



Children's Board
HILLSBOROUGH COUNTY

www.ChildrensBoard.org

**Request for Applications
Conscious Awareness Learning Model (CALM) Grants for
Early Childhood Education Providers
Fiscal Year 2019**

RFA Designation: Pro 2019 - 04

Issue Date: November 9, 2018

Total Allocation: \$275,000

Deadlines: (Eastern Standard Time)

Questions Due:

November 28, 2018 by 7:00 PM

Applications Due:

December 14, 2018 by 5:00 PM

**Kelley Parris, Executive Director
Megan Proulx Dempsey, Board Chair**

For further information, contact:
Shawntaye Beato, Project Manager
CALMGrants@childrensboard.org

PART (1) – GENERAL INSTRUCTIONS AND INFORMATION

1.1 INTRODUCTION TO THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

In 1988, Hillsborough County residents agreed that improving supports and services to our county’s children and families was a major priority for our community’s future. Thus, the Children’s Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on shifting outcomes to improve the lives for children and their families; providing venues for community engagement and advocacy efforts; maximizing funding revenues through strategic grant making principles and leveraging strategies; developing innovative services and supports; and, catalyzing the research and community perspective to promote learning, improve professional training, and enhance service systems.

VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

MISSION

The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CORE VALUES: Integrity - Excellence - Team Work - Respect

The Children’s Board of Hillsborough County has adopted funding platforms which establishes levels of funding in our existing focus areas. The main funding platforms are called *Major Investment Grants* (Level 1), *Uniting Grants* (Level 2), *Leading Grants* (Level 3), and *Technical Assistance Grants* (Level 4). Additional information may be accessed through the website at www.childrensboard.org.

FOCUS AREAS

Children are Healthy and Safe: Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

Children are Developmentally on Track: Early Identification of developmental needs for children birth to age five is essential for optimizing a child’s potential and serves as an opportunity for caregivers to learn more about their child’s current developmental functioning.

Children are Ready to Learn and Succeed: School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects a families’ cultural values. In addition, quality early learning and support for

caregivers or early childhood educators must also promote early caregiver involvement and opportunities for professional development.

Children have Supported and Supportive Families: Support for the whole family is essential for developing informal supports, stability and overall well-being. Family Support plays an important role in a young child's brain development because early experiences develop through positive relationships which establishes the foundation for secure attachments and future physical, cognitive and social-emotional health.

STATEMENT OF PURPOSE: Implement CALM strategies that enhance classroom quality in a Child Care Center (Center), Family Child Care Home (FCCH), Large Family Child Care Home (FCCH), Religious Exempt Child Care Center (Center), or Non-Public School recognized for substantial compliance in Hillsborough County serving children birth to age five. CALM Grants are awarded to a Center, FCCH, or Non-Public School with an early childhood educator who has participated in at least five CALM training sessions since March 1, 2017.

1.2 TIMELINE AND SUMMARY (Dates subject to change)

[This is a summary only and does not alter the requirements contained in other sections of this Request for Applications procurement document.]

Date	Description
November 9, 2018	Request for Applications released and posted on www.childrensboard.org - Click on the Budgeting tab for Funding Opportunities.
November 28, 2018	<p style="text-align: center;">Deadline for written questions by 7:00 PM Email questions to Shawntaye Beato, Project Manager at CALMGrants@childrensboard.org</p> <p>Please use email subject line: Pro 2019-04 CALM Grants</p>
November 30, 2018	Answers to Questions posted on www.childrensboard.org .
December 14, 2018	<p>Submission deadline is 5:00 PM (Children’s Board’s Clock) at Children’s Board of Hillsborough County — Front Desk Reception.</p> <p>Responses may be delivered in person, courier, or US mail. <u>No facsimile or emailed Applications will be accepted.</u></p> <p>Special Note: Children’s Board is open December 10, 2018 through December 13, 2018 until 8:00 PM.</p>
Week of January 7, 2019	Application Review.
Week of January 14, 2019	Grant awards are announced.
February 1, 2019	Letter of Agreement contract begins with selected Applicants.

1.3 DEFINITIONS

1. **“Applicant”** or **“Organization”** or **“Agency”** means the eligible Child Care Center, Family Child Care Home, Large Family Child Care Home, Religious Exempt Child Care Center, or Non-Public School recognized for substantial compliance that submits or intends to submit an Application to the CBHC pursuant to this procurement document.
2. **“Application”** means the written application submitted by an Applicant in response to this procurement document and includes any written clarifications submitted by an Applicant in response to a written request from the Project Manager.
3. **“Children’s Board”** or **“CBHC”** means the Children’s Board of Hillsborough County, a special district political subdivision of the state of Florida. The Children’s Board of Hillsborough County is not a corporation. All records submitted to the Children’s Board become public records under Chapter 119, Florida Statutes, unless exempted by state law. The Children’s Board is also subject to the Florida’s Sunshine Law; see Chapter 286, Florida Statutes.
4. **“Conscious Awareness Learning Model”** or **“CALM”** means a CBHC funded program through Hillsborough Community College that trains early childhood educators employed by Child Care Centers and Family Child Care Home providers and families in the research-based Conscious Discipline® approach. Coaches deliver services to improve discipline and classroom management skills. Teachers are then able to model CALM strategies to students and offer family training and support.
5. **“Conference Registration Fees”** means cost associated with registering for training event not to exceed \$199.00 dollars per person for up to two (2) Center, Family Child Care Home, or Non-Public School staff.
6. **“Cost Reimbursement”** means the organization must spend the money for the authorized purchases and submit paid receipts or invoices to the CBHC for reimbursement.
7. **“Early Childhood Educator”** means a person who works with young children and their families in the applicant’s Child Care Center or Family Child Care Home.
8. **“Grantee”** means the selected Applicant(s) awarded a contract with the Children’s Board to purchase items to implement CALM.
9. **“Project Manager”** means **Shawntaye Beato**, CBHC Contract Manager.
10. **“RFA”** or **“Request for Applications”** or **“Procurement Document”** means this Request for Applications, whose RFA designation is shown on the first page of this RFA, and includes any addendum and the answers to Applicant’s questions.
11. **“Services”** or **“Activities”** means all equipment and materials necessary for the selected Applicant to implement strategies as described in Applicant’s Application and carried out as required by procurement document.

1.4 SCOPE OF SERVICES

Introduction:

CALM Grants are intended to support early childhood education providers with staff who have participated in at least five CALM training sessions to implement CALM strategies that enhance classroom quality in a Center, FCCH, or Non-Public School recognized for substantial compliance in Hillsborough County. If awarded, the contract period for this CALM award will be **February 1, 2019 – June 30, 2019**.

Applications for **one-time, time-limited grants** on a **cost reimbursement** basis will be considered with a maximum award of **\$5,000** per Center, FCCH, or Non-Public School recognized for substantial compliance unless it is a Corporate/Franchise or with multiple locations. If a Corporate/Franchise or an organization with multiple locations applies; it may only do so for ONE location in Hillsborough County.

CALM Grants are intended to assist early childhood education providers serving children birth to age five. Expenses should focus on improving the overall quality of early learning in the classroom and home setting through developmentally appropriate practices as demonstrated in CALM training sessions.

Eligibility:

Applicants eligible for funding must:

- Be Licensed or Registered and Monitored in Hillsborough County by the Hillsborough County Child Care Licensing Office; or
- Be a Non-Public School, recognized for substantial compliance by the Hillsborough County Child Care Licensing Office with a Certificate of Compliance.
- Contact Marni Fuente by email only at mfuente@hccfl.edu to confirm that a teacher or director from the Center, FCCH, or Non-Public School has participated in at least five CALM training sessions since March 1, 2017.

Applicants are not eligible if:

- Center, FCCH, or Non-Public School has a pending or current administrative action (Class 1 violation) against them.

Grant funds will not cover:

Salaries (with exception of substitute teacher(s) cost to cover for teacher(s) attending conference), grant writers, organization audit, legal fees, Center or FCCH furnishings, construction, renovations, tuition, field trips, transportation, vehicles, or cost related to business start-up.

Eligible costs may include:

Budget Line	Example(s) of Expenses
Contractual Services	-Substitute teacher(s) cost only to cover for teacher(s) attending ECC Conference
Conference Registration Fee	-Registration for up to two (2) Center, FCCH, or Non-Public School staff, at a cost of \$199 per person, to attend the Early Childhood Council (ECC) Conference in Tampa, Florida on June 27, and 28, 2019
Printing & Copying	-Printed Handouts or Activities in color or black and white
Computer Supplies	-Desktops, laptops, or tablets that remain in the CALM onsite classroom(s)
Educational/Curriculum Supplies	-Developmentally appropriate toys, props, or manipulatives -Items that Support Age-Specific, Daily Rituals or Routines -Items promoted by CALM to create Safe Places in the Classroom or FCCH -Educational or Social-Emotional Materials for Classrooms or Whole Center or FCCH -Music or Language Development Tools -Family Engagement Materials or Activities
Evaluation Supplies	-Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ®: SE-2)
Training Supplies	-Visual Aids; Books for families or teachers
Client/Participant Supplies	-Take Home Supplies for Children or their Caregivers; Food for Parent/Teacher Events

1.5 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Children's Board encourages the participation of minority faith-based and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability or marital status.

1.6 NO ORAL INTERPRETATIONS

Interpretations, explanations, corrections and changes in this Request for Applications will be made only by written answers to Applicants' questions submitted prior to the deadline for such questions and/or by addendum.

1.7 QUESTIONS FROM APPLICANTS AND CHILDREN'S BOARD'S ANSWERS

Answers to Applicants' written questions will be made in writing and posted on CBHC website as described in Section (1.2). Should any questions or response require revisions

to the Request for Applications, such revisions will be by addendum only and furnished by posting on CBHC website.

1.8 ADDENDUM AND INCOMPLETE APPLICATIONS

Applicants are responsible for complying with any addendum issued. FAILURE TO RESPOND TO ANY ITEM INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THE PROCUREMENT DOCUMENT MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE APPLICATION AND MAY RESULT IN DISQUALIFICATION OF THE APPLICATION FROM FURTHER CONSIDERATION.

1.9 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children's Board may seek clarifying information regarding any Application. Such clarifying information shall be provided by the Applicant in writing.

1.10 REJECTION OF APPLICATIONS OR APPLICANTS

Children's Board reserves the right to reject all Applications with or without cause, to waive technicalities or informalities, and/or to accept an Application which best serves the interests of the Children's Board as described in this procurement document. Cost of preparing an Application is an operational cost of the Applicant and shall not be passed on to or incurred by CBHC.

Any Application determined to be non-responsive to any specification or requirement of this RFA, including instructions governing submissions of Applications, may be disqualified without evaluation. An Applicant who violates the provisions of this procurement document may be rejected from the selection process.

1.11 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel and/or Children's Board's Board members, other than **Shawntaye Beato, Project Manager**, regarding the Application, from the date the RFA is issued and the date of the awards announcement may result in rejection of such Application.

1.12 COST REIMBURSEMENT PAYMENTS

Awarded organizations will be paid on a Cost Reimbursement basis. This will require applying organizations to have the financial resources available to cover all expenditures prior to receiving payment from CBHC.

1.13 CHILDREN'S BOARD'S CONTRACT

By submitting an Application, the Applicant agrees that, if the Children's Board selects such Applicant to perform the Services, the Applicant will, upon such selection, execute a standard Children's Board Letter of Agreement. Execution of the Letter of Agreement will be contingent on availability of funds.

1.14 AWARD OF CONTRACT

The contract for the Services will be awarded to the Applicant determined in writing to be in the best interests of the Children's Board. No contract shall exist between the Children's Board and the selected organization until the written contract is signed by the Children's

Board and the selected organization. The Children’s Board reserves the right to negotiate the revision of the scope of Services with the successful Applicant or Applicants as determined necessary in the best interests of the Children’s Board.

The Children’s Board reserves the right to make partial awards that fund only certain elements or components of an Application when determined to be in the best interest of the Children’s Board.

1.15 PROHIBITIONS ON APPLICANTS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two years from the date a Children’s Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.

PART (2) – APPLICATION CONTENT AND GUIDELINES

2.1 APPLICATION ATTACHMENT (1)

Include a completed Application with the submission. The following are special notes:

- Use the Applicant Child Care Center, Family Child Care Home, or Non-Public School legal name including any “doing business as” (d/b/a) name. The name should match the name registered with Hillsborough County Child Care Licensing Office;
- Child Care Center or Family Child Care Home or Non-Public School Authorized Official, or an appointed official (e.g. Owner, Director, etc.) to whom the organization has granted the legal authority to submit the application, must sign an original Attachment (1), in order to be considered for funding.

*Failure to comply with providing a **signed original** copy may result in disqualification of the Application from further consideration.*

2.2 CALM Application Budget ATTACHMENT (2)

The CALM Application Budget, Attachment (2), details the revenue and expenditures proposed in the Application. Verify that the Agency name matches the information provided on the Application.

The CALM Application Budget has two columns:

- Column (1) (left): details the funds requested in this Application from the Children's Board; and
- Column (2) (right side): The Budget Narrative is the description of how the budget amounts were determined for each line item. Describe in detail how the figures were calculated and what items will be purchased with the dollars budgeted (Example – Educational/Curriculum Supplies: social-emotional books at \$8.95 each times 3 classrooms plus shipping \$4.95 = \$31.80). Add sales tax if applicable. CBHC will not reimburse for sales tax if the organization is tax exempt.

Revenue:

- Total CBHC requested amount. The Total line is automated. DO NOT CHANGE.

Expenditures:

- Column (1) includes all the expenditures for the CBHC funds requested.
- 1. Contractual Services:** List costs of services rendered to the Project by consultants and other independent contractors including substitute teachers during the contract period. Contracted services are primarily used for one-time or time-limited activities. Define the contracted vendor in the narrative section, including a description of the service or deliverable and proposed fee.
 - 2. Conference Registration Fee:** Indicate ECC conference, registration at \$199 per person, what position(s) will be attending, and total cost.
 - 3. Printing & Copying:** Include outside printing cost and briefly describe specific items to be printed.
 - 4. Computer Supplies:** Include computers, software, printer ink and other computer supplies. Provide detail of what will be purchased, how the amount was determined, and if for staff or student use. Include quotes or estimates to support the cost as attachments with the application, if appropriate. CBHC will pay a maximum of \$400 per computer, including accessories.
 - 5. Educational/Curriculum Supplies:** Include all supplies that staff use to support CALM. This includes books, curriculum, educational toys or materials that do not go home with the family. Provide detail of what will be purchased and how the amount was calculated.
 - 6. Evaluation Supplies:** Include tools and/or questionnaires purchased in order to evaluate the Project and/or participants in this line. Provide detail of what will be purchased and how the amount was calculated.
 - 7. Training Supplies:** Include the cost of supplies when the Center, FCCH, or Non-Public School is providing the training for families or staff members. Provide detail of what will be purchased and how the amount was calculated.
 - 8. Client/Participant Supplies:** Include consumable materials and items given to the family to take home that supports CALM. Examples are educational toys, food for parent/teacher events, written materials, activity supplies, or safety products.

2.3 APPLICANT SUBMISSION

- One (1) typed original Application (Attachment 1);
- Application Budget (Attachment 2)
- (12) point font (Arial, Times New Roman or Cambria preferred);
- All pages numbered;
- Four (4) black and white copies, including attachments; and
- Application must be delivered in person, courier, or US mail (No facsimile or emailed Application will be accepted).
- The outside envelope should be clearly labeled:

**Pro 2019 - 04
CALM Grants RFA**

Children's Board of Hillsborough County
1002 E. Palm Avenue, Tampa, FL 33605
Attn: **Shawntaye Beato**, Project Manager



**ATTACHMENT (1)
Pro 2019 - 04 Request for Applications (RFA)
Conscious Awareness Learning Model (CALM) Grants for
Early Childhood Education Providers**

Date of Application	
Legal Business Name	
Child Care Center or Family Child Care Home or Non-Public School Name (If different from Legal Business Name)	
Year Established	
Location Address (where purchases will be used)	
Mailing Address (if different from Location Address)	
Primary Contact for Application (Name and Title)	
Primary Contact's Phone Number	
Primary Contact's Email Address	
Location Fax Number	
Hillsborough County Provider Type	Check one:
Child Care Center (Licensed)	<input type="checkbox"/>
Family Child Care Home (Licensed)	<input type="checkbox"/>
Large Family Child Care Home (Licensed)	<input type="checkbox"/>
Religious Exempt Child Care Center (Registered)	<input type="checkbox"/>
Non-Public School (Recognized for Substantial Compliance)	<input type="checkbox"/>

Licensing Expiration Date
Name of Teacher or Director who completed five (5) CALM training sessions (from location address listed)
Amount of CBHC Funds Being Requested
Provide a Summary of how the Applicant plans to use the requested funding, who will benefit, and the expected impact
Describe how CBHC Funds will enable the Applicant to increase quality early learning through strategic activities that strengthen its ability to support best practices over the long term
Provide a Brief Description of Children Served (Total and Ages)
Number of classrooms (in the location address listed)

Provide relevant information that demonstrates the Applicant's capability to carry out the objectives and activities described in the Application

Applicant's History, experience, and financial capability to manage CBHC Funds, including cost reimbursement for expenses.

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SIGNATURE PAGE AND SUBMISSION REPRESENTATIONS

The Applicant confirms that they meet the eligibility criteria specified in the Request for Applications.

Signature – The original Application is to be signed by an official/individual who is legally authorized to bind the Applicant.

Authorized Signature	
Printed Name & Title	
Date Signed	

SUBMISSION INSTRUCTIONS

Mail or hand-deliver signed original application and attachments with copies to:

Children's Board of Hillsborough County
1002 E. Palm Avenue, Tampa, FL 33605
Attn: Shawntaye Beato, Project Manager

Children’s Board of Hillsborough County
 Pro 2019 – 04 Request for Applications Conscious Awareness Learning Model (CALM) Grants for Early Childhood Education Providers
 Attachment (2) - CALM Grants Application Budget

CALM GRANT FOR EARLY CHILDHOOD EDUCATION PROVIDERS APPLICATION BUDGET		
Agency: _____		
Project: CALM		
Contract Period: 2/1/2019 - 6/30/2019		
	<u>CBHC Budget (1)</u>	<u>Budget Narrative (2)</u>
REVENUE:		
Children's Board Allocation	-	
TOTAL REVENUE	-	
EXPENDITURES:		
Contractual Services		
Conference Registration Fee		
Printing & Copying		
Computer Supplies		
Educational/Curriculum Supplies		
Evaluation Supplies		
Training Supplies		
Client/Participant Supplies		
TOTAL EXPENDITURES	-	