

**APPLICATION FOR GRANT**

**TECHNICAL COVER PAGE**

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

<b>F. TYPE OF APPLICATION (CHECK ONE)</b> _____NEW _____REVISION CONTINUATION OF _____ (GRANT NUMBER)
--

<b>G. TITLE OF PROJECT</b>
----------------------------

<b>H. REGION (Select one per application)</b> <input type="checkbox"/> Kansas City Metro <input type="checkbox"/> Northeast <input type="checkbox"/> South Central <input type="checkbox"/> Southeast <input type="checkbox"/> West <input type="checkbox"/> Wichita
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<b>I. GEOGRAPHIC AREA TO BE SERVED &amp; TARGET POPULATION</b>
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<b>J. ABSTRACT:</b> Please include a brief (100 words or less) overview of the project. Font size may be 10 point, if necessary, in this box.
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**APPLICATION FOR GRANT**

**COST COVER PAGE**

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

<b>F. TYPE OF APPLICATION (CHECK ONE)</b> _____NEW      _____REVISION      CONTINUATION OF _____ (GRANT NUMBER)
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<b>H. REGION (Select one per application)</b> <input type="checkbox"/> Kansas City Metro <input type="checkbox"/> Northeast <input type="checkbox"/> South Central <input type="checkbox"/> Southeast <input type="checkbox"/> West <input type="checkbox"/> Wichita
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<b>I. GEOGRAPHIC AREA TO BE SERVED &amp; TARGET POPULATION</b>
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<b>J. FEDERAL IDENTIFICATION NUMBER (FEIN)</b>	<b>L. GRANT FUNDS REQUESTED</b> \$ _____
<b>K. APPLICANT'S FISCAL YEAR</b>	

Request for Proposal  
Grant Instructions and Timeline  
Children and Family Services  
2-3-2009

Daniel Klucas, DSOB 8<sup>th</sup> Floor Purchasing, 915 SW Harrison, Topeka, Kansas, 66612

The State of Kansas Department of Social and Rehabilitation Services, 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, for Kansas Department of Social and Rehabilitation Services. SRS is seeking to fund multiple small projects in each region statewide to serve children and families in the State of Kansas.

**Term of Contract:** The term of this contract is a one year (1) period beginning July 1, 2009 with three (3) additional one (1) year renewals by written agreement of the parties.

**Request for Proposal Timeline**

Release of Request for Proposal      **February 3, 2009**

Written Questions Electronically Submitted to [Daniel.Klucas@srs.ks.gov](mailto:Daniel.Klucas@srs.ks.gov) From Potential Bidders  
Due by 5:00 p.m. **February 19, 2009**

Written Responses will be posted on the SRS [Children and Family Services homepage](http://www.srskansas.org/CFS/).  
(<http://www.srskansas.org/CFS/>) **February 27, 2009**

Applications Due on **March 16, 2009 by 5:00 PM** to **Daniel Klucas, DSOB 8<sup>th</sup> Floor**

**Purchasing, 915 SW Harrison, Topeka, Kansas, 66612.**

Applications Reviewed **March 17, 2009 to April 10, 2009.**

Central Office Informs Secretary of Recommendations **April 14, 2009**

Initiate Negotiations with Applicants **April 15, 2009**

Central Office Notifies Successful and Unsuccessful Applicants of Award **May 15, 2009**

Administrative Processing of Grants **May 15, 2009**

Grant Start-Up **July 1, 2009**

### **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 19)

\_\_\_ 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 non-governmental 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: primary prevention of the need for SRS Children and Family Services involvement; prevention of maltreatment; or 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, and address the entire family as well as individual family members. Services provided by SRS community based projects, improvements, or services typically involve:

- a. Truancy prevention
- b. Parent education
- c. Maltreatment prevention
- d. Projects related to runaway youth
- e. Projects related to short term services to families with children in police protective custody or in emergency shelters
- f. Stress and/or anger management
- g. Crisis intervention, conflict resolution, or mediation
- h. Short term case management
- i. Mentoring,
- j. Drug and alcohol parent education classes

**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 SRS protective custody.

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](#)

Currently, each SRS region has a custody prevention project for specific focused populations. SRS encourages projects proposing enhancement of current custody

prevention projects. Information about these projects is included in the below embedded Microsoft® Excel document:



Prevention Projects

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**

- A.** A project director or lead staff assigned to this contract who will serve as contact for SRS Regional office.
- B.** 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)
- C.** 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.
- D.** Design a method of documentation which ensures timeliness, completeness and accuracy.
- E.** Collect and track data required to report outcome performance.
- F.** Establish and maintain a quarterly report system that will be submitted electronically using the below embedded spreadsheet in Excel format.



Community Services  
Quarterly Rept

- G.** 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.



Community Services  
Grant Billing Form

## IV. Proposal Requirements

### A. Technical Proposal Components:

1. Cover Page

Complete all sections (A-L).

2. Project Description

- a. Clearly describe the service provided.
- b. Identify the geographic location to receive the service.
- c. Clearly define the population of the community based project, improvement, or service intends to target.
- d. Describe the eligibility criteria which will be used to determine qualification to receive the service.
- e. Provide information describing referral sources.
- f. Outline the referral process.
- g. Describe the project, improvement, or services policy and procedure as referenced above in Section III. Grant Requirements C.

3. Research

Provide credible research which demonstrates the project, improvement or service will be successful in achieving the outcome(s) identified above in: 2. Project Description g; and those measured below in 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 above in: 2. Project Description g.; and above in 3. Research.

5. Outcomes

- a. Identify the outcome(s) the community based project, improvement, or service will meet.
- b. 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
  - a. Describe method of project evaluation. (See Attachment B for sample Logic Model).
  - b. Clearly outline benchmarks that will be used to evaluate project performance. (Ex: Child/youth will have 100% school attendance.)

## **B. Cost Proposal Requirements:**

### Cost Proposal and Budget Detail

- a. Complete all tabs of the spreadsheet embedded below, with the exception of the first cost proposal tab as it populates with data from the other detail sheets. The total costs on the cost proposal tab should equal the bid amount on the cost proposal cover page (section L.). Any relevant information related to costs should be detailed in the comments section at the bottom of each tab.



Community Services  
Cost Proposal

- b. 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.
- c. 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 3-16-2009, addressed as follows:

**Daniel Klucas  
DSOB 8<sup>th</sup> Floor Purchasing  
915 SW Harrison  
Topeka, Kansas 66612**

- a. Faxed, emailed or telephoned applications are not acceptable .
- b. 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.
- c. It is the applicants 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 preferable.
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. Licensing/accreditation/certification documentation *[if applicable]*
  - 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.
2. Adequacy and completeness of proposal.
3. 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](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 immediate, 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 and should be available for each short-term indicator listed.

**Sample Short-Term Objective:** By December 31, 2002, 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:** 12 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 Budget Instructions (listed in order from the budget sheet)**

**Gross Salary:** Payments of salary for time of all staff allocated for work directly related to this project.

*\* Budget instruction for this line item - Example of salary: \$7,500*

*Please indicate position title, number of people with this title working on the project, the percentage of each person's time devoted to the project and the calculated cost of that time.*

**Fringe Benefits:** Pro-rated costs other than wages or salaries that are attributable to the project employees. Examples are Social Security, health insurance and pension contributions.

*\* Budget instruction for this line item - An example of fringe benefits, with the fringe benefit package equaling 15% of gross salaries follows:*

*Gross salary X percentage allotted for benefits package X % of FTE applicable to this project = fringe benefits*  
$$\$7,500 \times 15\% \times .50 = \$562.50$$

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

*\* Budget instruction for this line item -*

*Travel rate not to exceed 50.5 cents*

*Subsistence rate not to exceed \$9.00 per quarter/ Hotel rooms not to exceed \$75.00 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.

*\* Budget instruction for this line item - Please specify type of contractor, number of days committed to this project, rate charged per day (or other fee basis), and calculated total cost.*

**Staff Education and Training:** Those costs associated with providing education and training that will benefit staff in the services they provide. This can include travel, room and board if the training is outside the geographical area.

*\* Budget instruction for this line item - Examples include organizational memberships, books, courses, workshops, etc.*

**Building, Space, and Maintenance:** The facility in which a project is located and the amount of work or costs of keeping the facility in operation.

*\* Budget instruction for this line item - Examples include monthly mortgage payments or 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.

*\* Budget instructions for this line item –*

*1) Please specify type of expense on budget form and provide additional detail in budget narrative.*

*2) Examples include a project audit, renovations, and professional liability insurance.*

**Indirect Costs:** Those costs attributed to overhead or general operating expenses that may occur

when the project is associated with an umbrella organization.

*\* Budget instruction for this line item - Rent, electricity, etc., may be included under Building, Space, and Maintenance or Indirect Costs, but not under both.*

**Project Costs:** The total amount the project will cost the vendor.

**Cash Match:** Cash contribution to the project by agencies, institutions, or private sources.

*\* Budget instruction for this line item - The cash source of the funds must be detailed on a continuation page.*

**In-kind:** Contributions such as donated furniture and equipment, office supplies, utility costs, vehicles, and volunteer services.

*\* Budget instruction for this line item - Rates for volunteers should be consistent with regular rates paid for similar work in other activities of the grantee. If the kind of skills required for project activities are not found in other activities of the provider, rates should be consistent with those paid for similar work in the labor market in which the provider competes.*

## **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 "e." (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
<p>List specific:</p> <ul style="list-style-type: none"> <li>• Resources Staff Funding Facilities</li> <li>• Strategic Planning</li> <li>• Community Needs Assessment Results</li> <li>• Implementation Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Services Provided by Grantees Program Activities</li> <li>• Number of Participants Children Individual Providers Child Care Centers Parents Other</li> <li>• Number of Services Hours By type of service By type of participant</li> <li>• Total Dollars Spent By type of service By type of participant</li> </ul>	<ul style="list-style-type: none"> <li>• Grantees' Goals Attained</li> <li>• Program Activity Counts</li> </ul> <p>For example:</p> <p>Number of T.E.A.C.H. scholarships Number of child health referrals Number of child care slots Number of health, vision, and hearing screenings Number of parent education services</p> <ul style="list-style-type: none"> <li>• Systems Change</li> </ul> <p>For example:</p> <p>New partnerships EC gaps filled Increased collaboration</p> <ul style="list-style-type: none"> <li>• Number of Children Reached</li> <li>• Number of Families Reached</li> </ul>	<ul style="list-style-type: none"> <li>• Improved Quality of Early Child Care and Education</li> </ul> <p>For example:</p> <p>Percentage of early childhood teachers with AA degree Percentage of early childhood teachers with CDA Percentage of early childhood teachers with NAEYC accreditation</p> <ul style="list-style-type: none"> <li>• Increased Availability of Early Child Care and Education</li> <li>• Increased Affordability of Early Child Care and Education</li> <li>• Improved Child Health</li> <li>• Increased Family Support</li> <li>• Increased Early Childhood Knowledge Among Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Increased Number of Children Enter School Ready to Learn</li> </ul> <p>For example:</p> <p>Percentage of kindergartners scoring higher than 80% on developmental assessments</p>