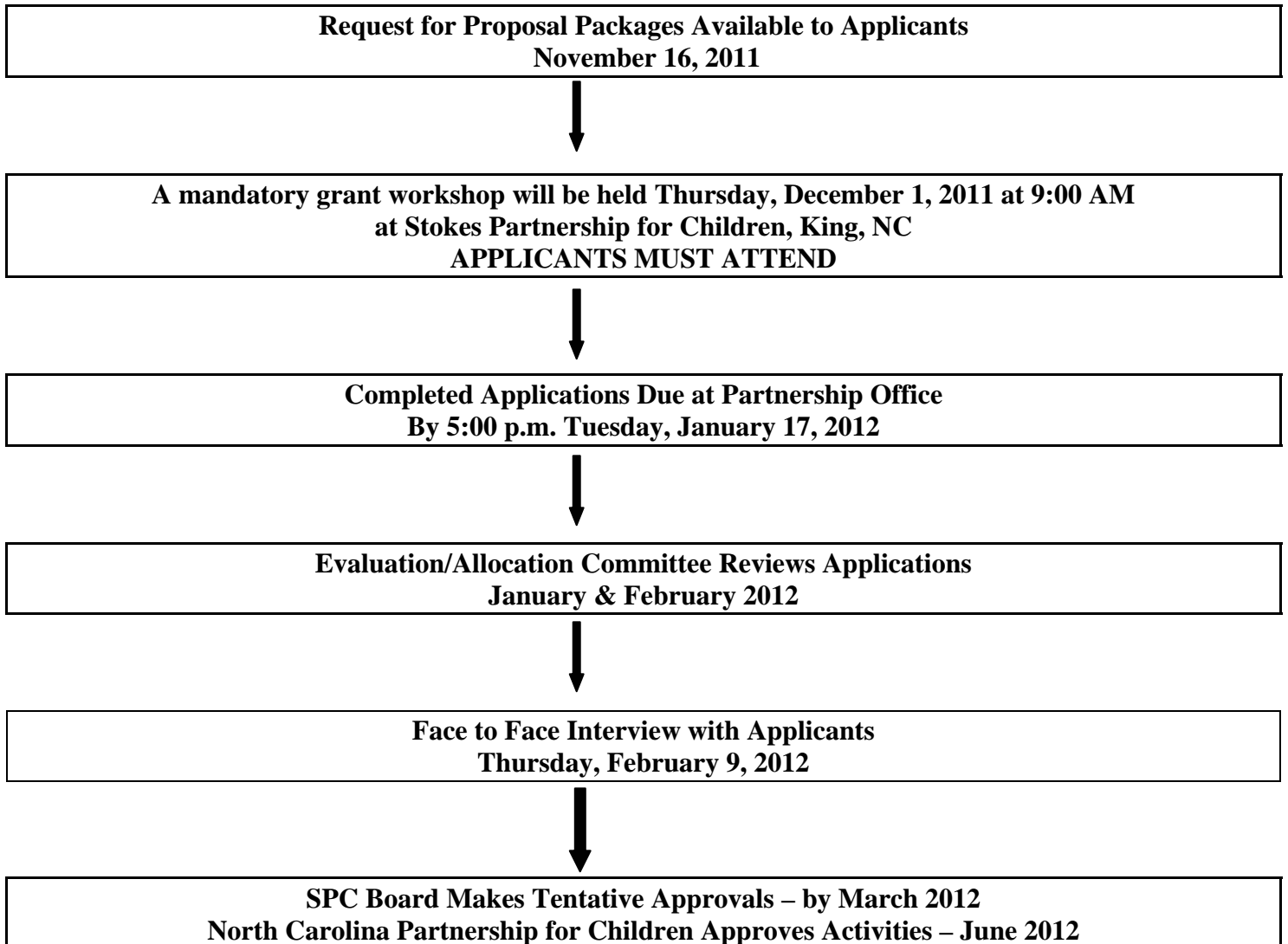
**All proposals must be received by
5:00 p.m., Tuesday, January 17, 2012
Please submit one original, 12 copies,
each three hole punched.
Please provide one copy on CD.**

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SUBMIT APPLICATIONS TO:
STOKES PARTNERSHIP FOR CHILDREN
P. O. BOX 2319
151 JEFFERSON CHURCH ROAD, SUITE 104
KING, NC 27021
336-985-2676 (PHONE)
336-985-3302 (FAX)
buildingfoundations@stokespfc.com (email)
Copies of application are available on-line:
www.stokespfc.com

**Timeline of Events
Smart Start Funding 2012 - 2013**



***Funding is contingent upon approval and appropriation of Smart Start Funds by
the North Carolina General Assembly and the
Stokes Partnership for Children Board of Directors.***

GENERAL INFORMATION

PROPOSAL CATEGORIES: Child Care Related, Family Support and Health

ISSUE DATE: November 16, 2011

ISSUING AGENCY: Stokes Partnership for Children
151 Jefferson Church Road, Suite 104
P.O. Box 2319
King, NC 27021
336-985-2676
336-985-3302 (fax)
buildingfoundations@stokespfc.com (email)
www.stokespfc.com (website)

Proposals subject to the conditions made a part hereof will be received until **5:00 p.m., Tuesday, January 17, 2012**, for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE **STOKES PARTNERSHIP FOR CHILDREN** AT THE ADDRESS AS SHOWN ABOVE.

Interested parties must submit original and 12 copies of the proposal, along with electronic copies of the Smart Start proposal and all required supporting documents.

Direct all inquiries concerning this RFP to **Cindy S. Tuttle, Executive Director**, at the telephone number or email address as shown above.

NOTE: A MANDATORY PRE-PROPOSAL CONFERENCE for all prospective Contractors will be held on **Thursday, November 17, 2011 at 9:00 A.M. in King at Stokes Partnership for Children**. Attendance at this conference is a prerequisite for consideration of a Contractor's proposal. Prospective Contractors are encouraged to ask questions in advance of submitting a proposal. Stokes Partnership for Children staff is available to meet with prospective applicants one-on-one for additional questions but attendance at the pre-proposal conference is mandatory. A copy of the Request for Proposal Packet is available for download from Stokes Partnership for Children's website, www.stokespfc.com.

It is the Contractor's responsibility to assure that all information has been reviewed and received.

INTRODUCTION

The **Stokes Partnership for Children** (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish contracts through competitive negotiations. The purpose of this Request for Proposals (RFP) is to acquire the services of qualified contractors (hereinafter referred to as the “Contractors”) to **help ensure all of Stokes County’s young children enter kindergarten healthy and ready to succeed. Specifically**, proposals will be accepted in the areas of **family support, health, and early care and education.**

These services are described in greater detail below, and prospective Contractors may submit proposals for one or more of these service activities.

BACKGROUND

The Local Partnership is a non-profit organization led by local volunteers designed to provide programs and services for families and children in Stokes County. The Local Partnership administers funds to support programs to benefit children and their families, brings different groups together for the sake of children, educates the community on their critical needs, and helps develop solutions. These functions include administering Smart Start funds from the state legislature to support programs to benefit children age birth to five and their families. Consistent with State and **(if applicable)** Federal laws and regulations, the Local Partnership’s activities serve to ensure **all children enter kindergarten healthy and ready to succeed.**

This Contract will begin **July 1, 2012** and end **June 30, 2013.**

NEEDS AND ACTIVITIES

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are as follows:

The Stokes Partnership for Children, Inc. wants to fund acceptable programs, which relate to young children (birth through age five) for fiscal year 2012-2013. Programs should help ensure that all of Stokes County’s young children enter kindergarten healthy and ready to succeed.

Proposals will be accepted in the areas of **family support, health, literacy and early care and education.** Stokes Partnership for Children has defined three primary goal areas and objectives:

1. Every child experiences high quality early learning environments.
2. All families are stable and maintain nurturing home environments.
3. All children ages birth to five are engaged in routine (preventive) health care.
4. All children have access to literacy based programs that have been proven to increase reading skills, which are important to their success in school and work.

Funding priority* will be given to programs that will result in any one of the following, but other proposals will be considered especially as they relate to the above primary goal areas and objectives:

- Need more child care slots especially in the northern part of the county
- Family child care providers need to increase their education and improve the quality of their programs
- Child care teachers need to continue to increase their education
- Childhood obesity
- Teacher pay needs to be increased in order to keep educated teachers in the profession
- Need more dental care for children in the county
- Child care administrators need to continue to increase their education
- More children need to be getting their well child check ups

- Transportation is needed to get children to and from child care

* The areas of need have been identified by the Governance Committee through the use of PBIS data, local needs assessments and other sources as deemed necessary.

QUALIFICATIONS

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

The Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents or subcontractors of which the vendor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

ADDITIONAL POINTS WHEN SUBMITTING PROPOSALS

1. **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.
2. **ORAL EXPLANATIONS.** The Local Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; the Local Partnership shall not reimburse any prospective Contractor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Contractors shall become the property of the Local Partnership when received.
6. **OFFEROR'S 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.
7. **SUBCONTRACTING.** In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.
8. **PROPRIETARY INFORMATION.** Trade secrets or similar 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 identified 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 may not be deemed 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.

Performance-Based Incentive System (PBIS)

Applications will be evaluated on the basis of how they meet the Performance-Based Incentive System (PBIS) Program Standards and Objectives listed below.

The Performance-Based Incentive System (PBIS) is an annual performance evaluation system that will allow an objective evaluation of Smart Start outcomes and will give the North Carolina Partnership for Children the ability to report statewide results. It is critical in today's environment of budget shortfalls and increased focus on accountability that objective performance measures be in place.

Two fundamental principles of PBIS are that all local partnerships must be evaluated on the same statewide criteria and that there are minimum statewide standards to which every partnership must be held accountable. For each criterion, data sources have been identified that are measurable and are available for every county.

Not all programs will meet PBIS standards. Those proposals that meet a PBIS standard(s) will be given the highest priority for funding.

PBIS criteria address the following areas:

I. Family Support

Program Standard: Families have the knowledge and skills needed to insure that their children enter school healthy and ready to succeed.

Program Objective: Families have the information they need to feel confident and competent about their ability to parent.
Families have the knowledge and skills to participate in literacy related activities with their children.
Families have the information they need to select quality child care for their children.

- A. **Parenting Skills** – At a minimum, 90% of families report they “agree” or “strongly agree” that they feel competent and confident to apply the parenting information presented in a Smart Start funded activity. As a high performing standard, 95% of families report they “agree” or “strongly agree” that they feel competent and confident to apply parenting information presented in a Smart Start funded activity.

II. Health

Program Standard: Children are safe and healthy.

Program Objective: Children have a primary medical and dental care source, with access to comprehensive, integrated, specialized care as necessary.
Children have their health care, including preventive screenings coordinated by their primary health care provider.

- A. **Early intervention for children with or at risk for special needs/disabilities** – At a minimum, 3% of the total birth through age 2 population will have been identified and will have received early intervention services **AND** 3% of the total three to five year old population will have been identified and will have received special education. As a high performing standard, 5% of the total birth through age 2 population will have been identified and will have received early intervention services **AND** 5% of the total three to five year old population will have been identified and will have received special education.
- B. **Medicaid-eligible children enrolled in Health Check and have accessed well child care** – At a minimum, 70% of children enrolled in Health Check (Medicaid) have received at least one well-child visit. As a high performing standard, 80% of children enrolled in Health Check (Medicaid) have received at least one well-child visit.

III. Early Care and Education – Supply of Placements

Program Standard: Children have access to high quality early childhood education.
Program Objective: Children, regardless of need, have access to child care, if families want and/or need it.
Children are enrolled in child care facilities that have a 4- or 5-star rating OR are nationally accredited

- A. **Regulated child care program** – At a minimum, 90% of children receiving subsidy will be enrolled in regulated child care programs. As a high performing standard, 97% of children receiving subsidy will be enrolled in regulated child care programs.

IV. Early Care and Education – Quality Placements

Program Standard: Children have access to high quality early childhood education.
Program Objective: Children, regardless of need, have access to child care, if families want and/or need it.
Children are enrolled in child care facilities that have a 4- or 5-star rating OR are nationally accredited

- A. **Child placements in regulated child care programs** – At a minimum, 3.25 average star rating of child placements in regulated child care programs **OR** 50% of children in 4- or 5- star child care programs. As a high performing standard, 3.25 average star rating of child placements in regulated child care programs **AND** 50% of children in 4- or 5- star child care programs.
- B. **Subsidized child placements in regulated child care programs** – At a minimum, 3.25 average star rating of the placements for children receiving subsidy in regulated child care programs **OR** 60% of children receiving subsidy are in 4- or 5- rated star child care programs. As a high performing standard, 3.25 average star rating of the placements for children receiving subsidy in regulated child care programs **AND** 60% of children receiving subsidy are in 4- or 5- rated star child care programs.
- C. **Subsidized placements for children with special / developmental needs in regulated child care programs** – At a minimum, 4.00 average star rating of placements for children with special/ developmental needs and receiving subsidy in regulated child care programs **OR** 75% of children with special / developmental needs and receiving subsidy are in 4- or 5- star rated child care programs. As a high performing standard, 4.00 average star rating of placements for children with special/ developmental needs and receiving subsidy in regulated child care programs **AND** 75% of children with special / developmental needs and receiving subsidy are in 4- or 5- star rated child care programs.

V. Early Care and Education – Education

Program Standard: Children enrolled in child care facilities that provide a consistent high quality early education program by retaining competent, qualified staff.
Program Objective: Directors and teachers in regulated child care programs and family child care providers hold an associate’s degree in early childhood education (ECE).
Teachers in regulated child care programs are compensated at a rate comparable to public school teacher staffing with equivalent education and education in the county.
Child care centers offer fringe benefit packages that include, but not limited to, employer-paid health insurance and employer-paid sick leave.

- A. **Lead Teacher Education** – At a minimum, 60% of children will be enrolled in 1-5 star rated child care centers with a least 5 lead teacher education points. As a high performing standard, 60% of children will be enrolled in 1-5 star rated child care centers with a least 5 lead teacher education points **AND** 35% of children will be enrolled in 1-5 star rated child care centers with 7 lead teacher education points.
- B. **Administrator Education** – At a minimum, 60% of children will be enrolled in 1-5 star rated child care centers with at least 5 administrator education points **AND** 35% of children will be enrolled in 1-5 star rated child care centers with 7 administrator education points.

VI. Early Education – Teacher Compensation

Program Standard: Children enrolled in child care facilities that provide a consistent high quality early education program by retaining competent, qualified staff.

Program Objective: Directors and teachers in regulated child care programs and family child care providers hold an associate's degree in early childhood education (ECE).
Teachers in regulated child care programs are compensated at a rate comparable to public school teacher staffing with equivalent education and education in the county.
Child care centers offer fringe benefit packages that include, but not limited to, employer-paid health insurance and employer-paid sick leave.

- A. **Median Teachers' Salaries** – At a minimum, the median salary plus supplement for teachers with a 2 year degree in ECE or its equivalent is at least \$9.65 per hour **AND** the median salary plus supplement for teachers with a 4 year degree in ECE or its equivalent is at least \$12.06 per hour. As a high performing standard, the median salary plus supplement for teachers with a 2 year degree in ECE or its equivalent is at \$10.25 per hour **AND** the median salary plus supplement for teachers with a 4 year degree in ECE or its equivalent is at least \$13.27 per hour.

STOKES PARTNERSHIP FOR CHILDREN, INC.

REQUEST FOR PROPOSALS

APPLICANT DATA:

Applicant: _____ **Agency:** _____
Type of Agency: Private Non-Profit _____ For Profit Corporation _____
Governmental Agency _____ Individual (specify) _____
Tax ID # or SS#: _____ **Contact Person:** _____
Address: _____ **Tel. No.** _____
_____ **Fax No.** _____

Proposed Activity Name: _____

Target Audience: _____

FUNDING REQUEST:

Funding requested for 7-1-12 to 6-30-13: \$ _____

Will continuation funding be sought from Smart Start funds in the future? _____

Please list other sources of funding to be applied to this project. (Remember: A 10% match is required for all Smart Start Projects; please list any fund raising activities planned or in-kind matching of resources).

I (we) agree to support the guiding principles adopted by Stokes Partnership for Children applicable to our proposal.

The following are the principals that guide the Stokes Partnership for Children in planning and funding decisions. When applications or contracting agencies are selected, preferences will be given to those responding in the most effective ways to the greatest number of these principals. All applications should support the Partnership's Vision, Mission and Goals.

VISION: *We believe that all children have the right to be healthy, safe and nurtured within caring environments (in their home and child care sites) where they will be loved, well cared for and their education and development as individuals will be valued.*

LONG RANGE VISION: *We believe that our community will play an integral part in shaping the lives of young children in Stokes County and we are committed to providing children and families with the opportunities and choices to sustain themselves throughout their development into productive and self- sufficient members of our communities.*

MISSION: *To improve those elements of family and community life in Stokes County that promote the learning, developmental potential and well-being of young children through a partnership of families, communities and businesses.*

I (we) understand that we will be held accountable for addressing and achieving the performance measures, as attached to this Request for Proposal.

Signature of Authorized Official

Title

Date



Evidence-Based and Evidence-Informed Programs and Practices Checklist (Required)

2011 NC General Assembly legislation requires that Smart Start funding be used for evidence-based or evidence-informed programs for children from to five years of age. Potential Contractors *must* provide documentation that the activity is either Evidence-Based or Evidence-Informed. When an activity has multiple components, it is best to document each one. Please feel free to use whichever checklist is appropriate for your proposed activity. **See Attachment F for the definitions.** Complete the check list for **either** Evidence-Based or Evidence-Informed, depending on which definition your program meets.

Applicant Name: _____

Activity Name: _____

EB/EI Model Name: _____

Items to Consider:

Evidence-Based Programs

_____ Is there documented research showing that your program repeatedly and consistently demonstrated desirable outcomes through application of scientific research methods?
(You must provide a source and summary, not to exceed one page, with your application. A full copy of the research must be kept on file and will be reviewed during programmatic monitoring.)

_____ Will your proposed activity follow the model as researched, including ALL the components such as frequency, duration, target population, staff qualifications, and/or training, etc.?

_____ Do you have a strong current logic model?

_____ List at least one source that rates your proposed activity as evidence-based from at least one source that rates evidence –based programs. _____

Other Comments: _____



Applicant Name: _____

Activity Name: _____

EB/EI Model Name: _____

Items to Consider:

Evidence-Informed Programs

_____ Are there qualitative studies and finding from basic research that supports your practice and/or multiple practices or components? *(You must provide a source and summary, not to exceed one page, with your application. A full copy of the research must be kept on file and will be reviewed during programmatic monitoring.)*

_____ Do you have a strong current logic model?

_____ Is there history of this practice demonstrating positive results (outcomes)? *(You must provide a source and summary, not to exceed one page, with your application. A full copy of the research must be kept on file and will be reviewed during programmatic monitoring.)*

_____ Is practice implemented in accordance with written guidelines? *(guidelines in file)*

_____ Is this practice rated as “Promising” or “Emerging” from at least one source that rates evidence-based programs? *(copy in file)*
i.e. Infant Health and Development Program has been rated “Promising” by Promising Practices Network – <http://www.promisingpractices.net/program.asp?programid=136>

Other comments: _____

Application*

*Please Note: This application section (pages 13-16) is required ONLY if this is a new activity or if the activity has had a major change in scope. However, all activities require a logic model, Evidence Based/Evidence Informed checklist, three (3) letters of reference, an itemized budget and a budget narrative. See the checklist on page 22.

Agency Name: _____

Check the appropriate line:

- ___ Child Care Related
- ___ Health and Safety
- ___ Family Support
- ___ Literacy

Check the appropriate line:

- ___ New Activity
- ___ Change in Scope

I. Activity Title: _____

II. List the primary PBIS Standard that best reflects your agency’s motivation for implementing your activity. Please see pages 7 - 9. (Example: VI. A.) Indicate “none” if the PBIS Standards do not apply to your activity.

III. Full Activity Description (FAD): *After reading this section, the reader should have knowledge of the activity and how it will operate. Assume the reader has little familiarity with the partnership or the county and answer as completely and in as much detail as possible. Please be sure to address all of the following using either narrative style or specifically answering the questions:*

A. Grants:	Yes	No
Does this activity contain grants of any kind or incentives to participants? What is being given to participants? <u>If you have checked yes, describe in detail.</u>	<input type="checkbox"/>	<input type="checkbox"/>

B. Medicaid Reimbursement:	Yes	No
Is any portion of this activity Medicaid reimbursable? <u>If you have checked yes, describe in detail.</u>	<input type="checkbox"/>	<input type="checkbox"/>

C. Description of Services:

Please address the following in detail:

- the specific service to be offered, including the tasks/goals to be accomplished and when and where this service will operate
- the population to be served, including eligibility criteria for participation
- the staff that will be paid for with Smart Start funds
- the incorporation of effective practices into activity, if applicable

D. If it is similar to other services in the county please explain how this service will enhance, expand or work with the service currently offered. (*Reminder – duplication/supplantation of services is not approvable: i.e. paying for a Medicaid eligible well child visit*)

- E. Describe which organizations and agencies have collaborated in the development or delivery of this service to make it responsive to community need.

IV. Program and Data Evaluation

A. Projected Outputs (Numbers/Counts) for the upcoming FY: *Counts will be reported in your Smart Start Quarterly Reports.* Outputs are counts. Some of the things to consider tracking are:

- number of children served
- number of families served
- number of child care teachers/family child care providers/directors served
- number of child care centers/family child care homes served
- number of information packets distributed
- number of referrals; number of workshops/sessions offered
- number of service units (e.g. home visits, units of therapy, counseling sessions)
- There may be others. Please include those that apply to the activity and any others the partnership has decided to track. Make sure SSQRS categories are addressed.

Please talk with the Stokes Partnership for Children Program Manager for assistance in creating your Outputs.

List one output on each line of the following chart (insert lines as needed). Complete each column on the chart with the required information, deleting the example before submission.

List one output per line	What documents will be used to measure output?	Who will be responsible for documentation?	Where will documentation be filed?
<i>Example: 100 centers will increase their star rating by at least 1 star</i>	<i>Quality Enhancement Site plan</i>	<i>QE Specialist</i>	<i>In notebook in QE area of partnership office</i>

B. DOCUMENTED NEED and OUTCOMES

Describe the NEED(s) to be addressed by this activity: *(Remember to use recent local needs data. State and/or national data may also be included, all preferably less than 5 years old whenever possible.)*
Example: *A January 2010 internet review of the Division of Child Development (DCD) Regulatory database indicated 50% of child care facilities in our county are less than 4 star; therefore child care quality improvement efforts continue to be a need in XX county so that all children will have the benefit of 4 or 5 star level care. Please delete this example when you insert your activity specific need.*

Actual and projected OUTCOMES identified for this activity for the upcoming FY:

- The selected outcomes must be linked to the above documented need statement and relate to at least one of the projected counts in the previous section. Enter one outcome in a row. Use the outcomes from the logic model.

Outcomes – Previous FY (2010-2011)

Projected Outcome	Actual Outcome	How did the actual outcome compare with the projected outcome?			What factors explain why the actual outcomes exceeded or did not meet the projected outcomes?
		Exceeded	Met	Did Not Meet	

Outcomes – Current FY (2011-2012)

Projected Outcome	How do you anticipate the actual outcomes will compare to the projected outcomes at the end of this FY?			What factors explain why the actual outcomes may exceed or may not meet the projected outcomes?
	Exceed	Meet	Will Not Meet	

Projected Outcomes – Upcoming FY (2012-2013)
from the attached logic model

V. Projected Line Item Budget AND Narrative:

Include a (1) line item budget and (2) narrative that details projected expenses in a line item budget format. *Please see the sample format in Excel – Attachment A. You may use the sample form or your own version as long as all required information is included.* Be sure to include specifics for each projected expense, *i.e. Personnel: 2 FT CCHCs at \$50,000/year per position including benefits.* If this activity has multiple funding sources, discuss within the narrative in-kind or matching funds that are being leveraged.

VI. Contract Activity Description (CAD), 200 words maximum:

This section will be used in developing service contracts. Write the CAD after you complete the full activity description (FAD). Refer to the Smart Start Cost Principles for additional items to be included. The following information must be addressed when writing the CAD:

- What service will be provided
- Who will receive the service
- What staff will Smart Start fund
- How will the service be delivered

Optional:

- Where will the service be delivered
- When will the service be delivered

In addition, the contract activity description (CAD) must:

- Be written in the future tense
- Be limited to 200 words or less in length
- Spell out all acronyms and abbreviations when first used within the CAD
- Be written in paragraph form (no bullet or numbered lists)
- Be free of spelling, grammatical and spacing errors
- Be free from apostrophes in the title

VIII. ATTACH, AT A MINIMUM, THREE (3) LETTERS OF REFERENCE SUPPORTING YOUR PROPOSAL.

Stokes Partnership for Children Service/Program Planning Budget

Organization:		Request for Fiscal Year: July 1, 2012 - June 30, 2013			
Activity Name:		Smart	Cash	In-Kind	Total
G.L.		Start	Amount	Amount	Funds
ACCT	Description				
51XX	11) Personnel				
52XX	12) Contracted Services				
	13) Total Personnel/Contracted Svcs.				
531X	14) Office Supplies & Materials				
538X	15) Service Related Supplies				
	16) Total Supplies & Materials				
541X	17) Travel				
542X	18) Communications & Postage				
5430	19) Utilities				
5440	20) Printing & Binding				
5450	21) Repair and Maintenance				
546X	22) Meeting/Conference Expense				
5470	23) Employee Training (no travel)				
5480	24) Classified Advertising				
549X	25) In-State Board Meeting Expense				
	26) Total Non-Fixed Operating Exps.				
5510	27) Office Rent (Land, Buildings, etc.)				
5520	28) Furniture Rental				
5530	29) Equipment Rental (Phones, Computer, etc.)				
5540	30) Vehicle Rental				
5550	31) Dues & Subscriptions				
5560	32) Insurance & Bonding				
5570	33) Books/Library Reference Materials				
5590	34) Other Expenses				
	35) Total Fixed Charges & Other Exps.				
5610	36) Buildings & Improvements				
5620	37) Leasehold Improvements				
5630	38) Furniture/Non-Comp. Eqpt., \$500+/item				
5640	39) Computer Equip/Printers, \$500+ per item				
5650	40) Furniture/Eqpt., under \$500 per item				
	41) Total Property & Equipment Outlay				
61XX	42) Purchases of Services				
62XX	43) Contracts With Service Providers, Related				
65XX	44) Contracts With Service Providers, Non-Related				
66XX	45) Stipends/Scholarships/Bonuses				
67XX	46) Grants/Cash Awards, Related Parties				
68XX	47) Grants/Cash Awards, Non-Related Prts.				
69XX	48) Grants/Non-Cash Awards				
	49) Total Services/Contracts/Grants				
7XXX	50) Total Participant Training Expense				
	51) Total Budgeted Expenditures				

Budget Category Explanation

Although some items are obvious, others can be somewhat confusing. Here are brief explanations of some of the budget categories. Please do not hesitate to call the Stokes County Partnership for Children for additional explanation or clarification.

Do not complete this document!
This is only a guide for clarification of the budget line items.

11) Personnel	Salary & wages, insurance, social security, retirement
12) Contracted Services	Accounting & tax, legal, temp., payroll and janitorial services
14) Office Supplies	Office, janitorial or computer supplies, bank service charges, computer software
15) Service Related Supplies	Educational, medical, promotional (pins, magnets, etc.)
17) Travel	Employee travel: mileage, meals, lodging
18) Communication & Postage	USPS, UPS, FedEx, phone/fax lines & usage
19) Utilities	Water, gas, power, etc.
20) Printing & Binding	
21) Repair & Maintenance	Routine repair & maint. incl. service contracts (ex. copier maint.)
22) Meeting/Conference Exp.	Conferences YOU conduct, not conferences you attend
23) Employee Training (no travel)	Conf. registration fees, tuition, training materials – employee travel expenses are recorded on line 17
24) Classified Advertising	
25) In-State Board Meeting Expenses	Board member expense – all travel, training, etc.
27) Office Rent (Land, Buildings, etc.)	Please base on \$/sq.ft.
28) Furniture Rental	
29) Equipment Rental (phone, computer, etc)	
30) Vehicle Rental	
31) Dues and Subscriptions	
32) Insurance & Bonding	
33) Books/Library Reference Materials	
34) Other Expenses	Please do not use without first contacting the Partnership
36) Building & Improvements	
37) Leasehold Improvements	
38) Furniture/Non-computer Eqpt., \$500+/item	Use actual cost (rather than original retail price, etc)
39) Computer Equipment/Printers, \$500+/item	(Remember, items purchased by SPC belong to SPC
40) Furniture/Eqpt., under \$500 per item	
42) Purchase of Service	
43) Contract with Service Providers	
44) Stipends/Scholarships/Bonus	
45) Grants/Cash Awards	
46) Grants/Non-Cash Awards	

Application Agreement

The agency applying also recognizes and agrees to the following terms:

- Promote the activity as being funded by Stokes Partnership for Children (Smart Start) in all literature, signs, reports, and community activities. (Use Stokes Partnership for Children logo when possible.)
- Comply with fiscal and program reporting requirements.
- Submit required reports and information in a timely manner.
- Maintain adequate dishonesty bond and commercial liability insurance coverage.
- Include measures of accountability and measurable outcomes for evaluation results.
- Be available for scheduled and non-scheduled monitoring visits by Stokes Partnership for Children.
- Assure that direct Smart Start dollars are going solely for children 0-5 years of age.
- Assure that any individuals hired with Smart Start funds will focus solely on children 0-5 years of age.
- Recognize that all purchases made with Smart Start dollars are owned by the partnership and must be given back to the partnership if the agency loses its funding or goes out of business. (*All equipment, furniture, materials, etc. must be reverted back to Stokes Partnership for Children.*)
- Place asset tags (provided by partnership office) on and keep and provide an inventory of all equipment/furniture/materials purchased with Smart Start funds.
- Revert any 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 (as listed above) are not being met, funds may be pulled at any time during the year.
- Agree to track all cash and in-kind donations that enhance Smart Start activities.
- Agree to abide by mandated competitive bidding policies.
- Agree to abide by mandated Cost Principles.

The applicant certifies that they will comply with the aforementioned requirements.

Signature of Authorized Person

Date

Signature of Contact Person

Date

Certification of Compliance

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 that are allocated consistent with the purpose 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 no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

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 issued 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

Chairman, Executive Director, or
Other Authorized Official

Sworn to and subscribed before me, this the _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

Pre-Contracting
Information Required for Contract Development
Must be Submitted by All Applicants!

The Stokes Partnership for Children needs the following items before it can complete the development of your contract. Please return **ONE COPY** of this pre-contracting information **ONLY** to the Stokes Partnership for Children along with your organization's original application, twelve copies and one on CD.

Pre-Contracting Items

1. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
2. 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.
3. Copy of your organization's Conflict of Interest Policy.
4. Proof of insurance that may include, but not be limited to, the following:
 - Workers' compensation;
 - General business liability;
 - Fidelity bonding (e.g., employee crime or dishonesty);
 - Professional liability;
 - Automobile (owned, hired or non-owned).
5. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the contract. The Local Partnership will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.
6. Completed Internal Revenue Service (IRS) Form W-9. **OR** If a nonprofit entity, a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
7. Verification of the entity's federal tax identification number and legal name (Form SS).
8. Most recent audited financial statements. If audited financial statements are not available, similar evidence of financial stability must be provided.
9. A list of the proposed staffing, deployment and organization of personnel to be assigned to this project.

Checklist for Potential Bidders

1. Does your project plans deal exclusively with children birth through age five and their families?

YES

NO

If no, what other funding sources will be used in addition to Smart Start?

2. Which core service does your project address?

FAMILY SUPPORT

HEALTH CARE

EARLY CARE AND EDUCATION

LITERACY

3. Please check the following as they are completed and ready to be submitted to SPC. All are mandatory unless otherwise indicated:

APPLICANT DATA SHEET

LOGIC MODEL (ATTACHMENT E)

EVIDENCE-BASED AND EVIDENCE-INFORMED CHECKLISTS

EVIDENCE-BASED AND EVIDENCE-INFORMED DOCUMENTATION

APPLICATION (REQUIRED ONLY FOR NEW ACTIVITIES OR THOSE WITH
A MAJOR CHANGE IN SCOPE FROM PREVIOUS YEARS.)

LINE ITEM BUDGET

BUDGET NARRATIVE (ATTACHMENT B)

MINIMUM OF THREE (3) LETTERS OF RECOMMENDATION

APPLICATION AGREEMENT, SIGNED AND DATED

CERTIFICATION OF COMPLIANCE – SIGNED, DATED, AND NOTARIZED

PRE-CONTRACTING DOCUMENTS

Please do not write below this line. For SPC use only.
