

**QUALITY ENHANCEMENT GRANT PROGRAM**

**FY 2011-2012**

**Northeast School Readiness Council**

**LOCAL REQUEST FOR PROPOSAL**

**DUE DATE**  
**October 14, 2011**

**SUBMISSION INFORMATION**

*Name:* \_\_\_\_\_  
*Agency (if applicable):* \_\_\_\_\_  
*Street Address:* \_\_\_\_\_  
*City, State, Zip* \_\_\_\_\_  
*Primary Contact:* \_\_\_\_\_  
*Telephone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

**FISCAL AGENT (if different than applicant)**

*Name:* \_\_\_\_\_  
*Agency (if applicable):* \_\_\_\_\_  
*Street Address:* \_\_\_\_\_  
*City, State, Zip* \_\_\_\_\_  
*Primary Contact:* \_\_\_\_\_  
*Telephone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

## Overview of the Quality Enhancement Grant Program (QEGP)

### **Purpose:**

The Commissioner of Education shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement grants to providers of child day care services or providers of school readiness programs pursuant to CGS Section 10-16p and Section 10-16u to enhance the quality of early childhood education programs.

Legislative Authority C.G.S. Section 17b-749c, as amended by Public Act 11-44 (101)

The Northeast School Readiness Council is soliciting applications from individuals, agencies or organizations for its priorities to improve the quality of early care and education for preschool children in the communities of Killingly, Plainfield, Putnam and Sterling. Interested applicants must the specific priority areas.

### **The priorities are:**

- Professional development in the use of the CT Preschool Curriculum and Assessment, including observation and documentation skills for early care and education providers
- Professional development series on scientific inquiry, embedding language and literacy for preschool children
- Contract course from a higher education institution – Introduction to Child Development and/or Early Childhood Education
- Mentoring support for individuals that are in the process of attaining or renewing their Child Development Associate (CDA).

A total of \$18,447 is available to address the priorities.

## Application Requirements

### **Eligible Applicants:**

Eligible applicants are individuals, agencies, or contractors that wish to compete for implementing the activities proposed by the Northeast School Readiness Council in accordance with the purpose of the QEGP.

### **Cover Sheet**

The format for the cover sheet appears on the initial page of this document. The cover sheet must include the name of the individual, agency, or contractor and fiscal agent information, if relevant.

### **Application of Activity Implementation**

To compete for an opportunity to implement a proposed activity that the Council has chosen, complete the *Application for Activity Implementation*.

### **Evaluation**

Using the *Evaluation Chart*, describe the methods and procedures that will be used to determine if, and to what extent, the objectives of the proposal will be achieved. A narrative page may be added if the applicant needs to provide greater detail than the chart allows. The CT State Department of Education (CSDE) may use data collected from your evaluations in a report to the Commissioner describing the use of the Quality Enhancement funds and the impact of the activities toward the intended goals of the grant.

### **Budget Forms and Access to Funds**

Using the appropriate form(s), indicate how the activity funds will be expended through June 30, 2012. **There are no administrative, indirect costs, or carry-over funds allowed.** The recipient of the award will work with the School Readiness liaison and/or the School Readiness fiscal agent regarding appropriate fiscal accountability.

### **Budget Justification**

Provide detailed explanation of each line item expenditure in your proposed budget.

### **Statement of Assurances**

The Statement of Assurances must be signed by the applicant.

## Application Process

### **Obligations of Grantees and Sub-Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in the CGS Section 4a-60, 4a-60a and Sections 4a-68j-I *et seq.* of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### **Freedom of Information Act**

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 *et seq.* (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such record and receive a copy of such records.

**State Monitoring**

The State may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative act.

**Due Date**

Grant applications (the original plus three copies), **IRRESPECTIVE OF POSTMARK DATE, must be received by 4:00 PM on October 14, 2011.** The original grant application must bear an original signature of the authorized representative of the applicant.

**Mailing and Delivery Information**

|  |  |
|--|--|
| Mailing Address:   | Delivery Address:  |
| Lynda Fosco<br>Goodyear Early Childhood Center<br>22Williamsville Road<br>Rogers, CT 06263 | Lynda Fosco<br>Goodyear Early Childhood Center<br>22Williamsville Road<br>Rogers, CT 06263 |

**Review of Proposals and Grant Awards**

The School Readiness Council shall review all applications and put forward to the CDSE those proposals that show favorable promise in the implementation of the proposed activity.

**Other Program Requirements**

Within thirty (30) days after the close of the fiscal year, each subgrantee must file a financial statement of expenditures on such forms as the CSDE may require.

**Reservations and Restrictions**

The School Readiness Council reserves the right not to fund an applicant or grantee/sub-grantee if it is determined that the grantee/sub-grantee cannot manage the fiscal responsibilities required under this grant.

## Application for Activity Implementation

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

**Applicant Name:**

Name of Activity:

Expected Cost:

Possible Resources:

Proposed Population (number of children, staff, and programs served by this activity):

Statement of Need:

Goals:

Indicators of Progress:

Plan for Activity Evaluation:

# Budget

ED 114 BUDGET FORM: FISCAL YEAR 2012

|   |  |                      |            |
|---|--|----------------------|------------|
| GRANTEE NAME:                           |  | TOWN CODE:           |            |
| GRANT TITLE:                            | <b>Quality Enhancement Grant Program</b> |                      |            |
| PROJECT TITLE:                          | <b>Quality Enhancement Grant Program</b> |                      |            |
| ACCOUNTING CLASSIFICATION:              | FUND:                                    | SPID:                | YEAR: 2012 |
|   | PROG:                                    | CF1:                 | CF2:       |
| GRANT PERIOD: <b>07/01/11 -06/30/12</b> | AUTHORIZED AMOUNT:                       |                      |            |
| AUTHORIZED AMOUNT BY SOURCE:            | CURRENT DUE:                             |                      |            |
| LOCAL BALANCE:                          | CARRY-OVER DUE:                          |                      |            |
| <b>CODES</b>                            | <b>DESCRIPTIONS</b>                      | <b>BUDGET AMOUNT</b> |            |
| 119                                     | Other                                    |                      |            |
| 322                                     | In-service (Professional Development)    |                      |            |
| 323                                     | Pupil Services                           |                      |            |
| 324                                     | Field Trips                              |                      |            |
| 325                                     | Parent Activities                        |                      |            |
| 330                                     | Other Professional Technical Services    |                      |            |
| 331                                     | Audit                                    |                      |            |
| 400                                     | Purchased Property Services              |                      |            |
| 510                                     | Pupil Transportation                     |                      |            |
| 530                                     | Communications                           |                      |            |
| 580                                     | Travel                                   |                      |            |
| 590                                     | Other Purchased Services                 |                      |            |
| 611                                     | Instructional Supplies                   |                      |            |
| 612                                     | Administrative Supplies                  |                      |            |
| 690                                     | Other Supplies                           |                      |            |
| 700                                     | Property                                 |                      |            |
|   | <b>TOTAL</b>                             |                      |            |

\_\_\_\_\_ Original Request Date

\_\_\_\_\_ Revised Request Date

\_\_\_\_\_  
*State Department of Education  
 Program Manager Authorization*

\_\_\_\_\_  
 Date of Approval

**Budget Justification**

1. Use this page to justify the use of proposed line item expenditures to implement the Local RFP for the Quality Enhancement Grant Program.

**For Example:**

|            |  |                  |
|------------|--|------------------|
| <b>322</b> | <b>Workshop on Developmentally Appropriate Materials<br/>10 hours at \$100.00 per hour</b> | <b>\$1000.00</b> |
|------------|--|------------------|

## Budget Object Codes

### Budget Object Codes

#### **SALARIES (100)**

- 111B Teachers:** Salaries for employees providing direct instruction/therapy to pupils/clients. This category is used for both pupil personnel staff and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or those hired on a temporary basis to perform work in positions of either a temporary or permanent nature are reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides:** Salaries for employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B Clerical:** Salaries for employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 Other:** Salaries for any other employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators, salaries, and food service personnel.

#### **PURCHASED SERVICES (300)**

- 322 In Service (Instructional Program Improvement Services):** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Service (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, etc.
- 324 Field Trips:** Cost incurred for conducting educational activities off site, including admission costs.

- 325 Parent Activities:** Expenditures related to services for parents including workshop presenters, baby-sitting services, and overall seminar/workshop costs.
- 330 Other Professional/Technical Services:** Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.
- 331 Audit:** Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 330, as many grants do not include the cost as an eligible grant expenditure.

#### **PURCHASED PROPERTY SERVICES (400)**

- 400 Purchased Property Services:** Expenditures for services to operate, repair, maintain and rent property owned or used by the grantee. These are payments for services performed by persons other than employees of the grantee.

#### **OTHER PURCHASED SERVICES (500)**

- 510 Pupil Transportation:** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting children with disabilities.
- 530 Communications:** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, FAX services, postage, and postage machine rental.
- 580 Travel:** Expenditures for transportation, meals, hotel and other expenses associated with staff travel, including conference or workshop fees. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are included.
- 590 Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 530, 560, 580 or 590. These include printing and advertising costs.

#### **SUPPLIES (600)**

- 611 Instructional Supplies:** Expenditures for consumable items purchased for instructional use.

612 **Administrative Supplies:** Expenditures for consumable items directly related to program administrative (non-instructional) activities.

690 **Other Supplies:** Allowable expenditures for any other supply which is not instructional or administrative in nature including assessment instruments.

**PROPERTY (700)**

700 **Property:** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only.

Other items, which could be included in this category, if allowable under grant legislation, are expenditures for the acquisition, but not rental, of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under Object 400: Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000.00 and the useful life of more than one year.

## Statement of Assurances and Signature Page

PROJECT TITLE: Quality Enhancement Grant Program

THE APPLICANT \_\_\_\_\_ HEREBY ASSURES THAT  
(Insert applicant name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;
- L. **REQUIRED LANGUAGE (NON-DISCRIMINATION)**
  - 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions

shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**M. OTHER ASSURANCES**

The grant award is subject to approval of the State Departments of Education and Social Services and the availability of state and/or federal funds;

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;

- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of Connecticut General Statutes section 17b-749c for grantees or state agencies that require grantee or subgrantee participation or compliance.
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement.
- R. The State Department of Education and Social Services reserve the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.
- S. The Grantee/applicant acknowledges that funds supporting this contract may be provided by various Federal agencies, including but not limited to the US Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Social Services Block Grant (“SSBG”), Child Care and Development Block Grant (CCDBG) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance (CFDA) number, which provides relevant information about federal requirements specific to each block grant. The CFDA numbers are as follows: SSBG - 93.667, CCDBG - 93575 and TANF - 93.558. The Grantee (or Applicant) agrees that it shall communicate the above language to all sub-contractors that perform services as delineated in a subcontract agreement. The Grantee (or Applicant) agrees that it shall also maintain and require all sub-contractors to maintain any necessary data and documentation required for auditing of any of the grant funds.

## Statement of Assurances Signature Page

**I, the undersigned authorized official, do hereby certify that these assurances shall be fully implemented.**

**Signature of Authorized Official:** \_\_\_\_\_

Name (please type) \_\_\_\_\_

Title (please type) \_\_\_\_\_

Date: \_\_\_\_\_

### Signature of the Fiscal Agent

**Signature of Fiscal Agent:** \_\_\_\_\_

Name (please type) \_\_\_\_\_

Title (please type) \_\_\_\_\_

Date: \_\_\_\_\_