STATE OF KANSAS

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

 **APPLICATION FOR GRANT**

 **TECHNICAL COVER PAGE**

|  |  |
| --- | --- |
| **A. APPLICANT AGENCY (NAME, ADDRESS, TELEPHONE,**  **E-MAIL)** | **C. OFFICIAL AUTHORIZED TO SIGN APPLICATION** **(NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** |
| **B. TYPE OF AGENCY Public; Private Non-Profit; Private Profit (circle one)** | **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **D. PROJECT DIRECTOR (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)**  | **E. FINANCIAL OFFICER** **(NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** |

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| **F. TYPE OF APPLICATION** **(CHECK ONE) \_\_\_\_\_\_NEW \_\_\_\_\_\_REVISION CONTINUATION OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(GRANT NUMBER)** |

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| --- |
| **G. TITLE OF PROJECT** |

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| --- |
| **H. REGION (Select one per application)** **[ ]  Kansas City Metro** **[ ]  Northeast** **[ ] South Central** **[ ]  Southeast** **[ ] West** **[ ] Wichita**  |
| **I. GEOGRAPHIC AREA TO BE SERVED & TARGET POPULATION**  |

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| **J. ABSTRACT: Please include a brief (100 words or less) overview of the project. Font size may be 10 point, if necessary, in this box.** |

 **APPLICATION FOR GRANT**

 **COST COVER PAGE**

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| --- | --- |
| **A. APPLICANT AGENCY (NAME, ADDRESS, TELEPHONE,**  **E-MAIL)** | **C. OFFICIAL AUTHORIZED TO SIGN APPLICATION** **(NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)** |
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| **H. REGION (Select one per application) [ ]  Kansas City Metro [ ]  Northeast [ ] South Central [ ]  Southeast [ ] West [ ] Wichita**  |
| **I. GEOGRAPHIC AREA TO BE SERVED & TARGET POPULATION**  |

|  |  |  |
| --- | --- | --- |
| **J. FEDERAL IDENTIFICATION NUMBER (FEIN)** |  | **L. GRANT FUNDS REQUESTED** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **K. APPLICANT=S FISCAL YEAR** |

Request for Proposal

 Grant Instructions and Timeline

Children and Family Services

4/11/2011

 Daniel Klucas, DSOB 8th Floor Purchasing, 915 SW Harrison, Topeka, Kansas, 66612

The State of Kansas Department of Social and Rehabilitation Services (SRS), Children and Family Services is issuing this Request for Proposal to obtain competitive responses from vendors to provide targeted services to children and families to prevent maltreatment, prevent out of home placement, and/or prevent the need for SRS Children and Family Services involvement per the attached specifications. SRS seeks to serve children and families throughout the State of Kansas by funding multiple programs that focus on the aforementioned services in each SRS region.

**Term of Contract:** The term of this contract is a one year (1) period beginning July 1, 2011 with one (1) additional one (1) year renewal by written agreement of the parties.

**Request for Proposal Timeline**

Release of Request for Proposal  **April 11, 2011**

Written Questions Electronically Submitted to Daniel.Klucas@srs.ks.gov From Potential Bidders Due by 5:00 p.m.  **April 25, 2011**

Written Responses will be posted on the SRS Children and Family Services site (<http://www.srs.ks.gov/agency/cfs/Pages/default.aspx> ) **April 29, 2011**

Applications Due on**May 16, 2011 by 5:00 PM** to **Daniel Klucas, DSOB 8th Floor Purchasing, 915 SW Harrison, Topeka, Kansas, 66612.**

Applications Reviewed **May, 16 2011 to June 3, 2011**

Central Office Informs Secretary of Recommendations **June 7, 2011**

Initiate Negotiations with Applicants **June 8, 2011**

Central Office Notifies Successful and Unsuccessful Applicants of Award  **June 20, 2011**

Administrative Processing of Grants **June 20, 2011**

Grant Start-Up **July 1, 2011**

**Application Checklist**

The following sections must be submitted in this order for the Technical Proposal:

\_\_\_ Cover Page

\_\_\_Project Description \*

\_\_\_Research Supporting Project\*

\_\_\_Fidelity Monitoring\*

\_\_\_Outcomes\*

\_\_\_Project Evaluation Plan \*

\_\_\_Logic Model *[optional]*

The following sections must be submitted in this order for the Cost Proposal:

\_\_\_ Cover Page

\_\_\_Budget Sheets

**ATTACHMENTS:**

\_\_\_Statement of Compliance with Assurances (Attachment A, page 18)

\_\_\_List of Board Members and a Board Member Conflict of Interest Statement

\_\_\_Three (3) Letters of Support

\_\_\_Licensing/Accreditation/Certification Documentation *[if applicable]*

\_\_\_Most recent Audit report, Form 990, current Financial Statements, or letter of credit

\* These items are considered part of the narrative and should not exceed twenty (20) pages in length.

**Children and Family Services**

**Community Based Services**

**I. Background/Philosophy of Social and Rehabilitation Services**

**A. Mission:** To protect children and promote adult self-sufficiency.

**B. Vision:** Partnering to connect Kansans with supports and services to improve

lives.

**II.**  **Background/Philosophy of Children and Family Services**

**A. Children and Family Services Mission:** Prevention, protection and preservation in a child’s

 time.

**B. Children and Family Services Vision: All children are safe in nurturing families and**

 communities.

**C. Background:**

The State of Kansas Social and Rehabilitation Services is responsible to investigate reports of child abuse and neglect and determine if action is needed to protect the child(ren); and to assess reports of families who may be in need of services for reasons other than abuse or neglect, such as truancy. SRS completes a family based assessment to identify each family’s strengths and needs to determine if services are needed. SRS provides services, and referrals to appropriate community services to families whose children are at risk of out-of-home placement.

Community based services funding has been available through SRS Regions to develop and manage local projects. The outcomes of these services have been targeted to prevent maltreatment, reduce out of home placement, and/or prevent the need for SRS Children and Family Services involvement.

These services are provided in the family home or community to strengthen the family, keep the family unit intact and promote the safety and well being of the children. SRS seeks to continue data and outcomes driven community based projects through contractual agreements with entities that use evidence based, research supported or results oriented projects, improvements, or services.

**D. Purpose of the Grant:**

The purpose of this Request is to solicit the design and implementation of evidence based, research supported or results oriented projects, improvements, or services that demonstrate improved safety or well being outcomes for children and families with emphasis on at least one of the following:

1. Primary prevention of the need for SRS Children and Family Services involvement,
2. Prevention of maltreatment, or
3. Prevention of out-of-home placement.

The model of community based projects, improvements, or services is delivered in designated SRS regions or communities within SRS regions. The population served by the community based project, improvement, or service should reflect the racial and ethnic diversity of the population for the geographic area to be served. (Cover Page I.)

Community based services are family-centered. The services and supports build on the strengths of the family, are culturally competent, include the entire family as well as address safety and needs of individual family members. Services provided by SRS community based projects, improvements, or services typically involve or address:

1. Truancy prevention
2. Maltreatment prevention
3. Projects related to runaway youth
4. Projects related to short term case management or other service models to families with children in police protective custody or in emergency shelters to prevent entry into custody and care of the Secretary
5. Parent education
6. Short term case management
7. Flexible emergency funding for families to mitigate crisis and prevent entry into custody of the Secretary
8. Stress and/or anger management
9. Crisis intervention, conflict resolution, or mediation
10. Mentoring
11. Drug and alcohol parent education classes
12. Post Adoption support to prevent dissolution and entry into custody of the Secretary

**E. Population Served:**

Referral criteria for project, improvement, and service delivery is a family with children at risk of Children and Family Services intervention, maltreatment, truancy, law enforcement protective custody or custody of the Secretary.

Community based projects, improvements, or services delivered in six (6) SRS regions, jurisdictions or communities of those regions: (Northeast, West, South Central, KC Metro, Southeast and Wichita). See enclosed map, use “Ctrl + click” on the below link:

 [SRS Regions Map](http://www.srs.ks.gov/Pages/FindSRSLocations.aspx)

Currently, each SRS region has a custody prevention project for specific focused populations. SRS encourages projects proposing enhancement of current custody prevention projects. See the projects in the embedded word document below.


Referrals to projects may be SRS or other community providers or children’s service coordinators depending on the nature of proposal and service design.

**III. Grant Requirements**

1. A project director or lead staff assigned to this contract who will serve as contact for the SRS Regional office.
2. Adhere to the following:
	1. Kansas Code for the Care of Children KSA 38-2200 et seq.
	2. Kansas Administrative Regulations.
	3. Children and Family Services Policy and Procedure Manual (PPM) and its revisions.
	4. The Americans with Disabilities Act (ADA).
3. Establish policy and procedure in the form of books, manual, other available writing action plan and/or training material that specifies the components of the practice or project protocol and describes how to administer it. Such documents should be described at a level that would allow others to implement/replicate the project. Describe how the policies and procedures will be maintained.
4. Design a method of documentation which ensures timeliness, completeness and accuracy.
5. Collect and track data required to report outcome performance.
6. Establish and maintain a quarterly report system that will be submitted electronically reporting data elements as illustrated in the Excel example



1. Maintain an accounting system to separately track all costs related to this project. Submit Quarterly Budget and Grant Transaction Reports using the below embedded spreadsheet in Excel format.

 

**IV. Proposal Requirements**

**A. Technical Proposal Components:**

1. Cover Page

Complete all sections (A-L).

2. Project Description

1. Clearly describe the service provided.
2. Identify the geographic location to receive the service.
3. Clearly define the population the community based project, improvement, or service intends to target.
4. Describe the eligibility criteria which will be used to determine qualification to receive the service.
5. Provide information describing referral sources.
6. Outline the referral process.
7. Describe the project, improvement, or services policy and procedure as referenced in Section III. C, Grant Requirements.

3. Research

Provide credible research which demonstrates the project, improvement or service will be successful in achieving the outcomes identified in Section IV.A.2.g, Project Description, and those measured in Section IV.A.5, Outcomes.

4. Fidelity

Describe how the project, improvement, or service will demonstrate or monitor fidelity (implemented as intended by the designers of the project) to the practice model referenced in Section IV.A.2.g, Project Description, and IV.A.3, Research.

5. Outcomes

1. Identify the outcomes the community based project, improvement, or service will meet.
2. In addition to project specific outcomes, all projects, improvement, or service will be measured on the following outcomes:

Outcome 1. Children are safe from abuse and/or neglect.

95% of families will not experience substantiated abuse neglect during project, improvement, or service participation.

Operational definition: Total number of families referred to the project, improvement, or service that did not have a substantiated finding of abuse or neglect for an incident date between service start date and 90 days past service start date, divided by the number of families referred to the project, improvement or service during the same 90 day period. The operational data comes from FACTS.

Outcome 2. Children are maintained at home with family

O2.1 95% of families will not have a child placed outside the home into the foster care program from service start date to 90 days past service start date.

Operational definition: Total number of families referred to the project, improvement, or service that do not have any children placed into foster care during the 90 day period past service start date, divided by the total number of families referred to the project, improvement or service that were referred during the same 90 day period. The term foster care includes children or youth placed into the custody of the Secretary of SRS who are living in an out of home placement. The operational data comes from FACTS.

O2.2 90% of families will not have a child placed outside the home into the foster care program from date of referral to 180 days past service start date.

Operational definition: Total number of families referred to the project, improvement, or service that do not have any children placed into foster care during the 180 day period past service start date, divided by the total number of families referred to the project, improvement, or service that were referred during the same 180 day period. The term foster care includes children or youth placed into the custody of the Secretary of SRS who are living in an out of home placement. The operational data comes from FACTS.

6. Project Evaluation Plan

1. Describe method of project evaluation. See Attachment B for sample Logic Model.
2. Clearly outline benchmarks that will be used to evaluate project performance. For example, Child/youth will have 100% school attendance.

**B. Cost Proposal Requirements:**

Cost Proposal and Budget Detail

1. Complete all applicable tabs of the spreadsheet embedded below. See detailed instructions in Section C of the Glossary.



1. The cost proposal should represent all costs related to this project, improvement or service. If additional non-SRS grant funding will be used for this proposal, please identify the funding and how it will be used.
2. Explain the projected number of people served at the proposed costs; and the effect on costs related to a 10%, 20% or 30% reduction in number of people served.

**C. Submission Instructions**

1. Applicants may submit proposals for more than one SRS Region. Separate technical and cost proposals are required for each region. The cost proposal may include narrative regarding savings from economies of scale for a multiple-region award.

2. Submit one (1) original and fifteen (15) copies of the Technical Proposal, including signature sheet, applicable literature and other supporting documents.

3. Submit One (1) original and five (5) copies of the Cost Proposal including signature sheet.

4. Two (2) electronic / software version(s) of the technical and cost proposals are required. This shall be provided on diskette or CD, in Microsoft® Word or Excel and technical and cost responses shall be on separate media.

5. All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as “Cost Proposal” or “Technical Proposal”, closing date and the Region.

6. Application, sealed securely in an envelope or other container, shall be received no later than 5:00 PM, Central Time, on May 16, 2011, addressed as follows:

**Daniel Klucas**

**DSOB 8th Floor Purchasing**

**915 SW Harrison**

 **Topeka, Kansas 66612**

1. Faxed, emailed or telephoned applications are not acceptable.
2. Applications received prior to the closing date shall be kept secured and sealed until closing. The State shall not be responsible for the premature opening of an application or for the rejection of an application that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration.
3. It is the applicant’s responsibility to ensure proposals are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

7. Application should not exceed twenty (20) pages of narrative, not including cover page, title pages.

8. The font size must be at least 12 point. All margins must be no less than one inch. All pages of the application must be numbered in the lower right-hand corner, starting with the Cover Sheet as page 1. These page numbers may be hand-written but typewritten numbers are preferred.

9. The application must be arranged in the order indicated in the “Application Checklist” on page 4.

The following documents should be attached:

a. Statement of compliance with assurances.

b. List of board members and a board member conflict of interest statement.

d. Letters of support.

e. If applicable, licensing/accreditation/certification documentation.

f. Most recent audit report, 990 form, current financial statement, or letter of credit.

 10. All copies of the application are to be printed single-sided and bound with a staple or binder clip in the upper left-hand corner. Do not bind with separate covers of any kind or paper clips. Do not include tabs, plastic inserts, or brochures in your grant application.

 11. The application must be signed on the cover page in box C (official authorized to sign application).

**IV. Proposal Review**

 **A. Review Process:** SRS will review applications in accordance with the Criteria for Review. Reviews will be done at the SRS Central Office and SRS Regional Office level and may include persons not employed by SRS.

 **B. Criteria for Review:** Award shall be made in the best interest of the State as determined by the Procurement Negotiating Committee. Although no weighted value is assigned, consideration may focus toward but is not limited to:

1. Cost. Applicants are not to inflate prices in the initial proposal as cost is a

 factor in determining who may receive an award or be invited to formal

 negotiations. The State reserves the right to award to the lowest

 responsive bid without conducting formal negotiations.

1. Adequacy and completeness of proposal.
2. Compliance with the terms and conditions of the Grant Instructions and

 Timeline.

5. Relationship of the budget to the project outcomes, targets, activities, and inputs.

 6. Adequate description of budget narrative.

**Glossary**

**A. Definitions**

**Activity:** Refers to a direct service or project offered to children, families, child care providers, communities, and other recipients. Examples of activities include parenting classes and child health projects.

**Audit:** A report or statement reflecting an official examination and verification of accounts and

records.

**Audit Policy:** See the following website for information on audit policy:

http://www.srskansas.org/Recipient\_Monitoring\_Policy.htm

**Best Practices:** The most advantageous or suitable way of doing something or carrying out

a project based on experience and/or the results of research based on clinical expectations.

**Grantee:** The recipient of grant funds.

**Guiding Principles:** Underlying beliefs or philosophies that drive decisions and actions

associated with the project.

**Intermediate Outcomes:** A quantified measure such as the amount of increase or percentage of change in behavior or knowledge as a result of project activities.

**Sample Intermediate Outcome:** Improved quality of early childhood care and education.

**Intermediate Data Indicators:** Specific items of information used to track a project=s success toward specified outcomes. Indicators describe observable, measurable characteristics or changes that represent achievement of an outcome. The number and percent of project participants who are demonstrating desired behaviors are indicators of how well the project is doing with respect to the outcomes.

**Sample Intermediate Data Indicator:** Percentage of early childhood teachers with NAEYC accreditation.

**Intermediate Goals:** For each intermediate data indicator listed, a measure of success extending over a period of time. Must contain a quantifiable measure existing within a specific time frame.

**Sample Intermediate Goal:** By December 31, 2004, the percentage of early childhood teachers with CDAs will increase from 5% to 25%.

**Intermediate Results:** Recorded rate of behavior change.

**Sample Intermediate Result:** To date the percentage of early childhood teachers with CDAs has increased from 5% to 7%.

**Logic Model:** Describes resources, activities, and outcomes throughout the duration of the project.

**Long-Term Outcomes:** For the purpose of this Request for Proposals, Long-Term Outcomes are defined as Children and Family Services Review Outcomes.

**Long-Term Data Indicators:** Specific items of information used to track a project's success toward specified outcomes. Indicators describe observable, measurable characteristics or changes that represent achievement of an outcome. The number and percent of project participants who are demonstrating desired behaviors are indicators of how well the project is doing with respect to the outcomes.

**Sample Long-Term Data Indicator:** Percentage of kindergartners scoring higher than 80% on developmental assessments.

**Long-Term Goals:** A broad, long-term measure of success extending over a period of time.

Must contain a quantifiable measure existing within a specific time frame.

**Sample Long-Term Goal:** By December 31, 2007, kindergartners' developmental assessment scores will improve by 30%.

**Long-Term Results:** Measure of success to date.

**Sample Long-Term Result:** Kindergartners= developmental assessment scores have improved by 5%.

**Mission:** A brief statement of purpose or reason for being; answers the question, “Why does your community partnership or organization exist?”

**Outputs:** Quantity of an activity and/or the direct products of project activities. Outputs are usually measured in terms of the volume of work accomplished. Examples of outputs are number of classes taught, and educational materials distributed.

**Sample Output:** Four parenting classes were held.

**Outcome Evaluation:** The process of measuring progress towards short-term, intermediate, and

long-term outcomes.

**Project Evaluation:** The process of planning, collecting, analyzing, and reporting results of

the project.

**Promising Approaches:** Projects/activities that have demonstrated effectiveness.

**Request for Proposal:** A solicitation by a grantor seeking applications from potential grantees.

**Short-Term Outcomes:** Project outputs (for each Intermediate Outcome listed).

**Sample Short-Term Outcome:** Number of early childhood teachers working toward an AA degree.

**Short-Term Data Indicators:** Specific items of information used to track a project's early successes toward specified outcomes. Indicators describe observable, measurable characteristics or activities that represent progress toward achievement of an outcome. The number and percent of project participants who are participating in projects or activities are examples of short-term data indicators.

**Sample Short-Term Indicator:** Number of early childhood teachers who received college tuition.

**Short-Term Objectives (or Benchmarks):** A specific, measurable statement of expected annual progress towards achieving a project outcome. Objectives should include a completion date and projected level of services or activities affecting project recipients. Objectives must be defined for each short-term indicator listed.

**Sample Short-Term Objective:** By December 31, 2012, 50 early childhood teachers will receive college tuition reimbursements through Smart Start.

**Short-Term Results:** Measure of success for the grant period.

**Sample Short-Term Result:** Twelve centers have received assistance to initiate the NAEYC accreditation process.

**Staffing Patterns:** Types or categories of employees scheduled to perform specified duties during certain hours.

**Supporting Research:** Research that demonstrates the relationship between the activity and the expected outcome.

**Vision:** The futuristic picture or ideal state of a community or project as defined by the community partnership or organization.

**B. SRS Divisions**

SRS: Kansas Department of Social and Rehabilitation Services

SRS/ISD: Kansas Department of Social and Rehabilitation Services/Integrated Service Delivery

**C. Glossary of Budget Expense Items and Instructions (listed in order of tabs from the Cost Proposal spreadsheet)**

**Cost Proposal:** The only entry to be made on this tab is to identify the bidding organization’s name in Cell A1. The remainder of the Cost Proposal tab populates with data from the other detail sheets.

**Personnel:** The following columns (fields) need to be completed on this tab.

1. Position Description – identify the various types of positions for which salary expenses will be incurred. Complete only one line for each position type. If there is more than one position of a given type, please identify the number of full-time equivalent in the FTE column.
2. FTE – identify the number of FTE for each position type identified in the Position Description column.
3. Annual Base Salary – identify the base salary expense for the full-time equivalent positions applicable to this contract for the position type identified on each line. If the total annual base salary for the position(s) in question is $40,000; but only .5 FTE is applicable to this contract, put $20,000 (.5 X $40,000) in this cell. If there are 1.5 FTE for which the total annual base salary is $40,000; put $60,000 (1.5 X $40,000).
4. Fringe Benefits – identify the amount of fringe benefits related to the Annual Base Salaries. Remember to adjust for the full-time equivalent amounts as discussed in # 3 above. For example, if total annual fringe benefits total $5,000; but only .5 FTE is applicable to this contract, put $2,500 (.5 X $5,000) in this cell.

**Travel and Subsistence:** Transportation, accommodation, per diem, and mileage expenses for staff and contracted personnel associated with the project. The rate shall be no more than the current amounts specified by the state at the time at which the grant was issued.

*Travel rate not to exceed* 50.0 cents

*Meals not to exceed $9.25 per quarter*

*Lodging not to exceed $79.00 per night*

**Furniture and Equipment:** Equipment is defined as tangible property that has a useful life of more than 2 years and an acquisition cost of $500 or more.

**Supplies:** Costs of project materials, equipment rentals or leasing, supplies, and other consumables.

**Contractual:** Costs of personnel who are not on the staff of your organization, but whose services are required in order to complete the project successfully. This could include consultants, teachers, social workers, artists, technicians, advisers, and support personnel.

**Staff Education and Training:** Costs associated with education and training that will benefit staff in the services they provide. This can include travel, lodging, and per diem if the training is outside the geographical area.Other examples include organizational memberships, books, courses, workshops, etc.

**Building, Space, and Maintenance:** Costs such as rent, gas, telephone, electricity, water, insurance, taxes, maintenance and repairs, janitorial services, and routine facility improvements related to a project.

**Other Expenses:** All other expenses directly related to this project that are not included in the

categories above. Please specify type of expense and provide additional detail in budget narrative. Examples include a project audit, flex funds, professional liability insurance, etc.

**Indirect Costs:** Those costs attributed to overhead or general operating expenses that may occur when the project is associated with an umbrella organization. Examples include indirect salary expenses such as allocations of managers, accountants, Central Office allocation, etc. Allocated occupancy costs such as rent, electricity, insurance, etc., are to be reported under Building, Space, and Maintenance as identified above.

**VI. Attachments** *[as applicable]*

A. Assurances

B. Sample Logic Model

**ATTACHMENT A: Assurances**

a. Supplantation of Grant Funds - The grantee shall not replace or supplant funding of another existing project with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

b. Debarment - As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of SRS is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with SRS, the Excluded Parties Lists@ shall be researched for potential debarred persons or entities. (located at the website http://epls.arnet.gov).

c. Compliance With Laws and Regulations - The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to SRS that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

d. Nondiscrimination and Workplace Safety - The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

e. ADA Compliance - The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase “Equal Opportunity Employer@; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total $5,000 or less during the fiscal year of such agency.

**ATTACHMENT B: Sample Logic Model**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INPUTS** | **OUTPUTS** | **SHORT-TERM OUTCOMES** | **INTERMEDIATE OUTCOMES** | **LONG-TERM OUTCOMES** |
| List specific:1. Resources

 Staff Funding Facilities1. Strategic Planning
2. Community Needs Assessment Results
3. Implementation

 Plans | 1. Services Provided by

Grantees Program Activities1. Number of Participants

ChildrenIndividual ProvidersChild Care CentersParentsOther1. Number of Services Hours

By type of serviceBy type of participant1. Total Dollars Spent

By type of serviceBy type of participant | 1. Grantees= Goals Attained
2. Program Activity Counts

For example:Number of T.E.A.C.H.scholarshipsNumber of child healthreferralsNumber of child care slotsNumber of health, vision, and hearing screeningsNumber of parent edu-cation services1. Systems Change

For example:New partnershipsEC gaps filledIncreased collaboration1. Number of Children Reached
2. Number of Families Reached
 | 1. Improved Quality of Early

Child Care and EducationFor example:Percentage of early childhood teachers with AA degreePercentage of early childhood teachers with CDAPercentage of early childhood teachers with NAEYC accreditation1. Increased Availability of

Early Child Care and Education1. Increased Affordability of

Early Child Care and Education1. Improved Child Health
2. Increased Family Support
3. Increased Early Childhood

 Knowledge Among Parents | 1. Increased Number of

Children Enter School Ready to LearnFor example:Percentage of kindergartners scoring higher than 80% on developmental assessments |