



CONNECTICUT STATE DEPARTMENT OF EDUCATION

***Parent Trust Fund  
Bidders Meeting***

**September 11, 2019  
1:30 p.m. to 3:00 p.m.**

# Agenda

## Proposal Requirements

- Timeline and Key Dates
- Parent Trust Fund Legislation and Goals
- Eligible Applicants
- Eligible Activities
- Preparing the Proposal
- Funding Reservations
- Delivery of Applications
- Intent to Submit (Strongly Encouraged)

## Model Programs

- People Empowering People (PEP and PEP Spanish)
- Parents Supporting Educational Excellence (Parents SEE)
- Parent Leadership Training Institute/Children's Leadership Training Institute (PLTI/CLTI)

## Questions

# Timeline and Key Dates

RFP Issued/Posted on CSDE Website	August 30
Intent to Submit Proposal (Strongly Encouraged)	September 12 by 4:00 p.m.
<b>Proposal Deadline</b>	<b>October 1 by 4:00 p.m.</b>
Screening and Review of Proposals	October 2 – October 15
Anticipated Announcement of Awards	November 1
Grant Period	October 1, 2019 – June 30, 2020

# Parent Trust Legislation

The purpose of the Parent Trust Fund is to support programs aimed at improving the health, safety and education of children **by training parents in civic leadership skills and supporting increased, sustained and quality parental engagement in community affairs.**

Grants are provided to eligible applicants, on a competitive basis, to provide leadership training to parents using evidence-based curricula.

# Parent Trust Fund Goals

- **Use culturally responsive practices** to promote diverse leadership
- **Increase awareness** of the issues that matter to families and the important role families can play as advocates and change agents
- To encourage communities to **expand the range of parent leadership training opportunities** in their continuum of services
- Expand the **number of communities** offering parent leadership training
- Enhance collaboration and linkages among parent leadership training sponsors to create an **integrated system of sustainable civic involvement** within communities and across the state

# Eligible Applicants

- all local education agencies (LEAs), endowed academies, charter and magnet schools;
- Regional Educational Service Centers (RESCs);
- community-based organizations (CBOs), including faith-based organizations (FBOs) and other non-profit organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;
- municipalities; and
- a consortium of two or more of the above-mentioned agencies, organizations or entities.

# Eligible Activities

## Evidence-Based Parent Leadership Training

Applicants are allowed to apply for **one** training curriculum model/cycle.

### Approved Models:

- Parent Leadership Training Institute (PLTI) \*
- Parent Leadership Training Institute/Children's Leadership Training Institute (PLTI/CLTI) \*
- Parents Supporting Educational Excellence (Parents SEE) \*
- People Empowering People (PEP and PEP Spanish) \*
- ASPIRA Parents for Excellence (APEX)

### \* **Memorandum of Understanding (MOU) Required**

*If a required MOU is not submitted with the proposal, the proposal will not be considered.*

# Eligible Activities – Other Models

## Evidence Based Parent Leadership Training

Proposals for other models may also be considered and **must include**:

- Rationale for selecting the model
- Curriculum description and learning objectives
- Outline of topics, activities and materials
- Qualifications of the author(s) of the curriculum and the trainer(s)/facilitator(s) who will conduct the program
- Results from evaluations of the effectiveness of the model**



# Activities NOT Funded

1. For-profit organizations
2. Individuals
3. Religious organizations for sectarian purposes
4. Capital campaigns
5. Single-issue political causes and activities
6. Parent education training or classes (e.g., How to be a better parent, how to communicate with your children, etc.)
7. Replication of untested new curricula
8. Translation of existing curricula into alternative languages
9. Scholarships
10. Youth or teen leadership training that is not a component of a parent leadership training program

# Preparing the Proposal

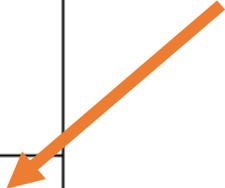
## Required materials for all applications:

- Proposal Submission Checklist (p. 12)
- Cover Page (p. 11)
- Narrative Section (This section is limited to six pages, double-spaced and set at 12-point font. Other forms and required materials are not counted in this page limit.)
- Budget Form (page 13)
- Budget Narrative: State Funds (page 15)
- Budget Narrative: Matching (page 16)
- Standard Statement of Assurances for Grant Programs (page 17)
- Affirmative Action Certification or Affirmative Action Compliance Report (page 22)

# Cover Page and Authorization (page 11)

## PARENT TRUST FUND GRANT

<b>Community(ies) To Be Served:</b>  <b>Curriculum Model:</b>	<b>Program Budget:</b> <table border="1"><tr><td>Grant Funds:</td><td>\$</td></tr><tr><td>Local Match:</td><td>\$</td></tr><tr><td>TOTAL:</td><td>\$</td></tr></table>	Grant Funds:	\$	Local Match:	\$	TOTAL:	\$
	Grant Funds:	\$					
Local Match:	\$						
TOTAL:	\$						
<b>Lead Applicant:</b> (Organization name and address)	<b>Partner Applicant, if applicable:</b> (Organization name and address)						
<b>Lead Applicant Contact Person:</b> (Name, phone and e-mail)	<b>Partner Applicant Contact Person:</b> (Name, phone and e-mail)						
<b>Previous Grantees:</b> If applicable, please list previous Parent Trust Fund grants that the lead or partner organization received since 2015. Also, list the curriculum model(s) that was used. If any funds were returned, list the amount and an explanation for returning the funds.							



# Cover Page and Authorization (page 11)

Authorization **must be completed** by chief administrative official of the applicant agency.

*The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the state and federal laws and regulations.*

*In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures are required:*

Lead Applicant Signature (Chief Administrative Official): _____
Name (typed): _____ Date: _____

# Preparing the Narrative Section

(refer to pages 3 and 4 for full text)

Criteria	Points
1. Curriculum Model <ul style="list-style-type: none"><li>• If a MOU is required, is it attached?</li></ul>	0
2. Target Population <ul style="list-style-type: none"><li>• Evidence the identified population is likely to participate.</li></ul>	10
3. Planning <ul style="list-style-type: none"><li>• How were parents engaged in planning?</li><li>• Rationale for the model chosen</li></ul>	10
4. Strategies for Recruitment and Retention <ul style="list-style-type: none"><li>• If the applicant organization had a previous grant that failed to meet the recruitment goal, describe how your recruitment efforts will change for this project.</li></ul>	10

# Preparing the Narrative Section

(refer to pages 3 and 4 for full text)

Criteria	Points
5. Achievable Timeline that Corresponds to Key Activities <ul style="list-style-type: none"><li>• Key activities with meaningful benchmarks of success</li></ul>	5
6. Organizational Capacity to Implement Project <ul style="list-style-type: none"><li>• Organization’s mission</li><li>• Staffing and leadership</li><li>• Operational and fiscal management</li><li>• Organization’s record of accomplishment</li></ul> <p><b>For CBOs Applying as Lead Applicant (not counted in page limit)</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Copy of IRS determination letter supporting Section 501(c)(3) status</li><li><input type="checkbox"/> Organizational chart</li><li><input type="checkbox"/> Organization’s most recent financial statements (audited, if available) and management letter (if available)</li></ul>	20

# Preparing the Narrative Section

(refer to pages 3 and 4 for full text)

Criteria	Points
7. Ability to Leverage Financial, Human and Technical Resources Leading to Greater Impact <ul style="list-style-type: none"><li>• Partners and in-kind support</li><li>• Build on and enhance community parent leadership efforts</li><li>• Connections with other formal councils and groups</li></ul>	15
8. Impact Outcomes and Sustainability <ul style="list-style-type: none"><li>• Required performance indicators</li><li>• Sustaining parent leadership efforts and civic involvement of graduates</li></ul>	20

# Results Statement – Part 1

Table 1 (page 5)

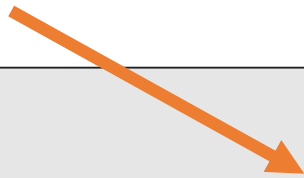
<b>Required Performance Indicators (all four are required)</b>	<b>Targets for Program Success</b>
1. Number, ethnicity and income level of parents enrolled	
2. Number and percentage of parents meeting program completion requirements	
3. Type and number of civic skills acquired	
4. Type and number of follow-up activities the organization plans to use to sustain family engagement after completion of the program	



# Results Statement – Part 2

Optional Performance Indicators <b>(must pick one)</b>	Targets for Program Success
1. Type and number of civic projects completed	
2. Type and quantity of the long-term civic impact of parent leadership training in the community	
3. Proposer-designed indicator (specify below)	

# Use the Application Rating Form to Review Proposal (page 23)



2. Target Population	EXCELLENT (well-conceived and comprehensive)	GOOD (clear and complete)	MARGINAL (requires additional clarification)	WEAK (incomplete or inappropriate to the question)	INADEQUATE (information not provided)
A. A thorough description of the target population is <u>provided, including demographic information</u> (e.g., age, race, gender, income, etc.).	5	4	3	2	0
B. Evidence <u>is provided</u> to show that this population is likely to participate.	5	4	3	2	0
SUBTOTAL SCORE					(maximum 10 points) _____
COMMENTS					

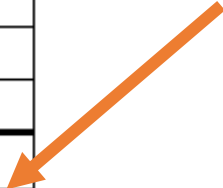
# Budget Form (page 13)

The maximum amount that the Parent Trust Fund grant can support is 75 percent of the total program cost. The remaining 25 percent must come from local matching contributions (cash or in-kind).

ED114 Form: Fiscal Year 2020

See Appendix 4 for a description of budget codes.

GRANTEE NAME:		VENDOR CODE:	
GRANT TITLE:	<b>Parent Trust Fund</b>		
CURRICULUM MODEL:			
ACCOUNTING CLASSIFICATION: FUND: 11000 SPID: 12506 YEAR: 2020 PROG: 82158 CF1: 170079 CF2:			
GRANT PERIOD: 11/01/2019 – 06/30/2020		AMOUNT REQUESTED: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
100	Personal Services – Salaries		
200	Personal Services - Employee Benefits		
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
600	Supplies		
	<b>Total Grant Funds (must not be more than 75% of total cost)</b>		
	Local Matching Amount (must be at least 25% of total cost)		
	<b>TOTAL PROJECT BUDGET (grant funds plus local matching)</b>		



# Budget Restrictions

## **Direct Costs**

- Funds provided under this grant may only be used for direct costs associated with grant activities.
- Indirect costs cannot be supported by grant funds or matching funds.

## **Administrative Costs**

- Administrative costs are limited to no more than 5 percent of the total cost of the project. Administrative costs include such items as administrator/supervisor salaries (i.e., amounts to be paid to administrative employees of the grantee not involved in providing direct services to pupils/clients), fringe benefit costs, payroll taxes and space.
- If requesting grant funds to cover administrative costs, please be explicit when explaining how the administrative functions and related costs are necessary to conduct proposed grant activities.

# Budget Narrative – State and Matching Funds

## Appendix 5: Budget Narrative - State Grant Funds

The applicant must complete the following Budget Narrative and provide a detailed explanation justifying each line item of expenditures proposed on the Budget Form.

For personnel paid with grant funds, provide a clear explanation of the role of each staff person and the functions (s)he will perform in support of the program. Provide detailed information used for calculating cost (for example, 2 program facilitators @ \$50 per hour for 30 hours totaling \$3,000).

See Appendix 4 for a description of budget codes. Use additional pages as needed.

**Note: Line item codes and amounts MUST match those listed on the Budget Form (Appendix 3).**

<b>Grantee Name:</b>	<b>Total State Grant Amount Requested:</b> \$
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Code:	Description:	Line Item Amount:
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Detailed explanation of the use of funds for this line item:
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# Budget Restrictions

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- If requesting grant funds to cover administrative costs, please be explicit when explaining how the administrative functions and related costs are necessary to conduct proposed grant activities.

# Required Forms

Must be completed with an original signature

- Assurances for Grant Programs (pages 17 – 21)
- Affirmative Action Certification OR Affirmative Action Compliance Report (page 22)
  - Applicant organizations that have an Affirmative Action Plan on File with the CSDE complete and sign page 22
  - Applicant organizations that do not have an Affirmative Action Plan on file with the CSDE must complete and submit the Affirmative Action Compliance Report with their application available at [https://www.ct.gov/chro/lib/chro/Notification to Bidders.pdf](https://www.ct.gov/chro/lib/chro/Notification%20to%20Bidders.pdf).

# Screening for Required Forms

## PARENT TRUST FUND GRANT

Lead Applicant Agency \_\_\_\_\_

Reader No. \_\_\_\_\_



### Required Materials

If any of the materials below are not submitted with the application, **the application will not be reviewed or considered for funding.**

- Cover page with original signature of lead applicant
- Standard Statement of Assurances
- Affirmative Action Certification Form OR Affirmative Action Compliance Report
- Memorandum of Understanding, if required for use of proposed curricula (PLTI, Parents SEE, PEP)
- If applicant is a CBO, evidence of nonprofit status and fiscal health: IRS determination letter, organizational chart, and most recent audited financial statement

### 1. Curriculum Model

<input type="checkbox"/> Parent Leadership Training Institute (PLTI)	Is MOU attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
<input type="checkbox"/> Parent Leadership Training Institute/Children's Leadership Training Institute (PLTI/CLTI)	Is MOU attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
<input type="checkbox"/> Parents Supporting Educational Excellence (Parents SEE)	Is MOU attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
<input type="checkbox"/> People Empowering People (PEP)	Is MOU attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
<input type="checkbox"/> People Empowering People (PEP) Spanish	Is MOU attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
<input type="checkbox"/> ASPIRA/APEX			
<input type="checkbox"/> Other: _____			

\* If a required MOU is not submitted with the proposal, the proposal will not be reviewed.



# Funding Reservations

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints. **All awards are subject to the availability of funds. Applicants should not commit such funds until an official grant award letter is received.**

# Funding Reservations

The CSDE reserves the right to:

- modify awards pending the availability of funds;
- determine how funds will be distributed, including limiting the number of programs and cycles of training provided;
- set aside up to 30 percent of the total resources for awards to new applicants and/or innovative programs, depending on the applications received;
- withhold funds and/or rescind funds if the required reporting documentation and fiscal management are not performed in a timely fashion after the award notification; and
- consider geographic and demographic distribution of proposals in award decisions.

# Delivery of Applications:

## **Mailing Address:**

Connecticut State Department of  
Education  
Bureau of Health/Nutrition, Family  
Services and Adult Education  
P.O. Box 2219  
Hartford, CT 06145-2219  
Attn: Judy Carson

## **Delivery Address:**

Connecticut State Department of  
Education  
Bureau of Health/Nutrition, Family  
Services and Adult Education  
450 Columbus Boulevard, Suite 504  
Hartford, CT 06103-1841  
Attn: Judy Carson