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**3-Year Bidding Application for Smart Start Funds**

**Guidelines & Request for Proposal Package   
for the Implementation of Smart Start**

**Funded Activities 2025-2028**

**Questions:**

Call Cherie Holt at   
(252) 636-3198

Or email

cherie@cravensmartstart.org

|  |
| --- |
| **REQUEST FOR PROPOSALS**  **INSTRUCTIONS** |
| Craven Smart Start, Inc. is accepting proposals from qualified applicants to provide evidence-based/evidence-informed services that support the quality and availability of child care, family support initiatives, and health initiatives to address the needs of children, ages birth to five, and their families and/or caregivers. |

|  |  |
| --- | --- |
| ISSUING AGENCY | Craven Smart Start, Inc.  2111-F Neuse Blvd.  New Bern, NC 28560 |
| REQUEST FOR PROPOSALS (RFP) | 2025-2028 EVIDENCE-BASED/EVIDENCE-INFORMED ACTIVITIES |
| RFP ISSUE DATE | Saturday, February 1st, 2025 |
| DEADLINE FOR QUESTIONS | Monday, February 17th, 2025 |
| SUBMIT QUESTIONS TO | Cherie Holt, Program Coordinator/Evaluator  [cherie@cravensmartstart.org](mailto:cherie@cravensmartstart.org)  Subject: 2025-2028 Request for Proposals |
| DEADLINE FOR PROPOSALS | **Thursday, February 20th, 2025,** **by 5:00 PM EST.** |
| PROPOSAL SUBMISSION INSTRUCTIONS | * You will be providing **TWO copies** of your RFP * **One electronic copy** must be sent via email to: Cherie Holt  by **5:00 pm est., Thursday February 20th, 2025** * In addition, please provide **one hardcopy** with an original ignature  by **5:00 pm est., Thursday, February 20th, 2025** * You may drop off the hardcopy at our office or place it in the mail. If mailing, the **postmark must be dated February 20th, 2025.** * Faxed copies will not be accepted |
| Electronic Copy – EMAIL | Cherie Holt, Program Coordinator/Evaluator  [cherie@cravensmartstart.org](mailto:cherie@cravensmartstart.org) |
| HARDCOPY – DROP OFF/MAILR | Craven Smart Start, Inc.  2111-F Neuse Blvd.  New Bern, NC 28560  ATTN: Cherie Holt |
| NOTIFICATION OF DECISION | April/May 2025 |
| SERVICES TO BID | * Child Care Resource and Referral (CCR&R) * Dolly Parton’s Imagination Library * Family Literacy Program: Part – Day Child Care * Motheread/Fatheread * North Carolina Pre-Kindergarten (Enhancement) (NC Pre-K) * Raising a Reader (RAR) |

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

# INTRODUCTION

Craven Smart Start, Inc. (hereinafter referred to as the “Local Partnership”), 501 (c)(3), is soliciting proposals to establish a contract through competitive bidding. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the “Contractor”) to provide evidence-based/evidence-informed: comprehensive child care resource and referral services, an early childhood program that will prepare children and their parents for success; parenting instruction, information, and resources; a center based literacy program; community outreach; and a high-quality pre-kindergarten program.

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

## BACKGROUND

**Mission:**

Building brighter futures for young children.

**Vision:**

We believe that when young children are given the opportunity to reach their full potential, they will become loving, nurturing, independent individuals who will contribute to their families, communities, and society. We believe that all children, when surrounded by a supportive community, can achieve economic success and experience the highest quality of life. Craven Smart Start is committed to creating a loving, caring, and sharing community through health, education, economic development, and socialization support.

**The Operating Principles of Craven Smart Start:**

* To require that all activities funded by the Partnership follow the principles of family support.
* To provide maximum collaboration among local and regional agencies with roles in improving the lives of children, thus producing mutually enhanced efforts.
* To leverage Partnership dollars whenever possible with other financial resources for the maximum benefit of Craven County’s 0-5 age children.
* To ensure that thorough program specificity and accountability are provided by those programs funded through the Partnership.
* To eliminate barriers to service.

## FUNDING PRINCIPLES

When grant recipients or contracting agencies are being selected, preference will be given to those responding in the most effective ways to the greatest number of the goals and program standards.  Proposals will be reviewed and scored based on how closely the project description relates to goals, Community Early Childhood Profile (EC Profile) (Attachment II), and local needs.

Smart Start is a statewide initiative funded by the North Carolina General Assembly designed to provide funding for projects and programs that improve the quality of early childhood development for young children, 0-5 years old, and their families. Smart Start was designed to ensure that children arrive at school healthy and ready to succeed.  Therefore, emphasis is on developing or improving the quality, affordability and availability of child care, along with child health and family support initiatives that strengthen a child’s development and the family’s ability to nurture their child.  All grant applications therefore should support the mission and goals of Craven Smart Start.  Grants are available to public and private nonprofit agencies, organizations, and corporations.

This Proposal cycle will begin **July 1st, 2025** and end **June 30th, 2028**

* *This is a**multi-year bid for ongoing services.*
* *Prospective Contractors must submit a cost proposal for* ***three fiscal years.***
* *The Contractor must submit an annual budget ending June 30th for each fiscal year of the proposal period.*
* *Contract(s) for subsequent fiscal years will be executed* ***only after the Contractor confirms satisfactory performance and the availability of funds for this purpose****.*

# NEEDS AND ACTIVITIES

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are listed below. The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable, formally known as Performance Based Incentive System.

## Child Care Resource & Referral

EC PROFILE: PLA40

Child Care Resource and Referral (CCR&R) is aligned with the North Carolina CCR&R System to provide CCR&R services that meet NC CCR&R Council specific outputs and outcomes. Services may include: technical assistance, training for child care providers, consumer education, and/or consumer referral. Services that are provided in this activity include: (1) Technical assistance: Technical assistance in the form of coaching and modeling provided to early childhood educators working in start-up, licensed and/or G.S. 110 child care facilities serving children birth to five years old. The Technical Assistance activity will be focused on: improving Participating Facilities Star Levels; Participating Facilities Star Rating Education and Program Standards points; and ITERS/ECERS/FCCERS scores. (2) Training for child care providers: Training for DCDEE credit hours provided on child care related topics and coordination of CEU opportunities. (3) Consumer education: Information and/or education to families about quality child care. (4) Consumer referral: Referring families to local child care options. This activity will offer a variety of materials to support child care providers and families with young children's learning and development. This activity will provide access to child development resources and materials such as, but not limited to, books, manipulatives, reference materials, curriculum kits, etc. Items for check out will be available to educators, families with children ages birth to five years, college students, early interventionists, etc.. Guidance on the appropriate use of the materials may be provided. This activity will also serve as a resource room with access to die cuts, laminating machines, etc. CCR&R is the designated CCR&R Region 2 Lead Agency. Smart Start funds for this activity may be used for meetings and conferences. Smart Start funding may be used to support an early childhood conference and/or a recognition dinner. Other staff as needed.

Dolly Parton's Imagination Library

EC Profile: FS20

The Dolly Parton's Imagination Library activity will promote emergent literacy skills through a partnership with Dollywood Foundation. Through this activity, age-appropriate books will be mailed to registered children birth up to age five (0-5) monthly. Families will be recruited in target zip codes. Children are eligible to receive books regardless of family income. The books will be ordered using the Dollywood Foundation Book Ordering System database.

**Family Literacy Program: Part- Day Child Care**

EC PROFILE: S20

As part of the comprehensive family literacy model including four comprehensive components: adult education, parent education, parent and child daily interactions, and early childhood education, this activity will fund the Family Literacy Program: Part- Day Child Care. The Comprehensive Family Literacy Program is offered to adults who will attend school part-time and their children will participate in an early childhood setting; four days per week and 6.5 hours per day, and on the fifth day staff conduct home visits. The Family Literacy Program: Part- Day Child Care provides developmentally appropriate preschool activities for children not enrolled in full time care. This activity will provide a high quality, developmentally appropriate, early childhood program that will prepare children for school success. This activity may support costs for child care providers and the Parent Coordinator; and if the resources are available, the activity may support costs of transportation. This program will follow Craven County's regular school year. Locations for this activity will be in the western part of Craven County.

**Motheread/Fatheread**

EC PROFILE: FS20

As part of the comprehensive family literacy model including four comprehensive components: adult education, parent education, parent and child daily interactions, and early childhood education, this activity will fund Motheread/Fatheread. The target population will be parents who participate in school part-time, and their children participate in an early childhood setting through the comprehensive family literacy program. Motheread/Fatheread staff will have completed the certification training provided by Helps Education Fund or the former company Motheread, Inc. and will implement the program with model fidelity. As a group, participants will read from a set of preselected children's books that is part of the Motheread curriculum. Participants will be given activities to engage in at home. Sessions will meet at least twice a week for one hour for the duration of the Craven County Schools calendar year.

## North Carolina Pre-Kindergarten

EC PROFILE: PLA40

Financial assistance will be paid on a direct per child basis for the purpose of enhancing the NC Pre-K rate for children enrolled in and being served through NC Pre-K and whose families are eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Does NOT include wrap-around care. Data will be reported as directed by DCDEE. Enhancements are available for NC Pre-K sites that are public school sites, private sites, Head Start/Early Head Start sites.

## Raising a Reader EC PROFILE: FS20

A Raising A Reader (RAR) Community Coordinator will implement Raising A Reader, a program that promotes improved literacy development through daily book sharing between caregivers and young children. The RAR Coordinator will hold a Bachelor’s degree in early childhood education or related human service field and is required to attend the RAR National Coordinator Training prior to initial implementation. Coordinators will host two trainings for the site implementers that have been identified to participate in this project. Identified families will be loaned a book bag containing high quality developmentally appropriate children's books. The books will be exchanged each week. Parents of the children in the project will be invited to participate in at least two parent workshops where they will learn book sharing strategies. At least one library event will be provided for RAR participants and their families. Participants and their families will be provided with library information, library card application, and other community literacy resources. The program will be implemented with model fidelity as described above.]]<br />Child care centers, child care homes, or other community sites with a high percentage of low income children will be targeted.<br />Smart Start funds may also be used for books for children, child care for participants, and/or incentives for eligible participants. Other staff as needed.

# QUALIFICATIONS

The Contractor must have demonstrated competency in performing services defined in the Needs and Activities Section of this RFP. Specifically, the Contractor must demonstrate a successful history of providing similar services. The Contractor should describe all project experience in North Carolina or other states with similar program operations. If the contractor is a new applicant, they should provide the name, address, and telephone number for a reference for each project in the last fiveyears.

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.

# GENERAL INFORMATION ON SUBMITTING PROPOSALS

* **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.

* **ORAL EXPLANATIONS**

The Local Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or afterwards.

* **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.

* **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.

* **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.

* **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.

* **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.

* **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.

Application Sections and Attachments:

P. 10 Section 1: Application Agreement

P. 11 Section 2: 2025-2028 Smart Start Information Sheet

P. 12 Section 3: Authorization to Sign Financial Status Reports (*Not Applicable to CCR&R, NC Pre-K, and RAR)*

P. 13 Section 4: Conflict of Interest Policy

P. 15 Section 5: Application Detail

Part I: Cover Letter

Part II: The Project/Activity and the Organization

Part III: Evaluation

Part IV: Financial Information

Smart Start Format Budget Narrative and FY Budgets

Excel forms found on Craven Smart Start’s Website: <https://www.cravensmartstart.org/grant-proposals/>

Note: There are **four** tabs located on the Excel form (Budget Narrative, FY 25-26, FY 26-27, & FY 27-28). All tabs must complete.

Part V: Additional Information Required

P.19 Attachment I: Application Checklist

P. 20 Attachment II: EC Profile Criteria

Section 1:

APPLICATION AGREEMENT

The Applicant understands and agrees to the following terms.  These terms will become part of the contract if the applicant is approved for funding.

* Demonstrate a history of quality improvement experience and knowledge of quality early childhood issues and history and continued willingness to work collaboratively with local agencies and organizations.
* Demonstrate the ability to manage and administer Smart Start funds.
* Promote the activity as being funded by Smart Start and the Craven Smart Start and include the following tagline on any promotions, materials, or equipment purchased with Smart Start funds: This program is funded by Craven Smart Start.
* Include measurable outcomes for the evaluation of results.
* Follow confidentiality procedures for those served.
* Attend any required meetings as arranged by Craven Smart Start.
* Be available for scheduled and nonscheduled monitoring visits by Craven Smart Start, the North Carolina Partnership for Children, and/or the Office of the State Auditor.
* Address the needs of children and families not currently being reached or in ways not now being offered, and increase the numbers being served.
* Submit copies of all materials or products developed in the activity to Craven Smart Start to be distributed as deemed appropriate.
* Comply with fiscal and programmatic reporting requirements and submit required reports and information in a timely manner.
* Maintain adequate dishonesty bond, worker’s compensation, and commercial liability insurance coverage.
* Maximize the use of in-kind (volunteers, goods, services, facilities) and cash contributions, maintain and supply written documentation of cash and in-kind contributions, and quantify and report to the Local Partnership on a quarterly basis these contributions and any other direct or indirect funding the Local Partnership funds have leveraged.
* Focus on children ages 0-5, assure that Smart Start dollars are going solely to children ages 0-5 and their families, and assure that any individual hired solely with Smart Start funds will focus only on children ages 0-5 and their families.
* Recognize that all purchases made with Smart Start dollars are owned by the Craven Smart Start and must be returned to the Partnership if the agency loses its funding from the Craven Smart Start or if the program ceases to function.
* Use asset tags to inventory all equipment, furniture, and materials purchased with Smart Start dollars.
* Revert 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, appropriate, or timely manner, or if required terms and outcomes are not met, funds may be terminated at any time during the contract year.
* Record all income that is generated as a result of your Smart Start grant (Program Income) and provide documentation that verifies that it has been used to support your Smart Start funded activity.
* Comply with the provisions of Title II of the Child Abuse Prevention Treatment Act and all applicable federal and state laws, regulations, and policies.

The Applicant certifies that it will comply with the aforementioned requirements.

Printed Name of Authorized Person:      Click or tap to enter a date.

Signature of Authorized Person     Click or tap to enter a date.

# Section 2:

2025-2028 Smart Start Information Sheet

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |  |
| --- | --- |
| **Organization/Agency Information** | |
| Name: |  |
| Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Organization** |  | Private, non-profit 501c3 | | |
|  |  | Public |  | For Profit |

|  |  |
| --- | --- |
| **Federal Tax ID Number** |  |

|  |  |  |
| --- | --- | --- |
| **Person who will receive payment** | | |
| Name: |  | |
| Title: |  | |
| Address: (if different than above address) |  | E-mail: |
| Phone: | Fax: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person who will administer Activity/program contract** | | | |
| Name: |  | | |
| Address: (if different than above address) |  | | |
| Phone: | Fax: | E-mail: | |
| Signature: |  | | Date: |
| Title: |  | | |

|  |  |  |
| --- | --- | --- |
| **Person Authorized to sign FSR (Financial Status Report)** (if different from person authorized to sign contract) *(Not Applicable for CCR&R, NC Pre-K, and Raising a Reader)* | | |
| Name: |  | |
| Title: |  | |
| Address: |  | |
| Phone: | Fax: | E-mail: |
|  | **Authorization Attached** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Authorized to sign contract** | | | |
| Name: |  | | |
| Address: (if different than above address) |  | | |
| Phone: | Fax: | E-mail: | |
| Signature: |  | | Date: |
| Title: |  | | |

**Section 3:**

Authorization to Sign Financial Status Reports

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |  |
| --- | --- |
| **Organization/Agency Information** | |
| Name: |  |
| Address: |  |

To Whom It May Concern,

I**,** **,** hereby authorize       to sign all Financial Status Reports.

Signature:

Printed Name:

Date: Click or tap to enter a date.

|  |  |
| --- | --- |
| **Person Authorized to sign FSR (Financial Status Report)** | |
| Name: |  |
| Title: |  |
| Address: |  |
| Phone: |  |

**Section 4:**   
Conflict of Interest Policy

**Instructions:** Please provide a copy of your agency’s Conflict of Interest Policy which should be approved by your Board of Directors. If you do not have a Conflict of Interest Policy, please use the policy below. You will need to get your Board of Director’s approval of the policy before submitting. Please place your organization’s name in the highlighted areas listed

**Conflict of Interest Policy**

The purpose of the following policy and procedures is to prevent the personal interest of staff members, officers,

and directors of [ORGANIZATION] from interfering with the performance of their duties to      , or

resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of

     .

**Definitions:** Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private

interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff

members, officers, and directors of      . Governing Board (also board) means the board of directors.

Director means an individual member of the board of directors. Staff member means a person who receives all or

part of his/her income from the payroll of      .

**Policy:**

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all

conflicts of interest, including but not limited to the following:  
a) A director is related to another director.

b) A director is related to a staff member.

c) A director is also a staff member.

d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.

e) A director or staff member receives payment from       for any contract, subcontract, goods,

or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable

expenses incurred as provided in the bylaws and board policy.

f) A director or staff member is a member of the governing body of a contributor to      .

g) A director or staff member may have personal, financial, professional, or political gain at the expense of

     .

h) A director or staff member engages in activities that may cause a loss of public credibility in

      or create a public impression of impropriety.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the board of directors

shall determine whether a conflict of interest exists and, if so, the board shall vote to authorize or reject the

transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any

interested director, even if the disinterested directors are less than a quorum, provided that at least one

consenting director is disinterested.

3. An interested director, officer, or staff member shall not participate in any discussion or debate of the board of

directors, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation

in which there may be a conflict of interest.

4. No director, officer, or staff member shall participate in the selection, award, or administration of a

procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the

following has a financial interest in that transaction: (1) the staff member, officer, or director; (2) any member

of his/her immediate family; (3) his/her partner; (4) an organization in which any of the above is an officer,

director, or employee; or (5) a person or organization with whom any of the above is negotiating or has any

arrangement concerning prospective employment.

5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full

disclosure of personal interest is made in writing to the board of directors and such transaction was approved

by the board in full knowledge of such interest.

6. The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary

to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of

interest as described in Paragraph 1 or for any appearance of a conflict.

7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts

of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.

8. In the event that       has incurred costs or attorney fees as a result of legal action, litigation, or

appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and

consequent sanctions and in the event that       prevails in such legal action, litigation, or appeal,

      shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

9. A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such

person’s relationship with      . Each board member, officer, and staff member shall sign and date

the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to

sign does not nullify the policy.

Signed:

|  |  |  |
| --- | --- | --- |
|  |  | Click or tap to enter a date. |
| Signature | Name Printed | Date |

To ensure the policy is being regularly enforced and monitored for compliance, the Executive Director shall remind

board and staff members of the policy annually by email and shall require board and staff members to disclose

annually any interests that may give rise to conflict. Use the section below to disclose any interests that may give rise to conflict:

# Section 5:

APPLICATION DETAIL

Please quantify information to the extent possible by attaching your response to the following.

## Part I: Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to bind the prospective Contractor legally. If said individual is not the corporate president, submit evidence showing the individual’s authority to bind the prospective Contractor. The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective contractor and is authorized to bind the prospective contract.

## Part II: The Project/Activity and the Organization

|  |  |
| --- | --- |
| 1. How does the activity fit into your organization's vision, mission and goals? *See page 3.* |  |
| 1. What is your approach to accomplishing the tasks outlined in the Contract Activity Description? *See page 5-6.* |  |
| 1. What experience does your organization have with this type of activity?  *Provide references and contact information if you are new to the Craven Smart Start RFP process.* |  |
| 1. Who will be involved in the implementation/ supervision of the activity? What is the staffing and organization of personnel and their qualifications? |  |
| 1. Where will the activity take place? |  |
| 1. What is the time schedule for activities? |  |
| 1. How would your organization sustain the activity if Smart Start funding were not available? |  |
| 1. How will you inform the public about this activity and Smart Start funding support? |  |
| 1. How will you choose those who are able to receive your services? How will you address the at-risk population with this project? |  |
| 1. How will you involve families in this activity? |  |

## Part III: Evaluation

**Outputs and Outcomes**

**Outputs** (How Many?): Outputs are the direct and measurable products of a program’s activities and services; they are often expressed in terms of volume or units delivered. How many times will a service be offered? How many people or organizations will be served directly? Include outputs for each strategy. Please use the chart below to provide outputs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List one output per line** | | **What documents will be used to measure output?** | **Who will be responsible for documentation?** | **Where will documentation be filed?** |
|  |  | |  |  |
|  |  | |  |  |

Example outputs (and format):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List one output per line** | | **What documents will be used to measure output?** | **Who will be responsible for documentation?** | **Where will documentation be filed?** |
| 30 children will be enrolled | Individual Service Record | | Parent Educator | Parent Educator’s Office |
| 30 families will be served | Individual Service Record | | Parent Educator | Parent Educator’s Office |
| 20 families will be referred to community resources | Referral log, Contact notes | | Parent Educator | Parent Educator’s Office |

**Outcomes** (So What?): Outcomes are the results or impact of the activities and services. Outcomes often represent the results of multiple outputs; each outcome usually corresponds to more than one output. Describe the short-term changes (in behavior, knowledge, skill, and attitude) the activity is expected to produce for participants. Please use numbers as well as percentages, e.g., “90% (9/10) of participants will \_\_\_\_\_.” Include outcomes for each strategy. Please use the chart below to provide outcomes.

|  |
| --- |
| By June 30, 2025… |
| By June 30, 2025… |

Example outcomes (and format):

|  |
| --- |
| By June 30, 2025, 25% of one and two-star child care facilities receiving technical assistance from the Child Care Health Consultant during FY 25-26 will receive 3 stars or higher licensure as reported by the NC Division of Child Development. |
| By June 30, 2025, 18% of children 3-5 years of age in participating centers/homes that received vision screenings with abnormal findings will receive follow-up treatment/service as indicated by the screening. |

|  |  |
| --- | --- |
| 1. How will the proposed activity address the Community Early Childhood Profile (EC Profile) (Attachment II, Page 20)? |  |
| 1. How will the Outcomes you’ve proposed impact our county’s EC Profile results? |  |
| 1. What measurable changes will occur for children and families because of this activity? |  |

## Part IV:  Financial Information:

Please list the amount of Smart Start funds requested and the amount and sources of other funding to be applied to this project for **the full 3 years**. All Smart Start Project contractors are responsible for maximizing the use of in-kind (volunteers, goods, services, facilities) and cash contributions. All annual budgets included must end by June 30th for each fiscal year of the multiyear proposal period.

|  |  |
| --- | --- |
| Smart Start Funds Requested: | $ |
| Other Funds contributed towards your Smart Start project (amount and sources): | $ |
| Total Project Cost (Smart Start request plus all other funding sources, including in-kind): | $ |

1. Please include a budget and budget narrative for the following Fiscal Years:
   * FY 2025-2026
   * FY 2026-2027
   * FY 2027-2028

* Smart Start Format Budget Narrative and FY Budgets. These are Excel forms and can be found on Craven Smart Start’s Website: <https://www.cravensmartstart.org/general-5>
* Note: There are **four** tabs located on the excel form (Budget Narrative, FY 25-26, FY 26-27, & FY 27-28)

1. **Budget Description**:  
   * Describe in detail the project budget (use the attached form) by including a Budget Narrative that shows a justification for the funds requested and cash and in-kind contributions to the activity.
   * **The budget narrative must be submitted as a separate attachment**.
   * In the Narrative, please describe in detail the resources you plan to bring to this project and how funds will be leveraged, including current funding sources and in-kind contributions.  Be sure to include information about any other funding sources that will be tapped, including Medicaid or other sources of government funding. The use of in-kind (volunteers, goods, services, facilities) and cash contributions must be maximized for all Smart Start Projects.
   * Cash and in-kind contributions must meet auditing requirements.
   * State funds cannot be used as a program match.
   * Please provide a timeline for when cash and/or in-kind contributions will be received and expended for the project.
2. **Cost Allocation**:
   * If administration or indirect costs (including salaries) are included, or if salary is divided among funding sources, attach a Cost Allocation Plan to specifically describe what is included and/or how it is calculated.
   * If salaries are included, specifically describe how the employee's time will be spent, demonstrating total use to Smart Start activities if the total salary is paid through Smart Start or the appropriate percentage depending on leveraged salary funding.  For example, if you use a portion of time of an administrative employee, how will you document the number of hours spent on Smart Start activities?
3. **Financial Statements**: Include the most recent audited financial statements. If unavailable, provide similar evidence of financial stability.

## Part V: Additional Information Required

Please provide the following information (if applicable) with your application.

1. **Names, addresses, and phone numbers of the Board of Directors**
2. **For non-profits, please provide a copy of 501(c)(3) documentation**
3. **State Certifications** - Contractor Certifications Required by North Carolina Law (*available on Craven Smart Start’s RFP webpage)*
4. **Entity’s federal tax identification or social security number and legal name** (i.e., IRS Form W-9).
5. **Proof of Insurance**: The Direct Services Provider must secure and provide evidence of insurance coverage as follows:
   1. **Fidelity Bonding** coverage that covers the staff of the Direct Services Provider and any subcontractors involved in the handling of North Carolina Partnership for Children funds in an amount of at least 50% of the total grant funds provided by the Local Partnership.
   2. **Workers’ Compensation**.
   3. **Commercial General Liability**.
   4. As applicable:
      1. Professional liability
      2. Special events
      3. Automobile
      4. (List other)

**Attachment I:** REQUEST FOR PROPOSALS CHECKLIST

* Section I: Signed Application Agreement
* Section II: Completed 2025-2028 Smart Start Information Sheet
* Section III: Authorization to Sign FSR (*Not Applicable to CCR&R, NC Pre-K, RAR, and ROR)*
* Section IV: Signed Certification of Compliance - Conflict of Interest Policy
* Section V: Application Attachments to Include:
  + Part I: Cover Letter
  + Part II: Application Detail Narrative
  + Part III: Evaluation
  + Part IV:
    1. Budget Narrative & Budget Spreadsheet
    2. Budget Description, Cash and/or In-kind Contribution Details
    3. Cost Allocation Plan, if applicable
    4. Financial Statements
  + Part V: Additional Information Required
    1. Names, addresses, and phone numbers of the Board of Directors
    2. For non-profits, provide a copy of 501 (C) (3) verification
    3. State Certifications - Contractor Certifications Required by North Carolina Law
    4. Entity’s federal tax identification or social security number and legal name (i.e., IRS Form W-9).
    5. Proof of Insurance

|  |  |  |  |
| --- | --- | --- | --- |
| Completed By |  |  |  |
|  |  | Signature | Printed Name |
| Title |  |  | |
| Date | Click or tap to enter a date. | | |

**Attachment II: Community Early Childhood Profile (EC Profile): Criteria and Definitions**

The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable.

|  |  |
| --- | --- |
| **Indicator** | **Description** |
| **PLA40** | 1. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Average star rating for children enrolled in 1-5 star care 2. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Percent of children in 4 & 5 star care |
| **PLA50** | 1. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Average star rating for children enrolled in 1-5 star care 2. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Percent of children in 4 & 5 star care |
| **EDU10** | Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have 7 lead teacher education points |
| **EDU20** | Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least 7 administrator education points |
| **FS20** | 1. Percent of parents/guardians who report reading to their children at least 4-6 days a week 2. Percent of parents who report reading to their children daily |
| **FS30** | Percent of children age 0-5 with an investigated report of child abuse/neglect |
| **H10** | 1. Early intervention/special education services– Percent of children 0-2 years who receive early intervention or special education services. 2. Early intervention/special education services – Percent of children 3-5 years who receive early intervention or special education services. |
| **H20** | Use of primary health care - Percent of children enrolled in Medicaid who receive a well-child exam. |
| **H60** | Percent of children who are at a healthy weight |
| **KEA10\*** | \*Note: The NC Kindergarten Entry Assessment (NC KEA) is now referred to as the NC Early Learning Inventory (NC ELI). The NCPC Board will develop an indicator related to the NC ELI once the data are available for review. |