

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Office of Student Supports and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education

**APPLICATION PACKAGE FOR THE RENEWAL OF A
FAMILY RESOURCE CENTER PROGRAM**

July 1, 2019-June 30, 2021

PURPOSE: To seek proposals from eligible applicants for program and funding renewal pursuant to Connecticut General Statutes Section 10-4o.

RFP092

Due Date: July 15, 2019

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Connecticut State Department of Education



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Dianna Wentzell
Commissioner of Education

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A. Introduction

The intent of this application is to maintain Connecticut's network of school-based Family Resource Centers (FRCs) consistent with the requirements of Connecticut General Statutes (C.G.S.), Section 10-4o, and to evaluate the capacity of programs to continue to operate. Under state law FRCs are obligated to provide or collaborate with existing agencies to provide seven comprehensive service components: (1) quality full-day child care and school readiness programs for preschool-age children; (2) quality school-age child care; (3) support and educational services for parents interested in obtaining a high school diploma, or equivalent; (4) networking, training and outreach to family day care providers; (5) a home visitation and parenting support program for expectant parents and parents with children under the age of three; (6) teenage pregnancy prevention program emphasizing responsible decision making and communication skills; and (7) a resource and referral network of community providers and services.

The FRC model builds upon the basics: families, neighborhoods and academics to support an integrated approach focused upon academics and stronger families. Every FRC operates as a system of partnerships between the school and other community resources to promote the development of a shared vision across communities, agencies and services.

B. Program Performance Objectives

While each FRC is expected to design and deliver services within the context of its community needs, the quality and extent of existing community services and availability of resources, emphasis must be given to three program performance objectives that the Connecticut State Department of Education (CSDE) has identified to effect statewide results. For the purpose of this application, performance objectives are defined as:

1. Family Engagement - full, equal, and equitable partnership among families, educators and community partners to promote children's learning and development from birth through college and career.
2. Social and Emotional Learning - acquisition of knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
3. Student and Family Supports - integrated networks of school and community-based resources to strengthen parenting practices and the healthy development of children, including prevention, intervention, and transition services for students and families.

Program management responsibilities require each FRC to align staffing, resources, services and activities to achieve these objectives. FRCs must concentrate the allocation of FRC grant resources toward the delivery of activities and services to families and other key constituents that produce performance-based and quality improvement outcomes linked to these objectives.

C. Eligible Applicants

Invited applicants will be notified of their eligibility to apply. Only applicants that have been invited by the CSDE to submit a renewal application are eligible to apply. Invited applicants are selected by the CSDE based upon demonstrated experience in operating an FRC and only include communities with existing FRCs. Other FRCs not invited to submit an application are not eligible.

The CSDE prefers that the local school district submit the application. However, the school district may identify a lead applicant for the purpose of managing this program on behalf of the school district. A copy of the agreement between the school district and the lead applicant must be attached in order for a grant award letter to be authorized. Regardless of the transfer of management to a lead applicant, the school district will be accountable for the outcomes of the grant.

D. Grant Duration and Amount of Funding

The CSDE expects to grant approximately \$100,000 for each FRC located in a public elementary school. The actual amount of funding will be based on the availability of state funds appropriated for this program. This renewal application covers a two-year period: July 1, 2019, through June 30, 2021.

E. Target Population

The target population for FRCs includes children, parents and families who reside in the public elementary school attendance area. While FRC services and activities are for all families and should serve the full, heterogeneous, racial/ethnic and socio-economic mix of families, emphasis must be given towards the recruitment of families with children who are educationally disadvantaged and underachieving and at high risk for school and academic failure.

The following may be considered indicators of high risk for the purpose of determining appropriate services:

- children who have experienced abuse and neglect or domestic violence in the home;
- children with disabilities or developmental delays (e.g., low score on a developmental screen or issues noted from health history);
- children who are chronically absent (defined as missing 10 percent or more of days of school for any reason, including all absences, excused, unexcused and disciplinary);
- foster parents, adoptive parents or court-appointed legal guardians;
- families who are immigrant or refugee;
- families who exhibit the inability to manage stress in a way that is healthy and productive;
- families with low income and economic stress issues (e.g., living at or below state or federal poverty levels, loss of job or primary income source);
- parents with disabilities;
- relatives who are the primary person in the parent support role (e.g., grandparents, aunts, uncles, etc.);

- single parent households and those experiencing divorce or loss of family members due to death, estrangement or incarceration;
- English Learners;
- individuals with substance use disorders and chemical dependencies;
- parents who are teenagers; and
- families who are transient, experience numerous housing relocations or are homeless.

F. Location and Space Requirements

Section 10-4o of the C.G.S. states, “the family resource centers shall be located in or associated with public schools, and any family resource center established on or after July 1, 2000, shall be located in a public elementary school unless the Commissioner of Education waives such requirement.” Locating FRCs in schools helps to ensure that services are close to public transportation systems, near service neighborhoods and in buildings accessible to persons with disabilities.

It is the position of the Connecticut State Board of Education (SBE) that “strong partnerships between preschool and elementary education promote aligned and coordinated educational practices and support transitions between grade levels and programs” (Position Statement on Early Childhood Education, adopted February 3, 2010). In an effort to support this position, FRCs, early care and education programs and public schools need to establish ongoing dialogue and activities that develop and maintain positive relationships and partnerships and promote smooth transitions for children and their families to kindergarten. Strong consideration should be given to locating an FRC within a public elementary school with both kindergarten and preschool child care programs. The co-location of these programs supports a coordinated effort to address transition activities for all children and their families, including children with disabilities.

Services and activities of an FRC go beyond the regular school schedule and are provided on days and at times which offer the maximum accessibility for parents, children and families. This involves offering services during school vacations, holidays and on Saturdays, as well as providing services early in the morning (before school), late in the afternoon (after school) and during evening hours. All applicants must negotiate explicit agreements that address issues, such as liability, custodial services, maintenance and other factors involved in extending the normal operating hours of the school building.

In order to ensure that services of an FRC are provided in a high-quality, age-appropriate manner, the public elementary schools must designate fixed and adequate space for an FRC to operate. FRC designated school space may not function as the cafeteria, auditorium, library/media center, or other shared use space that cannot adequately implement the program needs. Designated school space requirements must include the following:

- parent resource room (play space, parent activities, group meetings and resource materials); and
- administrative office (including space for private conference space to accommodate both staff and participants).

G. Delivery of Services

The FRC model indicates that healthy child development and effective education begins with access to a continuum of services available in schools to all families. FRCs support families by serving in a central role in providing supports and services to meet their needs. The enabling legislation of the FRC program (C.G.S. Section 10-4o) provides the common framework of core components for FRCs to operate. Core components and the services of the FRC are designed to be flexible and adaptable to the needs and resources of a given community.

The program performance objectives defined in this document are organizing links to all activities and services administered directly by the FRC. Services provided by collaborating partners in the community should operate in support of these objectives and must ensure access to quality programs. While collaboration may be needed to address an effective service delivery model, FRCs are cautioned not to consider collaboration as the only action to implement these objectives. The provision of services, either provided directly by or through collaboration with the FRC, must include:

1. **Early Care and Education:** High-quality affordable early care and education programs for children age three and older that support children's ability to begin kindergarten with the knowledge, skills and behaviors needed for success in school. This must be available by one or more of the following:
 - full-day/full-year programs providing services for 10 hours per day for 52 weeks per year;
 - school-day/school-year programs providing services for 7 hours per day for 180 consecutive school days;
 - part-day/part-year programs providing services for at least 2.5 hours per day for 180 consecutive school days; and
 - extended-day programs that provide services to extend the hours, days and/or weeks of programming for children who are in an existing part-time program, in order to provide those children with a full-time program of 10 hours per day for 52 weeks.

Child care services and facilities operated or utilized by the FRC for the delivery of this component must be in compliance with all state statutes and regulations governing child day care and the standards for the School Readiness Program set by the Office of Early Childhood (OEC), pursuant to C.G.S. Section 10-16p. et seq. Early care and education programs must either be accredited by the National Association for the Education of Young Children (NAEYC), be approved by Head Start, or meet criteria established by the other accrediting agencies recognized by the OEC.

2. **School-Age Child Care:** High-quality programs, outside of regular school hours, that provide students with academic enrichment opportunities, as well as activities designed to complement their regular academic program. Programs should provide a range of services that improve academic achievement, keep children safe, help working families and must be available as:

- before-school program activities in operation from 7 a.m. through local school start time;
- after-school program activities in operation from local school end time through 6 p.m.; and
- vacation program activities during the summer recess periods and school breaks when school is not in session.

School-age child care services and facilities operated or utilized by the FRC for the delivery of this component must meet child day care licensing requirements, as defined under C.G.S. Section 19a-77. For more information, you may visit <https://www.ct.gov/oec/cwp/view.asp?a=4542&q=544636>, or call the OEC at 860-500-4450 or toll-free 1-800-282-6063.

3. Adult Education and Family Literacy: Connecticut’s adult education programs are governed by C.G.S. Sections 10-67 to 10-73d and Title II of the Federal Workforce Investment Act, which require local school districts to offer education programs necessary to acquire basic literacy skills, elementary education, English language proficiency, secondary school completion and/or preparation for equivalency or proficiency examinations. Adult education services shall include:

- Adult Basic Education (ABE);
- Americanization/Citizenship;
- English as a Second Language (ESL); and
- Secondary School Completion offered as Adult High School Credit Diploma (AHSCD), General Educational Development (GED) or National External Diploma Program (NEDP).

This effort must be done in partnership with local school districts or community-based organizations. FRCs must work in conjunction with existing local structures in meeting the goals, objectives and long term vision of local adult education programs.

In addition to adult education services, and within available resources, FRCs may deliver family literacy programs and services that provide intergenerational instruction and support that enrich the family environment, promote lifelong learning and improve the quality of family life. While family literacy activities range from events involving parents and children reading together, to parent workshops on effective home-based strategies, a comprehensive approach is strongly recommended.

Comprehensive family literacy programming should be of sufficient intensity in terms of hours and of sufficient duration to make sustainable improvements in literacy skills. Programs must integrate four core elements:

- early care and education - age-appropriate education to prepare children for success in school and life experiences;
- parenting education - training for parents on how to be the primary teacher for their children and full partners in their children’s education;
- adult learning - parent literacy training that leads to economic self-sufficiency; and

- parent and child together time - interactive literacy activities between parents and their children.

4. **Family Day Care Provider Training:** Training can be categorized in two areas: formal or recognized training where certificate of attainments or formal qualifications are the result; and informal training where the focus is on improving skills and knowledge through reflections and interaction. Aimed at both licensed and unlicensed providers, this service should consider the practical needs of child day care centers, group day care homes, family day care homes, relatives, in-home care providers and other types of providers that are representative of the community served.
5. **Families in Training (FIT):** Community support services that target expectant parents and parents of children under the age of three, to help parents understand their role in encouraging their child's development right from birth, thereby preparing children for school and life success.

FIT services must include:

1. Personal Visits - visits are conducted by qualified staff, certified as appropriate, with participants at home or similar setting on a regular basis to provide information and advise parents and other caregivers on their child's language, cognitive, social and motor development.
 2. Group Connections - families are offered regular group connections focused on parent-child interaction, development-centered parenting and family well-being during the program year. FRCs are encouraged to develop or expand group connections that meet the needs of all families. This includes families with children under the age of three that are receiving early intervention services and would benefit from a structured group experience.
 3. Screenings - Formal Screenings (hearing, vision, developmental and general health)- Help Me Grow's [Ages & Stages Program](#) is the developmental screening choice for Connecticut programs.
 4. Resource Network - families will be connected to resources, as determined during home visits and other contacts, to address assistance needed to overcome barriers.
6. **Positive Youth Development (PYD):** Recreational and educational activities that emphasize responsible decision-making, communication skills and building positive attributes that children need in order to be successful throughout various stages of development. FRCs are encouraged to offer PYD activities to school-aged children that complement regular classroom lesson plans, school achievement goals or local initiatives to improve youth outcomes. The target population of PYD activities will depend upon each related school's grade design and should focus on children in Grades 3-6.
 7. **Resource and Referral Services:** FRCs, by their location and access to families, have established themselves as a primary resource and referral service for issues operating for the well-being of families. Resource and referral should be coordinated with United Way 211, Connecticut's free information and referral service. Information should be available about local, statewide and national resources and should be updated regularly. Each FRC shall establish and maintain a process that provides follow up with a family, as

appropriate. When a family requests assistance with the referral process, issues of privacy and consent need to be addressed.

H. Program Evaluation, State Monitoring and Data Reporting Requirements

Grantees are required to manage data that track services, activities and participant information of the FRC. Each FRC's data must be organized and maintained in a method prescribed by the CSDE to collect both program and participant data. Program data include, but are not limited to, site information, details of activities offered (e.g., start and end dates, type of activity), staff surveys, and staff demographics. Participant data include, but are not limited to, State Assigned Student Identifier (SASID), participant demographics, program attendance and participant surveys.

All funded applicants must commit to:

- Providing program year data prescribed by the CSDE.
- Assisting in any evaluation studies performance reviews conducted by the CSDE and their subcontractors.
- Participating in any site visits, program monitoring and audits that the CSDE may conduct during the grant period.

The CSDE is responsible for providing details about program year data, FRC performance standards and data collection protocols to all grantees. Each grantee will be responsible for providing access for all requested data to the CSDE.

I. Program Management and Staffing

C.G.S. Section 10-4o (d) requires that “*each family resource center shall have a program administrator who has at least two years of experience in child care, public administration or early care and education and a master’s degree in child development, early care and education or a related field*” to oversee the management of each FRC. For any projects where a program administrator is responsible for managing multiple programs, a full-time site coordinator must be employed for each individual FRC that has a bachelor’s degree in early care and education, child development or a related field, with sufficient work experience and skill sets deemed appropriate to ensure that high quality services are provided to families. The management and administration of all FRCs must be done in partnership with the respective public school principal.

J. Matching Revenues

The development and administration of an FRC will likely incur costs well over the allocation provided to grantees through this grant. Therefore, it is expected that applicants for this grant have developed revenues from other sources that will be used in partnership with state funds.

Applicants should provide a minimal amount of 25 percent in matching funds to any FRC program. Matching funds may include expenditures from other state, local and federal sources, and can be either an actual expenditure (cash) or a virtual cost (in-kind). A cash match is an actual cash contribution from another revenue source expended to the FRC

program. In-kind matching typically come in the form of the value of personnel, goods and services aligned to the FRC program.

K. Program Fees

Programs are allowed to establish and collect reasonable fees to offset the expenses incurred by the FRC in connection with carrying out the purposes of this grant. When fees are charged to families for certain services, the inability of families to pay for services must not result in the denial of services to the child and/or the child's family.

Early care and education and school-age child care services must be provided based on the Connecticut Office of Early Childhood's Sliding Fee Scale or use the child care subsidy certificates from the Care 4 Kids program. FRCs must utilize available child care subsidy funds and other funding streams that may be available through the local and private sector. For more information, please go to <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=545044> or call the Office of Early Childhood at 1-888-214-KIDS (5437).

L. Grant Process

1. Review of Applications and Grant Awards

The CSDE reserves the right to make a grant award 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.

2. Management Control of the Program and Grant Consultation Role of State Department of Education Personnel

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, the Department will not be directly responsible for the selection of sub-grantees or vendors or be directly involved in the expenditure and payment of funds obligated by the grantee. The CSDE staff is responsible for grant management, monitoring compliance with program terms, tracking progress in reaching the goals and objectives of program, program improvement plans and related activities.

For questions regarding application procedures or proposal format, contact Louis Tallarita, Education Consultant, Bureau of Health/Nutrition, Family Services and Adult Education, at 860-807-2058 or louis.tallarita@ct.gov.

3. Reservations and Restrictions

The CSDE reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal or program responsibilities required under this grant.

4. Facsimile (Faxed) Copies

Facsimile (faxed) copies of applications **will not** be accepted. Only applications with the original signatures and received by the due date and time will be accepted.

5. Due Date and Delivery of Applications

Receipt by the CSDE of the Application Package for the Renewal of a FRC Program is required by 4:30 p.m on **Monday, July 15, 2019**, irrespective of the postmark date and means of transmittal. Extensions shall not be given. Applications must include one original with required signatures and one copy of the original.

IMPORTANT NOTE: Applicants must use the enclosed application format. Modifications will not be accepted.

Mailing address is: Connecticut State Department of Education P.O. Box 2219 Hartford, CT 06145-2219 ATTN: LOUIS TALLARITA	Delivery address is: Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841 ATTN: LOUIS TALLARITA
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M. Standard Considerations

1. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in CG.S. Section 4a-60 and Section 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities (CHRO).

2. Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Chapter 14 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 to 1-242, inclusive). 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 records and receive a copy of such records.

3. Affirmative Action

In accordance with the regulations established by the CHRO, each applicant is required to have a complete Affirmative Action Packet on file with the CSDE. This grant application

contains the Certification Form certifying that an Affirmative Action Plan is on file with the CSDE. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the CSDE must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

<p style="text-align: center;">State Department of Education Affirmative Action Office 450 Columbus Boulevard, Suite 607 Hartford, CT 06103-1841</p>

4. Date Of Board Acceptance

This application requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, the official Board approval or like document should be sent under separate cover no later than Wednesday, July 31, 2019.

A. Cover Page/Authorizations for Grant Period: July 1, 2019, through June 30, 2021

**Office of Student Supports and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education**

**APPLICATION PACKAGE FOR THE RENEWAL OF A
FAMILY RESOURCE CENTER PROGRAM**

<p>Family Resource Center Site: (School name, address and grade levels)</p>	<p>Estimated Program Budget: FRC State: \$ _____ Fees: \$ _____ Local: \$ _____ <input type="checkbox"/> Cash; <input type="checkbox"/> In-kind Other: \$ _____ <input type="checkbox"/> Cash; <input type="checkbox"/> In-kind TOTAL: \$ _____</p>
<p>Lead Applicant: (Name and address)</p> <p>Identify: <input type="checkbox"/> School District <input type="checkbox"/> Other: _____</p>	<p>Partner Applicant, if applicable: (Name and address)</p> <p>Identify: <input type="checkbox"/> School District <input type="checkbox"/> Other: _____</p>
<p>Lead Applicant Contact Person: (Name, phone and email)</p>	<p>Partner Applicant Contact Person: (Name, phone and email)</p>

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:

<p>Lead Applicant Signature (Chief Administrative Official):</p> <p>Name (typed): _____ Date: _____</p>	
<p>Superintendent of Schools* Signature:</p> <p>Name (typed): _____ Date: _____</p>	
<p>Principal* Signature:</p> <p>Name (typed): _____ Date: _____</p>	

The signature of the Superintendent **and Principal is mandatory for the submission of the Family Resource Center renewal application. Please note: by means of this signature, the Superintendent of Schools is agreeing to provide the Lead Applicant access to participants' State Assigned Student Identification (SASID) numbers for reporting purposes.*

CONNECTICUT STATE DEPARTMENT OF EDUCATION
B. Standard Statement of Assurances for Grant Programs

PROJECT TITLE: Family Resource Center Grant Program

July 1, 2019 – June 30, 2021

THE APPLICANT: _____ **HEREBY ASSURES THAT:**

(insert Agency/School/CBO 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;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut 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 Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut 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/federal funding;
- J.** The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the 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 Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. “Commission” means the Commission on Human Rights and Opportunities;
- ii. “Contract” and “contract” include any extension or modification of the Contract or contract;
- iii. “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
- v. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. “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;
- vii. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
- ix. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent 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 C.G.S. § 32-9n; and
- x. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) 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, gender identity or expression, intellectual disability, mental disability 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; and 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, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) 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; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the 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; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) 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 C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- (c) 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.

- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, 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 C.G.S. § 46a-56, as amended; 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 regarding a State contract, 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.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) 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 the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) 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; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) 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 C.G.S. § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph 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 C.G.S. § 46a-56 as amended; 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 regarding a State contract, 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. The grant award is subject to approval of the Connecticut State Department of Education and availability of state 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 there under are hereby incorporated by reference.

OTHER FRC PROGRAM ASSURANCES

- O.** The applicant agrees to comply with any additional data collection methods established by the CSDE for future program evaluation purposes. This includes, but is not limited to:
- Site information. Details of activities offered (e.g. start and end dates, type of activity), staff surveys, and staff demographics.
 - Participant Data. State Assigned Student Identifier (SASID), participant demographics, program attendance, and participant surveys.

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

Superintendent Signature: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____

C. Affirmative Action Certification Form

**FAMILY RESOURCE CENTER GRANT PROGRAM
CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE
WITH THE STATE DEPARTMENT OF EDUCATION**

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

D. Family Resource Center Site Plan and Program Description

List the name, title, phone number and e-mail address for each person currently performing the following roles and responsibilities. If a position is currently vacant or a vacancy is expected in the upcoming program year, please indicate the program's intended plan for reemployment.

Building Principal	
Name:	
Title:	
Phone:	
E-mail:	
Comments:	

FRC Program Administrator	
Name:	
Title:	
Phone:	
E-mail:	
Comments:	

Does the FRC Program Administrator meet the legislative qualifications outline in C.G.S. 10-4o: *“at least two years of experience in child care, public administration or early care and education and a master’s degree in child development, early care and education or a related field”*?

- Yes: Please indicate area of experience, level and area of degree and graduating college/university:
- No

In any FRC where a program administrator is responsible for multiple programs, please indicate:

FRC Site Coordinator	
Name:	
Title:	
Phone:	
E-mail:	
Comments:	

Does this person meet the CSDE grant requirements: *“hired for an individual FRC, employed full time and has obtained, at minimum, a bachelor’s degree in early care and education, child development or a related field”*?

- Yes - Please indicate the level and area of degree and graduating university/college:
- No

1. Community Need and Target Population(s) (maximum of 500 words)

Describe the need for the FRC in this school. Use relevant, current data to make your case. Identify any needs assessment recently conducted by the school or community and the needs or gaps in services/supports identified.

2. Location/Space Requirements (maximum of 300 words)

Provide a description of the FRC location and space. This must include the host elementary school and the classroom grades offered. Provide an overview of how the FRC is physically incorporated into the public elementary school and describe the designated space allocated for each of the following:

- parent resource room (play space, parent activities, meetings and resource library); and
- office space for FRC staff, including private meeting space.

3. Delivery of Services

Provide a narrative for each of the following components (a-g). Each component must include:

- A brief description of the service(s); program performance objective(s) supported; and target population(s) to be served, including those deemed “high-risk.”
- The role the FRC will assume in the delivery of service(s) versus the role of any collaborative partners and the location(s) of where service(s) will be provided.
- Data that will be collected by the FRC to measure:
 - participation in service(s);
 - program quality; and
 - participant level changes and outcomes.

Additionally, a memoranda of understanding or memoranda of agreement (MOU/MOA) must be provided for each collaborating partner identified in this application toward achieving any outcomes related to program performance objectives or the delivery of any service or activity of the FRC. All MOU/MOAs shall describe: name(s) of each party involved; a brief description of the scope of work, roles and responsibilities; any financial obligation of each party (if applicable); dates the agreement is in effect; and signatures of each party.

(a) Early Care and Education Component (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- status of compliance with all child day care licensing requirements, as defined under C.G.S., Section 19a-77;
- status of compliance with the standards for the School Readiness Programs pursuant to C.G.S. Section 10-16p; or
- status of accreditation by the National Association for the Education of Young Children (NAEYC), Head Start or criteria established by the other accrediting agencies recognized by the Office of Early Childhood.

(b) School-Age Child Care Component (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- Separate descriptions for a before-school program, after-school program and vacation program with the status of compliance with child day care licensing requirements as defined under C.G.S. Section 19a-77.

(c) Adult Education and Family Literacy Component (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- name and location of the local designate responsible for administering adult education services governed by C.G.S. Sections 10-67 through 10-73d and Title II of the Federal Workforce Investment Act; and details that establishes the coordination of existing local structures in meeting the goals, objectives and long-term vision for local adult education programs.

(d) Support and Training for Family Day Care Providers Component (maximum of 500 words.)

Provide required items (i., ii, iii.) described above:

(e) Families in Training Component (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- name and location of at least one Connecticut Birth to Three program that is a partner with the FRC and a description of activities that will include children with disabilities or developmental delays.

(f) Positive Youth Development Component (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- name and location of the local entity responsible for administering C.G.S. Section 10-19m, Youth Service Bureau (YSB), that was consulted to ensure that the alignment and relationship of PYD activities are consistent with the needs of local youth.

(g) Resource and Referral Component (maximum of 500 words)

Provide required items (i.,ii., and iii.) described above:

4. School Support and Project Alignment

Attach a letter of support from the school principal that, at minimum, provides:

- confirmation that FRC activities and services have been reviewed;
- details on how the CSDE FRC grant funding and activities are aligned with school improvement priorities and the district's overall strategy to improve academic achievement; and
- acknowledgement that fixed and adequate space requirements of the FRC will be maintained and preserved for the duration of the current grant.

5. Fees and Funding (maximum of 300 words)

Describe any program fees that will be collected by the FRC lead applicant, including a sliding fee scale that takes into account the financial need of the students and families targeted for services. Any fee structure must provide a narrative that explains its administration, management and how the funds collected will subsequently be used in support of the FRC.

6. Personnel Management (maximum of 500 words)

Describe the role(s) of personnel that are instrumental to the management design of the FRC, including how program staff will be supervised and evaluated. This section should include a management plan that provides details of personnel interaction at the district, school and FRC program site level. It should also include any internal or external management committees or advisory boards that represent systems of governance and decision-making deemed essential to the FRC program design. In any community that operates two or more FRC sites, this section must describe a management structure that aligns leadership, critical decision-making and coordinated staffing approaches for all FRCs within a centralized organizational structure.

7. Data Collection and Evaluation (maximum of 500 words)

Describe a process for collecting, maintaining and reporting relevant program information on services, activities and participants of the FRC that includes staff roles, ability and experience to collect and analyze electronic data. Include any internal policies and procedures that safeguard the confidentiality and privacy in the storage or transfer of participant information. If selected for funding, agencies may be asked to develop a tailored logic model and formal evaluation plan.

E. GRANT BUDGET

The applicant must complete the following ED 114 Budget Form with anticipated line item total expenditures for Year 1 (FY 2020). Successful grantees will then submit a new ED 114 State Budget Form and Budget Justification page for Year 2 (FY 2021.)

the maximum allowable amount for both combined line items (Line 600 + Line 700) may not exceed 10 percent of the total authorized amount. Only grantees that have received rate approvals are eligible to claim indirect costs (917).

GRANTEE NAME:		TOWN/AGENCY CODE:	
GRANT TITLE:	Family Resource Center Grant		
PROJECT TITLE:	Family Resource Center Grant Location:		
ACCOUNTING CLASSIFICATION: FUND: 11000 SPID: 16110 YEAR: 2020 PROG: 82079 CF1: 170003 CF2:			
GRANT PERIOD: 07/01/2019 – 06/30/2020		AUTHORIZED AMOUNT: \$ 100,000	
AUTHORIZED AMOUNT BY SOURCE:			
LOCAL BALANCE:	CARRY-OVER DUE:	CURRENT DUE: \$	
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		
700	Property		
800	Miscellaneous		
917	Indirect Costs		
	TOTAL		
Original Request Date:			
Revised Request Date:	<i>Connecticut State Department of Education Program Manager Authorization</i>	<i>Date of Approval</i>	

F. GRANT BUDGET NARRATIVE: BUDGET JUSTIFICATION

The applicant must complete the following Budget Justification and provide a brief explanation justifying each line item of expenditures proposed on the ED 114 Budget Form. A summary explanation must be provided for each line item expenditure noted in your budget, including detailed information for each staff positions paid with grant funds [(e.g., 100 Personal Services - Salaries Salaries: 2 FTE parent educators (30hrs x \$15 per hour)]. Use additional pages as needed. See Appendix A (page 29) for a description of budget option codes

Object codes and amounts MUST match those listed on the FRC Grant Funds Form

Center/Site Name:		State Grant Amount:
		\$
Code:	Description:	Line Item Amount Budgeted:

Detailed explanation of the use of funds for this line item:

Code:	Description:	Line Item Amount Budgeted:
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Detailed explanation of the use of funds for this line item:

Code:	Description:	Line Item Amount Budgeted:
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Detailed explanation of the use of funds for this line item:

Code:	Description:	Line Item Amount Budgeted:
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Detailed explanation of the use of funds for this line item:

Code:	Description:	Line Item Amount Budgeted:
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Detailed explanation of the use of funds for this line item:

Section III.

Rating Criteria

Checklist

Cover Page/Authorizations	Yes	No
Standard Statement of Assurances	Yes	No
Affirmative Action Certification Form	Yes	No
Approval or Endorsement of Board	Yes	No

EXCELLENT (well conceived and thoroughly developed)	GOOD (clear and complete)	MARGINAL (requires additional clarification)	WEAK (lacks sufficient information)	INADEQUATE (information not provided)
10 points	8 points	5 points	2 points	0 points
5 points	4 points	3 points	1 point	0 points

	Maximum Points	Points Scored
1. Location and Space Requirements and Community Integration		
• Need for an FRC is demonstrated and supported by current, relevant data.	5 points	
• Plan demonstrates the commitment of an appropriate location and adequate space for the FRC in a public elementary school.	5 points	
Subtotal	10 points	
2. Delivery of Services		
• Plan addresses how the FRC will administer the Early Care and Education component of this grant.	10 points	
• Plan addresses how the FRC will administer the School Age Child Care component of this grant.	10 points	
• Plan addresses how the FRC will administer the Adult Education and Family Literacy component of this grant.	10 points	
• Plan addresses how the FRC will administer the Support and Training for Family Day Care Providers component of this grant.	10 points	
• Plan addresses how the FRC will administer the Families-in-Training component of this grant.	10 points	
• Plan addresses how the FRC will administer the Positive Youth Development component of this grant.	10 points	
• Plan addresses how the FRC will administer the Resource and Referral component of this grant.	5 points	
Subtotal	65 points	
3. Program Management and Administration		
• Includes a completed Budget Packet that is reasonable and realistic to the plan presented.	10 points	

<ul style="list-style-type: none"> Plan provides a coordinated structure for personnel that identifies staffing roles at district, school and FRC program site level. 	5 points	
<ul style="list-style-type: none"> Plan provides an effective process for collecting, maintaining and reporting relevant program information of the FRC. 	5 points	
Subtotal	20 points	

4. Priority Points	Yes	No
<ul style="list-style-type: none"> Site location is within a CSDE Alliance or Priority School District, selected pursuant to C.G.S. Sec. 10-262u and C.G.S. Sec. 10-266p respectively. 	3 points	0
<ul style="list-style-type: none"> Site location has an existing kindergarten program. 	1 point	0
<ul style="list-style-type: none"> Site location has an existing preschool program. 	1 point	0
Subtotal (5 points)		
5. Data Quality History (for period July 1, 2017, through June 30, 2019)	Yes	No
<ul style="list-style-type: none"> Participant and assigned household data provided meets a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications. 	0	-5 points
<ul style="list-style-type: none"> Family/Child assessment data provided meets a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications. 	0	-5 points
<ul style="list-style-type: none"> FRC activities and services data provided, including attendance/dosage, meet a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications. 	0	-5 points
Subtotal (-15 points)		

Summary of Scores	Points
1. Location and Space Requirements and Community Integration (maximum 10 points)	
2. Delivery of Services (maximum 65 points)	
3. Program Management and Administration (maximum 20 points)	
4. Priority Points (maximum 5 points)	
5. Data Quality History (maximum <u>loss</u> of 15 points)	
TOTAL SCORE (Maximum 100 points)	
Comments :	

BUDGET CODE DESCRIPTIONS

100	Personal Services - Salaries. Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
200	Personal Services - Employee Benefits. Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.
300	Purchased Professional and Technical Services. Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
400	Purchased Property Services. Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
500	Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
600	Supplies. Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances
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 the 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, 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 \$5,000 and the useful life of more than one year.
917	Indirect Costs. Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the CSDE to apply for a restricted and unres rate. Only grantees that have received rate approvals are eligible to claim indirect costs.