



**STATE OF ARKANSAS**

Department of Human Services

Office of Procurement

700 Main Street

Little Rock, Arkansas 72201

**Division of Child Care and Early Childhood Education**

**REQUEST FOR APPLICATION**

**for**

**Literacy and Outreach Grant**

**710-19-1047**

**Application Deadline**

**May 28, 2019**

# LITERACY AND OUTREACH

## FUNDING OPPORTUNITY DESCRIPTION

### **PURPOSE**

The Department of Human Services, Division of Child Care and Early Childhood Education (DCCECE) seeks applications from entities that provide literacy resources to children from birth through five (5) years old from vulnerable families. Attributes of vulnerability include: poverty, minority population, homelessness, and poor health.

### **EXPECTATION OF VENDOR**

The contractor shall:

- Develop and implement a project focused on improving early childhood literacy.
- Offer a proven approach that most directly reaches the target population. For purposes of this grant, the primary target audience is children from vulnerable families, zero (0) through five (5) years of age.
- Demonstrate effectiveness through proven success in previous similar initiatives.
- Submit accurate monthly financial and narrative reports.

### **ELIGIBILITY FOR FUNDING**

1. Eligible institutions include (but are not limited to) private foundations, businesses and community-based organizations.
2. Organizations must have been in existence for at least three (3) years.
3. Preference will be given to proposals that have the potential for statewide applicability and that plan for sustained capacity in the future.
4. Applicant must be fiscally sound.

### **AWARD INFORMATION**

Funding Opportunity

DCCECE will award a total of one hundred thousand dollars (\$100,000) per fiscal year to one or more organizations to improve early childhood literacy.

The maximum budget is one hundred thousand dollars (**\$100,000**) per fiscal year. The grantee must assure that DCCECE receives the greatest value for this expenditure.

### **DISBURSEMENT OF FUNDS**

Services provided under this grant will be reimbursed based according to the following method:

1. Invoices must be submitted monthly. Final invoices should be submitted within forty-five (45) days of the contract term end date.
2. Billed expenditures must stay within the budgeted line items approved in the contract unless prior written approval for a budget amendment is granted by the Division.
3. Only signed original invoices will be accepted for payment. No payment will be made prior to the delivery of services. Invoices shall be submitted to:

DHS Division of Child Care and Early Childhood Education  
Attn: Program and Professional Development Administrator  
P. O. Box 1437, Slot 160  
Little Rock, AR 72203-1437

4. The invoice must have a complete description of the goods or services being billed. Do not use abbreviations (such as "P/R" or "cont."). These are not standardized and may cause delays in the payment process due to invoices being returned for clarification purposes.
5. If the respondent does not already have an Arkansas vendor number issued by the Office of State Procurement (OSP), he/she shall obtain a vendor number and submit a completed and signed IRS Form W-9 before the contract is signed. The respondent shall submit proof of application for the vendor number with his/her complete proposal. Information and necessary forms to obtain a vendor number can be found on the following website:

<https://www.ark.org/vendor/index.html>

### **GRANT AWARD PERIOD**

Work will be done within the constraints of a grant with a proposed effective period of July 1, 2019 through June 30, 2020.

The grant may be extended for up to six (6) additional years, contingent upon approval by the Division/Office, review by the legislature, approval by the Arkansas Department of Finance and Administration (DFA), appropriation of necessary funding, and all necessary federal reviews and approvals.

## **REVIEW AND SELECTION PROCESS**

The applications will be reviewed by an impartial group selected by DCCECE. Grant funding will be awarded based on receipt of the highest cumulative point totals for required application elements as specified in the APPLICATION COMPONENTS section of this document. The application elements may total up to ninety-five (95) points.

The following submission requirements must be met before the proposals can continue to the scoring phase:

- a. Proposal submitted to the correct location before the specified deadline.

## **AWARD NOTIFICATION**

Preliminary award notification will be made to applicants no later than thirty (30) days after the application deadline. Final award notification will be made upon annual award approval by DCCECE and receipt of that grant award notification by DCCECE.

## **APPLICATION**

### **FORMATTING REQUIREMENTS**

- Information provided must be sufficient for review.
- Text must be typed. Times New Roman 12, is preferred.
- Top, bottom, right, and left sides should have at least 1-inch margin.
- Text size cannot exceed 6 lines per vertical inch.
- Paper must be white paper and 8.5 inches by 11.0 inches in size.
- Number pages consecutively from beginning to end.
- Pages should be typed single-spaced with one column per page.
- Pages should not have typing on both sides.
- Documentation of the Application Components must follow in exact order as listed below. Any other order or failure to respond to any item will disqualify the application.

## **APPLICATION COMPONENTS**

**Provide the following information:**

**Cover Page shall be first.**

**Executive Summary/Description of Project**

1. Provide a summary, summarizing the contents of your proposal. **(5 points)**
2. Describe your plan for successfully carrying out the objective of the grant. **(5 points)**
3. Describe how you will measure success of the program. **(5 points)**

**Technical Approach to Scope of Work/Viable Implementation Plan**

1. Describe how you plan to meet the requirements. **(5 points)**
2. Indicate how you plan to provide literacy resources such as books, literacy coaches, technology, etc. **(5 points)**
3. Describe the method you plan to use for evaluating the service. **(5 points)**
4. Describe your agency's outreach strategies to the target population described in this grant. **(5 points)**
5. Include your implementation plan for delivery. **(5 points)**

**Project Organization and Staffing**

1. Please provide an organization chart showing proposed staff by job title and line of supervision. **(5 points)**
2. Provide resumes and experience for key staff that will provide services under the grant. **(5 points)**
3. Response must clearly indicate Vendor's understanding of the requirements and needs of the grant. **(5 points)**
4. Provide the name, type of organization and a brief description of the organization. Include services provided by your organization. Provide documentation reflecting type of organization (i.e.: private foundation, business, community-based organization) and number of years in existence. **(5 points)**

5. Provide 3 letters of recommendation from 3 different sources. **(5 points)**
  - Letters should be dated no more than 6 (six) months prior to the proposal submission date;
  - They should be from organization recommendations and not personal recommendations;
  - They should be on official letterhead;
  - They should be from individuals who can directly attest to the respondent's qualifications relevant to the grant;
  - They should not be from current DHS employees;
  - They should include current phone numbers, mailing address and email address for the individual writing the letter.

### **Management Plan/Financial Disclosure**

1. Describe your system of reporting and coordinating with DHS. **(5 points)**
2. Provide evidence of financial status and the financial ability to carry out the project. **(5 points)**
3. Provide a line item budget and budget justification. **(5 points)**
4. Provide your agency's most recent audit to verify financial soundness or indicate if it is available electronically. **(5 points)**
5. Describe agency's plan for sustained capacity for the future and potential for program replication statewide. **(10 points)**

### **APPLICATION SUBMISSION REQUIREMENTS**

Application must be received in the Office of Procurement no later than 4:00 pm on May 28, 2019. Late submissions will not be accepted.

Applicant must use the cover page (template attached) and submit the following:

Submit one (1) original copy of the application and three (3) hard copies (marked "COPY"). Original copy must be marked with "original".

Submit one (1) electronic copy on a USB flash drive in PDF format.

Outside package must be marked with RFA number.

Submit the required information listed under "Application Components".

Applications must be submitted to:

Hand delivered to:

Department of Human Services  
Office of Procurement  
700 Main Street  
Little Rock, AR 72203  
(Hand deliveries may be left at the front desk); or

Mailed by United State Post Office:

Department of Human Services  
Attn: Office of Procurement  
P.O. Box 1437, Slot W345  
Little Rock, AR 72203; or

Mailed by commercial mail to:

Arkansas Department of Human Services  
Office of Procurement  
112 West 8<sup>th</sup> Street, Slot W345  
Little Rock, AR 72201

## **POINT OF CONTACT**

All application questions should be directed to:  
Paige Cox, Program and Professional Development Administrator  
Div. of Child Care and Early Childhood Education  
P.O. Box 1437, Slot S140  
Little Rock, AR 72203-1437  
PH: 501-320-8940  
Email: [Paige.Cox@dhs.arkansas.gov](mailto:Paige.Cox@dhs.arkansas.gov)



**STATE OF ARKANSAS  
 Department of Human Services  
 Division of Child Care and Early Childhood Education**

**LITERACY AND OUTREACH GRANT**

COVER PAGE

Completed application must be received by **May 28, 2019**

Name of Organization \_\_\_\_\_

Name and Title of Person completing application:

<b>Name:</b>		<b>Date:</b>	
<b>Authorized Signature: (blue ink)</b>		<b>Title:</b>	
<b>Print/Type Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email:</b>	

Type of organization:

- \_\_\_\_\_ Private Foundation
- \_\_\_\_\_ Business
- \_\_\_\_\_ Community based organization
- \_\_\_\_\_ Other (please specify \_\_\_\_\_)

Region in which you are proposing to provide the services \_\_\_\_\_