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|  | **Exhibit A: Application Form**  |

Send this as a single Word document titled “Exhibit A: Application Form – YOUR ORGANIZATION NAME,” attached to an email to dcyf.eceap@dcyf.wa.gov along with Exhibits B through F.

Please read the [Sample ECEAP Client Service Contract](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/FY22_Statement_of_Work.pdf) and [2021-222 ECEAP Performance Standards](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2021-22ECEAPPerformanceStandards.pdf) before completing the rest of this application. Then sign below acknowledging that you have read these documents and understand that you will be required to implement the ECEAP policies and procedures as described if you receive an award of ECEAP slots.

1. **CONTACT INFORMATION (MANDATORY)**

Organization Name

Primary Contact Person

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| --- | --- |
| Mailing Address  |  |
| City, State, Zip Code |  |
| Phone  |  |
| E-mail Address  |  |

Secondary Contact Person (optional)

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| --- | --- |
| Mailing Address  |  |
| City, State, Zip Code |  |
| Phone  |  |
| E-mail Address  |  |

1. ORGANIZATION TYPE (MANDATORY)

Applicants must be a public or private organization including, but not limited to school districts, educational service districts, community and technical colleges, private businesses, local governments, or nonprofit organizations (per [RCW 43.216.515](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.216.515)). Sectarian organizations must comply with all ECEAP requirements including classrooms and classroom practices free of any religious symbolism and no religious activities in the curriculum. This does not preclude children or families from sharing their traditions.

**Check all that apply:**

[ ]  Non-sectarian

[ ]  Sectarian

[ ]  School district

[ ]  Educational Services District

[ ]  Community or Technical College

[ ]  Local Government

[ ]  Private Business - Child Care

[ ]  Private Business - Other

[ ]  Non-profit organization - Child Care

[ ]  Non-profit organization - Other

[ ]  Tribal organization

[ ]  Other, describe

1. WASHINGTON STATE BUSINESS LICENSE NUMBER (MANDATORY):
2. NUMBER OF SLOTS (SCORED)

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| --- | --- | --- | --- | --- |
| **Type** | **Current****2021-22 slots***(enter* ***0*** *in ECEAP rows, if first application)* | **Requested new****2022-23 slots** | **Requested return****of current ECEAP slots\****(For existing contractors only)* | **Requested TOTAL 2022-23***(includes current, new, and any returned slots)* |
| ECEAP Part Day |  |  |  |  |
| ECEAP School Day |  |  |  |  |
| ECEAP Working Day |  |  |  |  |
| Head Start/EHS total |  |  |  |  |
| Early ECEAP total \*If you are interested in applying for Early ECEAP In the future, please contact the ECEAP inbox at dcyf.eceap@dcyf.wa.gov  |  |  |  |  |
| Tribal Early Learning program total |  |  |  |  |
| **TOTALS** |  |  |  |  |

\*Slots would only be reduced if you received your requested “exchange” slots.

1. **ECEAP INFRASTRUCTURE (SCORED)**

Describe your experience and the systems you currently have in place to provide infrastructure for ECEAP services that meet the requirements of the [2021-2022 ECEAP Client Service Contract](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/FY22_Statement_of_Work.pdf), including the [2021-22 ECEAP Performance Standards](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2021-22ECEAPPerformanceStandards.pdf), for each of the following. Refer to the RFA document, sections 1.3 and 1.4 for more information.

1. **Program planning and service system design (Scored)**

**[ ]** Current ECEAP contractor:

Scoring will be based on data submitted to DCYF including completion rates of health exams and

screenings, percentages of family support and parent teacher conferences completed,

participation in required directors’ meetings, progress on Early Achievers ratings, and data

collected by DCYF during monthly DCYF contractor calls and in the most recent monitoring visit.

[ ]  Applicant not a current ECEAP contractor:

Describe experience, expertise, and plans. Include description of how you will plan and provide high-quality ECEAP services including family support, early childhood education, and health coordination. Identify how you will include families in design and oversight of planned services (250 words or less)

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1. **Ongoing monitoring and continuous improvement** **(Scored)**

**[ ]** Current ECEAP contractor: Scoring will be based on data submitted to DCYF including follow through on Action Plans; assignment of coaches to each site; and data collected by DCYF during monthly DCYF contractor calls and in the most recent monitoring visit.

**[ ]** Applicant not a current ECEAP contractor:

Describe experience, expertise, and plans. Include description of how you will create and implement continuous quality improvement systems and monitor high-quality ECEAP services including family support, early childhood education, and health coordination. Identify how you will include families in design and oversight of planned services (250 words or less).

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1. **Early Achievers (Scored)**

Describe your current Early Achievers Ratings and your process to rate a Level 4 or 5. If not yet rated, describe your experience with Early Achievers and your plan to rate a Level 4 or 5 within the required amount of time in 250 words or less (See [2021-2022 ECEAP Client Service Contract](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/FY22_Statement_of_Work.pdf), Section 11, Early Achievers Participation).

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1. **Developmental screening and quarterly child development assessment** **(Scored)**

**[ ]** Current ECEAP Contractor or Subcontractor:

Scoring will be based on data submitted to DCYF including timely completion rates of developmental screening, follow through on referrals from screening, GOLD® observations, and quarterly GOLD® checkpoints.

**[ ]** Applicant not a current ECEAP Contractor:

Describe your experience and expertise. Include a description of how you will complete developmental screenings and assessments, train staff in the administration, collection, and reporting of GOLD® data, and use data to refine services to children and families (250 words or less).

1. **Marketing and recruitment of potential ECEAP families, enrollment of eligible children (Scored)**

**[ ]** Current ECEAP Contractor or Subcontractor:

Scoring will be based on data submitted to DCYF including participation rates in required eligibility training, enrollment maintenance, priority point averages of enrolled children, and verification of eligibility documentation.

[ ]  Applicant not a current ECEAP Contractor:

Describe your experience and expertise. Include a description of capacity to recruit and enroll eligible children (250 words or less).

1. **Human Resources: Hiring qualified staff, training, professional development (Scored)**

**[ ]** Current ECEAP Contractor:

Scoring will be based on data submitted to DCYF including percentages of staff who have submitted required staff qualifications to MERIT, percentages of staff fully meeting ECEAP staff qualifications, and percentages of teachers who have completed required curriculum and assessment trainings.

**[ ]** Applicant not a current ECEAP Contractor: Describe your experience and expertise. Include description of human resource policies for recruitment, selection, and training of qualified staff, and plans to recruit and prepare staff in time for services to begin (250 words or less).

1. **Recordkeeping and Reporting (Scored)**

**[ ]** Current ECEAP Contractor:

Scoring will be based on data submitted to DCYF including timeliness and accuracy of ELMS data

entry and contract deliverables.

**[ ]** Applicant not a current ECEAP contractor: Describe your experience and expertise. Include staff time and expertise that will be dedicated to entering data into ELMS and other data systems (250 words or less).

1. **Cultural Relevance (Scored)**

Describe Applicant’s experience and expertise providing services that are culturally relevant and responsive to their community. Please share examples of how services such as outreach to potential families, staff recruitment, education services, health services coordination, and family support are delivered in a culturally relevant way. Include a description of current services to children who are dual language learners and approaches to working with families with limited English proficiency (250 words or less).

1. **Serving all Eligible Children (Scored)**

Per [RCW 43.216.556](https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.556) ECEAP funding shall continue to be phased in each year until full statewide implementation of the early learning program is achieved in the 2026-27 school year, at which time any eligible child shall be entitled to be enrolled in the program. Describe your proposed service area, ability to serve all eligible children who reside within that area, and ability to coordinate with other agencies to ensure that sites and slots are placed where they are needed. Include what steps you must take by 2026-27 to accomplish this (250 words or less).

1. **Family Input into RFA Process (Scored)**

Describe how you solicited feedback from families for this Application. Include: numbers of families, which parts of your Application families consulted on, and how you involved families who are English Language Learners, if applicable (250 words or less).

1. **FISCAL MANAGEMENT (SCORED)**
2. **Fiscal staffing**

**[ ]** Current ECEAP Contractor or Subcontractor: Scoring will be based on data submitted to or collected by DCYF including fiscal reviews, budgets, and staff compensation summaries.

**[ ]** Applicant not a current ECEAP contractor: Describe positions involved in ECEAP budgeting, accounting, purchasing, payroll, and other financial tasks in the table below:

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| --- | --- | --- |
| **Position Name***Add rows if needed* | **Summary of duties** | **How position supports or would support ECEAP fiscal needs.** |

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1. Describe Applicant’s internal control practices such as cash management, signature authority, assurances of

**[ ]** Current ECEAP Contractor or Subcontractor: Scoring will be based on data submitted to or collected by DCYF

accuracy of payroll (time worked, leave), purchasing policies, etc. including fiscal reviews, budgets, and staff

compensation summaries.

[ ]  Applicant not a current ECEAP contractor: Describe Applicant’s internal control practices such as cash management, signature authority, assurances of accuracy of payroll (time worked, leave), purchasing policies, etc.

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1. **Account names and codes.**

 [ ]  Current ECEAP Contractor or Subcontractor: Scoring will be based on data submitted to or collected by DCYF

including fiscal reviews, budgets, and staff compensation summaries.

**[ ]** Applicant not a current ECEAP contractor: The purpose of this question is to ensure Applicant has an accounting system established to manage multiple funding sources and ensure ECEAP funds are managed separately. You may answer by pasting a chart of accounts here on this application or you may:

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1. **Cost allocation methodology.**

**[ ]** Current ECEAP Contractor or Subcontractor: Scoring will be based on data submitted to or collected by DCYF including fiscal reviews, budgets, and staff compensation summaries.

**[ ]** Applicant not a current ECEAP contractor: Describe Applicant’s existing or proposed cost allocation methodology used to ensure that ECEAP funds are not spent for non-ECEAP purposes. For example, you may apportion some costs by square footage used, or number of children served by each funding source, or staff hours spent working in each program.

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| --- | --- |
| Staff Costs |  |
| Facilities Costs |  |
| Equipment & Supplies |  |
| Child Transportation |  |

|  |  |
| --- | --- |
| *Add rows if needed* |  |

**E. Inventory management**.

[ ]  Current ECEAP Contractor or Subcontractor: Scoring will be based on data submitted to or collected by DCYF including fiscal reviews, budgets, and staff compensation summaries.

[ ]  Applicant not a current ECEAP contractor: Describe Applicant’s inventory management. Include which items are tracked, the process when receiving or disposing of equipment, the inventory tracking system, process for ensuring security of inventoried items, and frequency of audits of inventory.

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**F. Subcontractor Monitoring.** If Applicant has, or will have, Subcontractors, describe process for monitoring their fiscal practices:

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**G. Outstanding fiscal compliance**. Describe any outstanding fiscal findings or related compliance issues for Applicant’s organization regarding ECEAP funds or any other funding source. Summarize current practices to prevent the finding, or issue, in the future:

**7. STAFF (SCORE)**

**A. Organizational Chart (Scored)**

**[ ]** Paste in an organizational chart below. The organizational chart must include:

* Staff names and titles.
* ECEAP roles added to existing staff.
* Additional staff titles that would be hired under this application.
* Lines of authority.

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| **Paste Org. Chart Here** |

**B. Key ECEAP Roles (Scored)**

**[ ]** Current ECEAP Contractor

• Scoring will be based on staff data entered in ELMS.

[ ]  Applicant not a current ECEAP Contractor:

• Provide information about staff who will be responsible for key ECEAP roles:

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| --- | --- | --- | --- | --- |
| **Role** | **Sample responsibilities** | **Staff name or** **“to be hired”** | **Percent of full time to be dedicated to ECEAP**  | **Degree & major, or credential** |
| ECEAP Director | Overseeing all ECEAP components. Interacting with DCYF. |  |  |  |
| Monitor(s)/ Coordinator(s) | Ensuring compliance with all ECEAP requirements. Providing technical assistance to sites and subcontractors, if any |  |  |  |
| Trainer(s) | Training staff and subcontractors (if any) on ECEAP requirements, use of required curricula, assessments, and other tools. |  |  |  |
| Data manager(s) | Entering and maintaining eligibility, child, family and organization data in the Early Learning Management System (ELMS), Teaching Strategies *GOLD®.* |  |  |  |
| Human resource staff | Hiring qualified staff, training staff and subcontractors (if any) on ECEAP requirements, ensuring full participation in MERIT and Early Achievers. |  |  |  |
| Early Achievers Coach (see ECEAP [Performance Standards PDTR-16](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2021-22ECEAPPerformanceStandards.pdf)  | A practice-based coach supporting rating -readiness and continuous quality improvement, who helps the Contractor identify goals and make quality improvement plans.  |  |  |  |
| Family Support Lead (see ECEAP [Performance Standards PDTR-14](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2021-22ECEAPPerformanceStandards.pdf)) | Coordinate Mobility Mentoring® approach for family support, create procedures for family support visits and develop service plans for parenting education and family engagement activities. |  |  |  |
| Health, nutrition, and mental health services (multiple roles, see the ECEAP Performance Standards PDTR 18-25) | Conduct and review child health screens, review immunization records, provide behavioral health supports, oversee menus, nutrition and food plans.  | Health Consultant:Nutrition: Mental Health:  | Health Advocate:Nutrition: Mental Health:  | Health Advocate:Nutrition: Mental Health:  |

1. **Lead Teacher (Scored)**

[ ]  Current ECEAP Contractor: Scoring will be based on data submitted to DCYF in 2019-20 including staff qualifications entered in MERIT and viewable on the ELMS Staff Monitoring report and staff compensation data reported.

[ ]  Applicant not a current ECEAP Contractor:

• Enter the number of current preschool lead teachers

• How many of your current preschool lead teachers meet one of the following ECEAP qualifications:

o An associate or higher degree in early childhood education or DCYF equivalent; or

o A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education

• Describe the lead teacher hourly wage and the benefit package you would provide under this application: Click here to enter text.

**D. Family Support Staff (Scored**)

[ ]  Current ECEAP contractor: Scoring will be based on data submitted to DCYF in 2019-20 including staff qualifications entered in MERIT and viewable on the ELMS Staff Monitoring report and staff compensation data reported.

[ ]  Applicant not a current ECEAP contractor:

• Enter number of current staff in a family support or similar role (see ECEAP performance standards PDTR-14):

• How many of your current family support staff meet one of the following qualifications:

o An associate or higher degree in adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities or DCYF equivalent; or

o A DCYF-approved credential from a comprehensive and competency-based Family/Social Service training program that increases knowledge and skills in providing direct services to families; or

o A Home Visitor Child Development Associate (CDA) Credential from the Council of Professional Recognition.

1. Describe the current responsibilities of these staff and the percentages of their time that would be available for ECEAP family support

1. **Contracting Capacity (Scored)**

**[ ]** Current ECEAP Contractor: Scoring will be based on contract history with DCYF.

**[ ]** Applicant not a current ECEAP Contractor:

* List contracts or grants the Applicant has managed during the last five years that relate to the Applicant’s ability to perform ECEAP services. Include contract reference numbers, period of performance, contact persons, telephone numbers, and e-mail addresses:

* If the Applicant, or any subcontractor, has contracted with the state of Washington during the past 24 months, list the name of the contractor(s), state agencies, contract numbers, and brief project descriptions:

1. **Disclosure of Improvement Plans (Scored)**

Describe any outstanding compliance issues or agreements, action plans, or improvement plans with any state or federal agency, including but not limited to agencies administering ECEAP, Head Start, Migrant/Seasonal Head Start, American Indian/Alaska Native Head Start, Child and Adult Care Food Program (CACFP), school lunch program, child care licensing, local health jurisdictions, or school district improvement plans:

1. **Applicant’s Employee Relationship with Washington State (Mandatory)**

If any officer or employee of the Applicant is or was an employee of the state of Washington during the past 24 months, provide the individual’s name, dates of employment, state agency where employed, and position held. If none, enter “**None**.”

# If, following a review of this information, it is determined by DCYF that a conflict of interest exists or may exist; the Applicant may be disqualified from further consideration at the sole discretion of DCYF*.*

8 TRIBAL COMMUNITY ASSESSMENT DATA (OPTIONAL)

If the Applicant is a federally recognized Tribe and would like to include Tribal and community-based data around numbers of eligible children for DCYF’s consideration, please add it here. Tribes providing ECEAP may enroll any Tribal family up to 384% Federal Poverty Level (FPL)/100% State Median Income (SMI

1. ADDITIONAL COMMUNITY ASSESSMENT DATA (OPTIONAL)

If the Applicant wishes to share additional community level assessment data that differs from the Saturation Study data, please add it here.

1. IS THERE ANYTHING ELSE YOU WOULD LIKE DCYF TO KNOW? (OPTIONAL)

Please write any pertinent information you would like to share about this application. This may include community-specific information, how receipt of this funding will impact the community, what consequences there may be if funding is not granted, or any other important information. (limit 500 words).