

Request for Proposals: Child Care Capacity Accelerator

Due: May 15, 2023, at 5:00 p.m. CT

The [Kansas Children's Cabinet & Trust Fund](#) (KCCTF) will fund a limited number of Child Care Capacity Accelerator (Accelerator) community grants to eligible applicants. A statewide shortage of child care capacity created by both facility and workforce challenges continues to be a barrier for Kansas communities. Employers and economic development leaders are joining with early childhood champions and strategizing how to create affordable and accessible child care capacity. The Accelerator will support communities in creating sustainable, high-quality child care. Funding is intended for communities positioned to make transformational investments in child care and early learning solutions that will impact generations to come. In doing so, it will support economic growth, meet the needs of local businesses, create new jobs with better compensation (living wages) for early educators, and support workforce participation by families with young children.

Organizations interested in applying for this RFP must demonstrate experience in:

- managing capital grant and community development projects including major renovation or new construction (applicable only if project contains request for capital funds from Accelerator);
- collaborating at the community level through existing coalitions and governance structures that work directly with child care facilities and families with children birth to five years old;
- utilizing data to drive local decision making for economic development and investments;
- interpreting and applying federal and state rules and regulations, including the ability to track and respond to federal reporting requirements; and
- providing high-quality, developmentally appropriate early learning programming.

Table of Contents

- Section I: Funding Opportunity..... 3**
 - Background 3
 - Purpose, Goals, & Target Outcomes 3
 - Goals..... 3
 - Target Outcomes..... 4
 - Eligible Applicants 4
 - Funding & Details..... 5
 - Funding Limits..... 5
 - Local Match..... 6
 - Reasonable Costs 7
 - Allowable Use of Funds 7
 - Timeline for Accelerator*..... 8
- Section II: Application Requirements..... 9**
 - How to Apply..... 9
 - Submission Requirements..... 9
 - Application Narrative Sections..... 10
 - Attachments 11
 - Bonus Points 14
 - Review Process & Funding Recommendations 14
- Section III: Contracting & Reporting Requirements 15**
 - Contracting Requirements 15
 - Program Reporting and Data Collection Requirements 16
 - Financial Reporting and Invoice Requirements 17
 - Other Requirements 18
 - Record Retention..... 18
 - COVID-19 Safety Guidelines 18
 - Equal Opportunity, Affirmative Efforts, and Non-Discrimination in Contracting 18
 - Single Audit (formerly known as OMB Circular A-133 Audit)..... 18
- Section IV: Technical Assistance & Support..... 19**
 - Potential Applicants & Applicants..... 19
 - Grantees 19
 - KCCTF..... 19
 - KDHE & Local Licensing Surveyor..... 19
 - CCA-KS (Community Engagement) 19
 - KU Center for Public Partnerships & Research (CPPR)..... 20
 - Applicant Informational Webinars 20
 - RFP Coordinator Contact Information 20

Section I: Funding Opportunity

Background

Affordable, high quality child care supports a strong workforce, effective education, and healthy development for children and families in Kansas. Access to these services empowers and equips parents/guardians to further their education, increase their family income, and gain necessary employment benefits (e.g., health insurance, paid leave). It also encourages positive outcomes in children's health and development across the lifespan, especially for those with low income and other population groups with greatest needs. Lack of access to affordable, high-quality child care is a documented challenge in Kansas, with families experiencing disruptions across the state. [Recent data from the Child Care Aware of Kansas Point-in-Time tool](#) indicates we are only meeting roughly 44% of the potential child care needs for Kansas families. This statewide shortage of child care seats created by both facility and workforce challenges continues to be a barrier for Kansas communities in rebuilding and strengthening local economies. Every child deserves access to safe, stable, nurturing environments and every family deserves access to child care they can afford and that meets their needs. Employers and economic development leaders are joining with early childhood champions to strategize how to create these solutions their workers and families desperately need.

Purpose, Goals, & Target Outcomes

The purpose of this funding is to support community approaches to addressing child care capacity, specifically through **new construction, significant expansion, and major renovations** of physical child care facilities, **launch operational support**, and **implementation of sustainable solutions**. Communities will utilize the funding to build or make critical improvements that create additional licensed child care capacity that aligns with health and safety requirements and addresses systemic challenges to sustained child care capacity.

Goals

- Accelerate the expansion of the number of affordable, licensed child care slots through funding for high impact and ready-to-go projects with a sound sustainability plan.
- Evaluate the effectiveness of community-driven innovations and capital investments to address immediate child care capacity gaps and systemic challenges to sustainability.
- Utilize state and community data to identify effective investment strategies for models and/or approaches that result in sustainable, high-quality child care for families, employers, and communities.
- Build a thriving and sustainable child care ecosystem by leveraging existing child care system infrastructure (e.g., [Child Care Go Team](#), [capacity building partnerships and workshops](#), [grant funding](#), Career Pathway – spring 2023, Workforce Registry – fall 2023).

Target Outcomes

- Increased number of licensed child care facilities providing full-time, year-round programs
- Increased licensed child care capacity to serve children birth to five years
- Improved ratio of supply (licensed child care facilities serving children birth to five years) compared to demand/need for child care capacity
- Increased recruitment and retention of child care professionals

Eligible Applicants

A variety of organizations and entities, both public and private, may serve as the lead **applicant** for a community Accelerator project.

Eligible lead applicants may include:

- City & County Governments applying on behalf of local businesses and organizations.
- Economic Development Organizations such as chambers of commerce, economic development corporations, and regional economic organizations.
- Community-Based Organizations such as social service, faith-based, and after-school/out-of-school time programs.
- Private Entities such as corporations and businesses, health systems, community centers, foundations, and libraries.
- Educational Institutions such as USDs, early childhood local agencies, and higher education (e.g., 2- and 4-year colleges).

The lead applicant must ensure the following for the proposal to be considered for funding:

- Have an identified single fiscal agent.
- Have documented community support for the project and a local collaboration and decision-making structure in place. If multiple applications are received from the same community, technical assistance will be provided to ensure efforts are not duplicated and there is evidence to support more than one proposal.
- Have an identified Community Champion throughout the life of the project and funding agreement. This individual is someone who is committed to identifying solutions driven by the needs of the community.
- Meet all requirements outlined in the [Application Requirements](#) section.

Any applicants or projects that do not meet these requirements will be deemed ineligible, and its proposal will not be reviewed or evaluated.

Strong proposals will include approaches and strategies:

- That reflect community needs and data, including those identified from any local-level needs assessments and action plans.

- That have a focus on outcomes and plan to sustain them.
- That involve public-private partnerships within a community driven approach.
- That include evidence-based and data-driven practices.
- That increase the availability of high-quality child care, including, but not limited to targeting typically underserved populations such as infants and toddlers, low-income families, migrant families, children with special health care needs, children experiencing homelessness, children involved with foster care, and/or care offered during non-traditional hours.

Organizations applying to the Kansas Dept. of Commerce for the Community Development Block Grant Child Care and Education Facilities funding and the Child Care Aware of Kansas Community Partnerships Grants are also eligible to apply to this RFP. Projects and budgets should be aligned and complementary, not duplicative. Please take note of the [Single Audit requirements](#) that apply to organizations receiving more than \$750,000 in federal funding in a single fiscal year.

Funding & Details

A maximum of \$39 Million will be awarded through this RFP, supporting capital investments/construction and operational costs incurred during the project period. The Accelerator community grant is made possible with two funding sources authorized by the American Rescue Plan Act (ARPA).

1. Kansas Office of Recovery – SPARK health and education initiatives funding for child care capital improvements, as codified in 42 U.S.C. 802(f); 43 U.S.C. 803 (f), and implemented in 31 C.F.R. 35.1 through 35.12 (\$19 Million)
2. Kansas Department for Children & Families (DCF) – Child Care Development Fund (CCDF) Discretionary Supplemental funds for startup costs, facility operations, and minor renovations (\$20 Million)

The funding will be administered by the KCCTF, which will leverage both funding sources through one application process. While each funding source used for the Accelerator grants has specific reporting requirements and allowable uses, the KCCTF will provide support to grantees in understanding all requirements as needed based on the customized award and funding sources. The lead applicant is solely responsible for compliance with state and federal requirements.

Funding Limits

There is no set minimum or maximum award amount. The KCCTF aims to make awards in the range of \$250,000 to \$2,000,000 that help create long-term, transformational change for child care and encourages communities to submit collaborative projects that significantly close the child care capacity gap.

The KCCTF recognizes communities are at varying stages in their efforts to establish shared decision-making structures, develop plans based on workforce and family needs, and mobilize to

create high-impact, sustainable child care solutions. In response, the KCCTF will balance flexibility with accountability for these projects considering the level of need for construction and operations will vary greatly across communities. For example, communities may want to repurpose or expand existing spaces (annexed business places, community centers, vacant buildings, etc.), incentivize the opening of new home-based child care facilities (small, private businesses), and/or build new facilities for child care services. Staffing a small home-based program is not equivalent to staffing a large center-based facility with multiple units for children of different ages. Each community will need to determine the workforce supports they need for a strong, sustainable operation, which may drive additional costs (e.g., increased wages/benefits, recruitment bonuses, retention supports, training funds, substitute staff pool). Additionally, requirements (licensing, fire, zoning) vary depending on the type of child care facility, and those variations will directly impact the cost of proposals.

KCCTF will make awards based on the case for need (child care capacity and access – supply vs. demand), readiness (community and applicant organization), impact, and sustainability potential. Award amounts will be equitable yet customized based on the application and content, evidence, and impact. Strong proposals will reflect a deep understanding of the Accelerator’s purpose and intended impact for generations to come. They will contain viable, data-driven, and community-informed plans and detailed budgets outlining costs covered by the grant and solid community contributions. The KCCTF expects communities to leverage public-private partnerships to launch and sustain projects.

KCCTF reserves the right to be adaptive in funding Accelerator projects and will ultimately award grants of any size for projects that meet Accelerator goals and outcomes.

Local Match

The KCCTF does not have the capacity to be the sole funder of any project. A minimum local or private match of 25% of the total project budget is required. To arrive at the match, applicants may use cash or in-kind. In-kind match value is capped at no more than 10% of total project budget.

The KCCTF recognizes that communities have experience leveraging different local assets and bringing unique levels of ingenuity to bear to meet community needs. KCCTF wishes to encourage that creativity, while also ensuring limited funding stretches as far as it can. As a result, for this Accelerator program, KCCTF will only count in-kind items towards the match requirement that represent demonstrable, concrete commitments with material value that help defray the cost of construction and/or are deemed essential. KCCTF reserves the right to use judgement on what is deemed essential in the review process and commits to offering clarity to applicants as requested within reason.

Cash match can include loans and confirmed grants. An example of how to calculate the required 25% total project match and in-kind limit is provided below.

Total Project Budget: \$1,200,000 (Accelerator grant request + local investment)

Required Match Amount: \$300,000 (25% of \$1,200,000)

- Maximum In-Kind: \$120,000 (10% of \$1,200,000 - demonstrable, concrete commitment of material value that help defray the cost of construction and/or are deemed essential)
- Required Cash: \$180,000 (remainder % of total project match after counting 10% for in-kind)

Reasonable Costs

Applicants must have a procedure for determining if costs are reasonable. Reasonable costs are defined in Federal Uniform Grant Guidance [2 CFR Part 200 Subpart E \(Cost Principles\)](#).

Allowable Use of Funds

- Construction, renovation, or rehabilitation of licensed child care facilities that increases physical space for direct child care services for children birth to five years old, thereby increasing the total available licensed capacity. In some cases, non-direct service space may also be eligible when associated directly with the child care services (e.g., kitchens, bathrooms, hallways, entrances/exits, outdoor space, storage).
- Construction, renovation, or rehabilitation of outdoor play space in accordance with KDHE child care licensing regulations and best practice that expands licensed capacity to serve children birth to five years old.
- Improvements related to increasing license capacity that provide accessibility to persons with disabilities in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- Deferred maintenance or repairs which directly contribute to making the project or property suitable for use as a child care facility.
- Acquisition costs (land or building) at fair market value may be eligible if the applicant can demonstrate they have secured enough funding to complete the project and obtain their license to become operational.
- Soft costs that are not construction but directly related to the development/start-up and operation of an eligible child care facility including but not limited to personnel/staffing, equipment, technology, furniture, supplies, learning materials, travel, training/education.

Note: Activities funded by Accelerator grants must be conducted during the project and budget period (not prior to the start date).

Facility types, services, and state licensing compliance:

- Applicant organizations must be able to comply with [Kansas Child Care Licensing laws and regulations](#) governing child care facilities.
- Applicant organizations must be licensed or seeking licensure as a program that serves children birth to five years, at minimum. This includes a Licensed Day Care Home, Group

Day Care Home, or Child Care Center providing full-day, year-round services for children birth to five years. There are no exceptions unless the project applicant or facility owner/operator and program type are exempt from state licensing. Learn more about the [KDHE licensed facility types](#).

- Applicant organizations already licensed by KDHE must be in good standing, meaning no current or prior enforcement related to substantial facility noncompliance.
- Facilities may serve children birth through school age in response to community needs, but funded projects must be targeted to increasing license capacity for children birth to five years. Projects involving building or operating a licensed child care facility that only serves school age children (e.g., School Age Program) are not eligible.
- Projects can involve child care facilities located in single-family dwelling or commercial settings. Local code approval must be obtained, and all local ordinances must be followed and met (e.g., permit processes, code approval, ordinance limitations related to child care as a business).
- Facility space must be used exclusively for child care and may not be utilized as a residence regardless of the type of licensed issued by KDHE.
- Projects must be developed in consultation with the local child care surveyor, KDHE, and Office of the State Fire Marshal (OSFM). **Preliminary approval** of plans (site, indoor and outdoor areas) and occupancy must be submitted with the application to assure the project meets fire code and is eligible for licensure with KDHE. It's critical to start the process for review immediately. Refer to the required application [Attachments](#) for more information.
- An applicant organization building a new facility must apply for [licensing through the Kansas Department of Health and Environment \(KDHE\) Child Care Licensing \(CCL\) Program](#) no later than 120 days prior to facility estimated opening date. Completion of orientation with the local child care surveyor is required prior to submitting application.
- An applicant organization already licensed with KDHE planning a major renovation or expansion of an existing facility must apply for a [licensing amendment through KDHE](#) no later than 120 days prior to the effective date for licensing amendments.

Timeline for Accelerator*

Activity	Date (s)
RFP released and Kansas CommonApp portal opens	Friday, March 10, 2023 (by 5 p.m. CT)
Technical Assistance Webinars (registration is online)	Friday, March 17, 2023 from 1:00 - 2:00pm Tuesday, March 21, 2023 from 3:00 - 4:00pm Friday, March 31, 2023 from 1:00 - 2:00pm Thursday, April 6, 2023 from 1:00 - 2:00pm

Application deadline (by 5 p.m. CT) (electronic submissions only)	Monday, May 15, 2023
Application Review Period	May 16–June 9, 2023
KCCTF Board Approval	Late June 2023 (meeting date TBD)
Grantee Notification	Following Cabinet Board Approval
Grant Year Begins	Approximately July 1, 2023

*The KCCTF reserves the right to change any dates in the Accelerator timeline. TBD = To Be Determined

Section II: Application Requirements

How to Apply

Applications and all required documentation must be submitted online using the [Kansas CommonApp](#) portal no later than 5 p.m. CT on May 15, 2023. **Applications received after this date and time will not be accepted. There will be NO exceptions.**

The [Kansas CommonApp](#) portal is a grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. The [Kansas CommonApp](#) includes both question-and-answer fields and the ability to upload all required documents. Applicants can submit a [Help Desk Request](#) for technical assistance.

Applications will be rated only on the information requested in this RFP, including any clarifying information requested by the KCCTF. Do not include any materials not requested with your application. Applications that do not follow the required format may not be reviewed. Late or incomplete applications or those that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be reviewed.

Submission Requirements

Electronic submissions must include the **Application** (online form) and **Attachments** (uploaded documents) depending on the scope of the project and type of facility license that applies. Required attachment templates are available in the online Application, specifically on the Technical Support and Resources Tab.

Application Narrative Sections

The Application includes Project Narrative questions organized in six sections that will be scored. The maximum score that can be awarded for the narrative questions is 100 points. A minimum score of 40 points is required for eligibility. The matrix below outlines the high-level section content and associated scores. Refer to the Application for specific questions.

Scored Narrative Sections	Content	Maximum Score	Minimum Score
A. Project Summary	Project plan, timeline, facility services	15	10
B. Project Need	Child care data and community characteristics, child care supply/demand, needs assessments	25	10
C. Project Readiness	Organization structure, expertise, experience; project leads; community collaboration; champion	25	5
D. Project Impact (Evaluation)	Increased capacity, recruitment and retention, proximity to employers, monitoring and evaluation	10	5
E. Project Sustainability	Sustainability plan, operations and staffing, oversight, quality improvement	15	5
F. Community Catalyst	Local investments and contributions, integrated efforts, partnerships	10	5
Total		100 Points	40 Points

Attachments

Attachments must be uploaded to the Kansas CommonApp portal with file names that match the associated Attachment number indicated below (e.g., Attachment 1, Attachment 2). Attachments 1, 2, and 10 are required for Operations-only grants. All attachments are required for grants containing construction. The following file formats are acceptable: doc, docx, pdf, xls, xlsx and are noted in the online application.

1. Project Organization Chart

The organization chart should include departments/functions of the project and including fiscal or accounting, the relationship to one another, and names and titles of individual employees relevant to the project.

2. Project Budget & Narrative (Template required, available on Attachments Tab within the Kansas CommonApp)

Applicants must complete and submit the Accelerator Budget Worksheet template, providing detailed costs by state fiscal year (July to June). Costs for each category should be based on valid estimates and must be separated for construction and operation, if both apply to the project.

3. Local Zoning Code Approval (Sample available on Technical Support and Resources tab within the Kansas CommonApp)

Local zoning codes and ordinances may prescribe other requirements for the legal operation of a child care facility. Applicants must submit written approval from the appropriate city or county building codes offices indicating that all local zoning codes have been met or that there are no zoning codes that apply. This could be a statement on letterhead or by email from the local official.

4. Land/Property Ownership or Acquisition (proof or permission)

5. Facility Building Drawing or Rendering

A licensed architect or engineer should provide you with two-dimensional and three-dimensional images (to scale) of the proposed building/facility design. The goal is to illustrate a lifelike experience of how a space or building will look before it is built, accurately representing design intent.

6. Facility Physical Plant (indoor space) (Sample available on Technical Support and Resources tab within the Kansas CommonApp)

For child care centers and day care homes in commercial buildings only*

Submit a drawing of the building (all levels) showing how the child care rooms (units) fit into the overall floor plan.

- *Mark all exits that lead directly to the outside. Label the direction North on the plan.*
- *Specify the location and linear dimensions for each room to be used (label length and width, not total square footage). Mark all exits from each room to be used for children's activities.*
- *Label each room with a name or number – these should align with the OSFM fire approval submission. Mark all Include the kitchen layout (if on site).*
- *Identify the age groups to be served in each of the rooms. Note: Infant units must identify sleep space separate from the play space. Identify the type and height of barrier or divider that separates the sleep and play areas (required – see regulations).*
- *Indicate the location and number of toilets, changing tables/diaper changing area (if applicable), and hand sinks in the rooms and/or restrooms, the source(s) of drinking water, and indicate how restrooms and drinking water are accessed by the children (draw the path children will take).*

7. Facility Outdoor Play Space (Sample available on Technical Support and Resources tab)

Submit a drawing of the outdoor play space on the premises.

- *Specify the location in proximity to the child care facility and linear dimensions of the fenced outdoor play area (label length and width, not total square footage).*
- *Identify the type (e.g., wood, chain link) and height of the fence that encloses the play area, if applicable.*
- *Indicate the route children will take to enter and exit the playground.*

- Indicate the location of drinking water and restrooms and route children will take to access them. Note: If the plan is for children to access drinking water and restrooms inside the facility, children must be supervised, and staff to child ratio must be maintained on the playground. If outdoor space will be shared, a plan for exclusive use must be developed for approval by Child Care Licensing at the time of application.
- Mark the location of stationary play equipment (swings, climbers, slides, etc.), and indicate the distance between each piece.
- Specify the type of impact-absorbing material under and around stationary equipment and indicate the type of outdoor surface material on the remaining playground.
- Indicate how shade will be provided to the children while on the playground throughout the day (if through trees, canopies, etc., please mark the location).

8. KDHE Site Approval (licensing) Revised for simplicity on 4/20/2023

For child care centers and day care homes in commercial buildings only

Submit a request to the Local Child Care Surveyor to review Attachments 6 (indoor space plan) and 7 (outdoor space plan). Start the process by [contacting your local surveyor](#). Upon receipt of the indoor and outdoor plans, the surveyor will complete the KDHE Site Approval form and return it to you as the applicant. The form must include an authorized KDHE signature with date of preliminary approval and be submitted with the application as Attachment 8.

9. Office of State Fire Marshal (OSFM) Plan Review Approval* (occupancy)

For child care centers and day care homes in commercial buildings only*

Submit State Fire Marshal Plan Review Approval. Visit the [State Fire Marshal \(OSFM\) website](#) to start the process. Requirements for fire/occupancy approval and inspections vary depending on the type of child care facility and request (new construction, remodel, adding/changing existing licensed facility space). Review the [Child Care Handbook](#) for more information. Questions? Contact OSFM's Prevention Division by phone 785.296.3401 or email. Note: For construction only - the State Fire Marshal requires written notice from your licensed architect or engineer 30 days prior to the date on which 50 or 100 percent of the construction will be completed for any facility other than a one or two-family dwelling.

- Child Care Centers: [Plan Review & Code Footprint](#)
 - [C.2.2. Request for Review](#) form (facilities with 24 or fewer children)
 - [C.2.2.A. Request for Review](#) form (facilities with more than 24 children)
 - [Video tutorial for C.2.2. and C.2.2.A.](#) (YouTube)
 - New construction and remodels: OSFM requires written notice from your licensed architect or engineer 30 days prior to the date on which 50 or 100 percent of the construction will be completed.

- Licensed and Group Day Care Homes in commercial settings (non-residential) must meet Child Care Center requirements outlined above.

**Licensed and Group Day Care Homes in residential settings (one or two-family dwellings) do not require preliminary plan review and approval. These forms are required to be posted in the facility [Fire Drill Log \(PDF\)](#) and [Home Daycare Fire and Life Safety Agreement](#). An inspection can be requested at the time of licensing application.*

10. Proof of Collaboration

Submit three letters from local partners and/or investors that include specific details about how the partner will contribute to or support the proposed project.

Bonus Points

1. Applicants with other private funding sources such as foundations (not bonds or state and federal agencies) will receive up to 5 points. At least 10% percent of local match must be from private sources to receive the 5 points.
2. Applicants with documented support and/or collaboration with a city or county council will receive up to 5 points.
3. Applicants adding underserved capacity will receive up to 5 points. Underserved capacity includes slots for non-traditional hours, infants, children with special health care needs, etc. Baseline infant capacity data sources is the [CCA-KS point-in-time data by county](#).
4. Applicants with ownership ties to an existing licensed child care facility in operation for at least three years and in good standing with KDHE will receive up to 3 bonus points.

Review Process & Funding Recommendations

The KCCTF is committed to ensuring a fair and equitable process for awarding grants. The KCCTF reserves the right to work with grantees to modify proposals if needed.

The application review committee will be a diverse group, including those from child care, social services, community development, economic development, and construction industries. The review will be a blind review to prevent any potential conflicts of interest. Two Reviewers will independently score each application using a scoring rubric and provide narrative comments as warranted for clarity. The full scores and applications will be referred to a final executive review committee with at least three but no more than five members selected by the KCCTF. The final slate of recommended awards will be presented to the KCCTF Board in a public meeting to be held in June 2023 for discussion and approval. Funding recommendations from the review team will be conveyed to the Executive Director of the Kansas KCCTF and Trust Fund, who will review the slate, ask clarifying questions if necessary, and seek approval from the KCCTF Board.

Section III: Contracting & Reporting Requirements

The funding will be administered by KCCTF. The KCCTF reserves the right to grant partial awards or deny applications. As a condition of receiving funding, the applicant will be required to enter into a formal agreement with the KCCTF. Any applicant applying for funds under this RFP bears the responsibility of any project costs incurred prior to executing a funding agreement with the KCCTF. An agency should not expect funds to reimburse expenses accrued prior to executing a contract.

Contracting Requirements

The KCCTF will issue award notification to the applicant organization announcing the award and include necessary instructions for documents and next steps. The Child Care Capacity Accelerator Grant Coordinator will collect necessary documentation. Organizations will have 10 business days from the date of written request to provide the documents. Invoices will not be accepted and funds will not be disbursed until these items have been submitted.

- UEI number from [SAM.gov](https://sam.gov)
- Verification of ownership status
- Financial/budget docs (W9, banking, audits, etc.)
- Insurance (e.g., liability)
- Fiscal agent agreement if applicable
- Signed MOAs/MOUs with project contractors
- Confirmation of matching funds
- Revised budget and timeline
- Proof of property ownership (if construction is taking place)
- Certification of Company Not Currently Engaged in a Boycott of Goods or Services from Israel (provided document from KCCTF for signature)
- Acknowledgment of State Policy Regarding Sexual Harassment (provided document from KCCTF for signature)
- Documentation of procurement policies (All recipients of federal grant funds are required to have written procurement procedures. All procurements, regardless of dollar amount, must be conducted to provide "maximum open and free competition" procurement practice). The KCCTF recommends utilizing [procurement procedures](#), which includes a summation of relevant principles and requirements from [Public Law 103-355](#) and [2 CFR Part 200](#).

Program Reporting and Data Collection Requirements

The KCCTF is a data-driven organization. As such, all funded organizations and community partners will be required to participate in project evaluation efforts and collect data. The KCCTF will provide additional detail in grant award contracts.

Overall Child Care Accelerator Program Target Outcomes are:

- 1.** Increased number of licensed child care facilities providing full-time, year-round programming
 - a. Number of licensed child care facilities providing full-time, year-round programming in the community
- 2.** Increased licensed child care capacity to serve children birth to five years
 - a. Total number of licensed child care slots to serve children in the community
 - b. Number of licensed child care slots to serve children under 18 months in the community
 - c. Number of licensed child care slots to serve child at least 18 months but under 5 years of age in the community
- 3.** Improved ratio of supply (licensed child care facilities serving children birth to five years) compared to demand/need for child care capacity
 - a. Number of children birth to five in the community
- 4.** Increased recruitment and retention of child care professionals
 - a. Number of child care professionals working in the community, and distribution by tenure in the field
 - b. Number of new hires to the profession
 - c. Minimum, maximum, and median wages paid to child care professionals in the community

Funded organizations will be expected to:

- Participate in evaluation and provide quarterly reports on:
 - 1.** Narrative description of progress on project deliverables, outcomes, barriers, and plans for the upcoming quarter.
 - 2.** Project-specific outcomes measuring progress on grantee's articulated goals and objectives. For example:
 - a. Number of licensed care facilities providing non-traditional hours
 - b. Number of licensed care facilities providing care for children with special health care needs
 - c. Number of licensed care facilities able to provide service and care in languages other than English

d. Percentage of child care professionals receiving benefits such as health insurance and paid time off

- Participate in interviews with evaluators.
- Share non-sensitive project information for evaluation purposes.
- Comply with all applicable federal reporting requirements.
- Submit a final report at the end of the grant period indicating accomplishments, challenges, and next steps.

Final data collection requirements will be outlined in the grant award contract. The KCCTF may share data related to this funding opportunity and activities with the Kansas Department for Children and Families, Kansas Office of Recovery, Kansas Department of Commerce, and other state agencies or policy makers working to support the early childhood care and education system and All In For Kansas Kids.

Financial Reporting and Invoice Requirements

Funding will be distributed no less frequently than monthly, based on the project scope, needs, and Documentation. Ongoing funding is contingent upon documented progress with the project and compliance with contracting and reporting requirements. Funding is distributed on a reimbursement basis and organizations will be expected to do the following to draw funds:

- Utilize the provided invoice template to submit invoice requests, detailing expenses incurred or projected for the invoice period. Requests must use the invoice template to be accepted and paid.
- Maintain receipts and expense reports for all expenses paid for by the Accelerator grant.
- Submit invoices by the 10th business day of each month for payment within 30 days of receipt. Invoices received after the 10th business day will be processed the following month.
- If invoices include direct construction or contractor costs, the following are required:
 - a. Proof of liability insurance from all contractors
 - b. Proof of permits from all contractors

All funded organizations will be required to participate in fiscal evaluation efforts. The KCCTF will provide additional detail in grant award contracts. Funded organizations will be expected to report fiscal data such as:

- Monthly expense/financial reports by the 10th business day of each
- Documentation of expenses (including invoices, receipts, etc.) claimed. These must be kept by the organization for at least 5 years as required by State of Kansas record retention requirements.

The KCCTF may be asked to perform a random audit of expense documentation, and if selected, the grantee will be required to submit required documentation upon request.

Other Requirements

Record Retention

Grantees are required to retain all records pertinent to the project for a minimum of five (5) years. The starting point for the 5-year period is when all grants awarded for the program year have been closed by the KCCTF. Obligations for record retention and audit extend beyond the termination or expiration of any formal agreement. Such records shall be accessible to authorized representatives of the KCCTF and the Kansas Office of Recovery. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years. Any contract or agreement entered into by the grantee shall contain these provisions to assure accessibility by authorized personnel to the pertinent records of any contractor or subcontractor.

COVID-19 Safety Guidelines

All funded agencies are expected to adhere to current, appropriate safety protocols as outlined by KDHE, to prevent the spread of COVID-19. Resources are available at [KDHE COVID-19 Response](#) and [FAQs for child care facilities](#).

Equal Opportunity, Affirmative Efforts, and Non-Discrimination in Contracting

Agencies are expected to provide equal employment opportunity to organization employees in all terms, conditions, and privileges of employment without regard to race, color, gender, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, veteran status, or physical, mental, or sensory disabilities in accordance with applicable laws, ordinances, and policies.

Single Audit (formerly known as OMB Circular A-133 Audit)

Organizations that receive more than \$750,000 in federal funds in a single fiscal year are required to comply with the Single Audit requirements. These requirements are further described in the Code of Federal Regulations section on Uniform Guidance at 2CFR200.500 (subpart F). Organizations that have not had to previously comply with Single Audit requirements should contact their accountant or financial advisor to understand what is needed to meet these requirements and what additional costs may be incurred to prepare an acceptable audit and financial statements.

Section IV: Technical Assistance & Support

Information about the RFP is available on the [All In For Kansas Kids \(AIFKK\) website](#). Visit the website often for updates and additional resources related to the RFP, other funding opportunities, and access to technical assistance. The KCCTF will not provide individual notice of changes, and organizations are responsible for regularly checking this webpage for any changes or updates. The KCCTF will not be responsible for any expenses organizations may incur while preparing for their application.

Potential Applicants & Applicants

Technical assistance will be available to answer questions about the application process and questions, including navigating the online application portal. Specific resources include:

- A series of four live Q&A webinars with posted recordings (dates and registration information will be announced on the [All In For Kansas Kids website](#)).
- [Accelerator Technical Assistance Portal](#) to submit TA requests and questions, including for the Kansas CommonApp Help Desk.
- FAQ document, helpful links, resources, and templates
- Data dashboards and needs assessment links
- Child Care Aware of Kansas (CCA-KS) Community Engagement Team
- A dedicated email address - ccaccelerator@ku.edu - for communication purposes with Accelerator audiences, including as a means of post-award correspondence.

Grantees

Grantees will have support from the following partners during the grant period, based on needs.

KCCTF

- Grant requirements and administrative support
- Reporting requirements - program and fiscal
- Construction planning and processes
- Career Pathway and Workforce Registry

KDHE & Local Licensing Surveyor

- Licensing laws and regulations
- Facility and program types
- Orientation and application requirements

CCA-KS (Community Engagement)

- Community planning and coalition building

- Child care system challenges
- Data and evidence
- Funding opportunities

KU Center for Public Partnerships & Research (CPPR)

- Technical support for the Kansas CommonApp
- Evaluation and data collection
- Sustainability plans
- Wages and compensation (standards, plans)
- Public input, promotion, and outreach

Applicant Informational Webinars

The KCCTF will host a series of live Q&A webinars to address questions. Dates will be posted on the [All in for Kansas Kids website](#). Questions and requests for accommodations may be submitted to ccaccelerator@ku.edu. You must register for the webinars to receive access details. Webinars will be recorded and posted for those unable to attend. FAQs are available on the website and will be updated periodically throughout the application period.

RFP Coordinator Contact Information

Lucas Neece, Grant Manager

Kansas Children's Cabinet & Trust Fund

785-296-2035

ccaccelerator@ku.edu

allinforkansaskids.org