

ECEAP Complex Needs Fund (CNF) Grant Application Guidance

Funding Overview

Funding Title: ECEAP Complex Needs Fund

Funding Type: State funding

Eligibility: Current ECEAP and/or Birth-3 ECEAP Contractors

Anticipated Start Date: July 1, 2024

End Date: June 30, 2025

Project Length: Eleven Months

Program Description

The Department of Children, Youth, and Families (DCYF) is inviting current ECEAP and/or Birth-3 ECEAP contractors to apply for additional funds to support children with developmental delays, differing abilities or challenging behaviors due to complex trauma. The ECEAP Complex Needs Fund (CNF) supports children currently enrolled in care at an ECEAP site (licensed slot or ECEAP slot). The CNF aims to support developmental and learning gaps for the children who would otherwise start kindergarten behind and continue to fall behind in later school years. Children do not need to be on an Individualized Learning Plan (IEP) in order for the funds to be applied to their needs. Children currently receiving services through a Developmental Preschool Program may access funding if the identified support is beyond the child's current individualized education goals. DCYF ECEAP asks contractors to consider current need and programming costs when considering the amount to apply for in the 2024-25 school year.

ECEAP Performance Standards

DCYF ECEAP is governed by the ECEAP Performance Standards, which lay out the services and delivery requirements necessary to support Washington State's pre-kindergarten program to support children and families who are furthest from opportunity for success in school and in life. The program performance standards set forth the requirements ECEAP contractors must meet to support cognitive, social, emotional, and healthy development of children from birth to age 4. ECEAP provides child-centered, individualized preschool education and health coordination services on a foundation of strengths-based family support for the specialized population we serve. The performance standards are found [here](#). As a condition of acceptance of a CNF award, all recipients are required to follow the ECEAP Performance Standards and their other licensing requirements.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Purpose Statement

The Washington State Legislature designated Complex Needs Funding for additional support in ECEAP classrooms to further integrate children with developmental delays, differing abilities, or challenging behaviors due to complex trauma. The purpose is to add designated funding to supplement services for children with complex needs.

Applicants may request funding for the following purposes:

- Adding classroom staff or mental health professionals, and/or increasing current staff's hours from part time to full time.
- Increasing mental health/behavioral consultation.
- Purchasing supportive and adaptive materials and equipment.
- Adapting curricula.
- Providing teacher coaching, training and professional development.
- Offering unique transportation services that directly support child(ren) with complex needs.

Application

Applicants must be current ECEAP or Birth-3 ECEAP contractors serving children ages Birth through 4 years. An individual site or subcontractor can complete the grant application, but the ECEAP Contractor is required to submit one application. A contractor that is requesting funds for both their Birth-3 ECEAP and ECEAP sites must submit one application to be considered for the funding.

The application is due Feb. 1, 2024 at 5 p.m. PST.

Eligibility Requirements

- Applicants must be **current Birth-3 ECEAP and/or ECEAP contractors**.
- **Individual sites serving ECEAP slots may only apply through their ECEAP contractor.**
- Application must clearly show funds will support children with developmental delays, disabilities or challenging behaviors due to complex trauma.
- The CNF is for children with complex needs who are currently enrolled in ECEAP or Birth-3 ECEAP, or who are enrolled in a site that is blended with ECEAP and licensed child care.
- Grant proposals must fit within the categories outlined below and applicant must demonstrate how the proposal will benefit children with complex needs.
- Contractor must follow ECEAP Performance Standards and licensing requirements when implementing the funds.

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Allowable Spend Categories

Staffing

Contractors can use CNF funding to add staff or increase current staff's hours, and/or to hire a mental/behavioral health professional to directly support children with complex needs. Staff are individuals employed by the contractor. Adding additional staffing in the classroom will allow for children to experience a safer, healthier, more inclusive and supportive classroom learning environment. Additional staffing will allow organizations to create more inclusive classrooms for children with differing abilities or challenging behaviors. ECEAP Complex Needs Funds may be used for staffing costs that include salaries and benefits for additional staff contractors have determined are required to more fully meet the needs of participating children with complex needs. Funding can be used to make part-time staff to full-time staff if the increase in their hours directly supports children with complex needs.

Indirect

Administrative costs are allowable, however the total ECEAP contract cannot consist of more than 15% in indirect costs. Indirect costs of an organization are costs that are necessary for the operation and performance of its programs. This may include fiscal, payroll, information technology, human resources and other costs associated with operating and maintaining staff and workspace.

Mental Health and Behavioral Contracted Services

Contractors can use CNF funding for additional mental/behavioral health consultations beyond what is required in the ECEAP requirements for this role. These staff must support families, staff, and children with complex needs.

Materials and Equipment

Contractors can use CNF funding to purchase supportive and adaptive materials and equipment for children with complex needs. Materials and equipment purchased can be used both in the classroom and by families at home. Application must clearly show how purchases will meet the needs of children with complex needs.

Curriculum

Additional curriculum can be purchased to create an individualized strength-based approach for children with complex needs. The adaptive curriculum must support increasing kindergarten readiness and child development. Funds can include teaching materials for new or existing curriculum. Funding can also be used to support individual families' needs beyond the classroom. For example, providing resources around social emotional support and maintaining family connection.

Professional Development

Contractors can use CNF funding to provide staffing, coaching and training to deliver services more effectively to children with complex needs. Allowable expenses may include staff salary to attend the

training, registration, training supplies, and/or travel cost to attend training. Funding can be used to hire a professional consultant or trainer to conduct the training on site. Funding may also be used for coaching and one-on-one classroom teaching reflections.

Unique Transportation

Contractors may use funding to fill specialized transportation needs to safely transport children with complex needs to and from school. Examples of this may include:

- Modify or purchase an ADA accessible vehicle to transport a child with complex needs to and from school. If funds are used for this, cost allocation plans must be submitted to the state.
- Purchase an additional vehicle to shorten child transportation time due to the difficulties of extended travel.
- Transportation for a child with a unique classroom schedule.
- Transportation for a child experiencing homelessness and does not have an address.
- Transportation for a child who resides in a rural remote area where families are the primary source for transportation needs.

The funds may not be used for standard bus travel for a child. Other specialized transportation needs will be considered and requires a clear explanation in the grant application. However, these funds can include the salary of additional bus drivers needed to transport qualifying children.

Staff Travel

Funding may be used for staff travel. Staff travel can include attending trainings or traveling to another classroom site to provide services for a child with complex needs. Staff travel can also include when staff travel to families' homes to drop off materials or provide consultation or family support services for children with complex needs.

Last Resort

Last resort dollars are allowable for ECEAP children with complex needs and their families if no other resources or assistance are available, including but not limited to medical, dental, nutrition, mental health services, and/or concrete goods and services. The purpose is to support ECEAP children and families in an event when all other community, state, or federal resources are unavailable and having access to goods and services in an emergency will create family stability to prevent the crisis from escalating. The flexibility of the funds allows contractors in an emergency to assist ECEAP families with the basic necessities everyone deserves to live. Some examples are outlined below. Allowable expenditures for last resort may include:

- Preventing mental health crises from escalating.
- Child in pain from toothache and family needs assistance to get dental care.
- No heat in the house during winter.
- Short-term housing assistance to prevent a family from becoming homeless.

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- Groceries to prevent starvation.

The last resort funds do not need to be calculated or added to the grant application, however prior approval is needed from DCYF ECEAP via email before the contractor uses CNF funds for last resort emergencies.

Funding Restrictions

Applicants may **not** use CNF funds for the following:

- Funds for general facility and general transportation operation costs.
- Regular wages and benefits for existing staff that are not currently funded by CNF.
- Support for sites not listed on application.
- Funds that do not show direct support to children with complex needs in the classroom.
- Capital improvements (heating/cooling systems, office space, phones, networks, rent, general office equipment, utilities, playground equipment, etc.) unless applicant can show how it will directly help children with complex needs. For example, an allowable expense would be adapting a playground to allow for wheelchair accessibility. Applicants may use the 15% allowable indirect to cover capital improvements.
- Perishable items like food and drink, unless last resort is being used and prior approval has been granted by DCYF.
- Work charged to or paid by any other contract or funding source.
- Finance charges or late fees on purchases.
- Cost that exceed the CNF awarded amount.
- Any sectarian purpose or activity, including sectarian worship or instruction.
- Reimbursement of purchases prior to contract effective date.
- General transportation which could include purchasing a bus or other vehicle.
- Support for sites not listed on the CNF application
- Awarded CNF may not be used for purchasing expenses for another ECEAP contractor unless the partnership is directly outlined in the grant application and are allowable expenses with the funds. The ECEAP contractors involved must have the proper signed agreement in place between the two entities prior to the funds being spent and able to track the benefits for children with complex needs to be reported to DCYF ECEAP.

Application Review and Award

Funding Decisions

The general eligibility guidance outlined above provides a threshold for applications. Competitive proposals will have the following:

- Detailed scope of work and expenditures that closely align with the criteria listed.

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- Proposed project costs and requested period of support that are fully justified, reasonable, and sufficient to complete all proposed activities and objectives.
- Detailed budget with the itemized expenses for the project that is clearly outlined.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. DCYF may contact the applicant to answer additional questions if clarification regarding the project is needed.

Review

The Complex Needs Fund is awarded through a competitive grant process. Applying does not guarantee an eligible Birth-3 ECEAP and/or ECEAP contractor will receive a grant award. No funding will be awarded for an incomplete application.

The review panel consists of DCYF staff with knowledge and experience in the area under review. Applications may be funded in whole or in part depending on:

- How the proposed project meets the purpose of the ECEAP Complex Needs Fund.
- Children disproportionately impacted by racial and economic disparity and contractor size.
- Needs identified in the application.
- The availability of State funds.
- The geographic diversity of grant recipients.
- The number of applications received.
- Historical priority trends in programming.

Award Notification

Applicants will be notified of award decisions and application status in alignment with the integrated RFA process. Anticipated dates for this are March 2024. If awarded, applicants may be required to submit an adjusted application budget to reflect the amount awarded.

Every effort will be made to include the awarded CNF into the ECEAP contracts, and funding will be available July 1. Complex Needs Funds should be tracked separately from your other ECEAP contract expenditures and previously funded CNF grants. Recipients must follow the submitted application, CNF grant guidance, ECEAP Performance Standards, and ECEAP contract requirements. If during the course of the grant any activities change, applicant must seek approval for the changes from DCYF.

*Once applications are reviewed, DCYF ECEAP will share how grant funds were distributed across programs.

Submission Requirements

- Submit application with all questions answered.
- If applying for both Birth-3 ECEAP and ECEAP programs, submit one grant application.
- For technical assistance, please contact your CQI specialist directly.

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- Application deadline is **5 p.m. PST on Feb. 1, 2024**.
- Email completed application to: dcyf.eceap@dcyf.wa.gov. Contact DCYF before application deadline if the applicant needs an alternative way to submit application.
- Questions about program elements can be directed to: dcyf.eceap@dcyf.wa.gov

Naming Application Submission Files

Applicants should use the following naming convention for their files: “Contractor Name, Month&Year, Complex Needs Fund Application”. Once received, DCYF will send a confirmation email acknowledging that the application has been received.

CNF Reporting Requirements

Once funding is confirmed with applicants, DCYF ECEAP will send a reporting template for recipients to fill out. Data collected will be shared with DCYF staff and legislators on the success of the program. Below are some example data points that DCYF ECEAP would require recipients to report on:

- Number of children being served with the funds.
- Children’s race, ethnicity and IEP status.
- Types of activities being conducted.
- Purchases of supportive equipment.
- Number of staff positions supported by funds.
- Narrative and fiscal summary of funding use.

Expected progress report due Jan. 31, 2025 for July 1 – Dec. 31, 2024.

Expected final progress report due July 10, 2025 for Jan. 1, 2025 – June 30, 2025.

Progress reports must be submitted to: dcyf.eceap@dcyf.wa.gov

Amendments

If any information on the grant application awarded needs to be adjusted, the recipient can implement the modification if the change meets the grant guidance. The instances where approval is required are referred to as grant amendments.

An amendment is necessary when there is a modification to the scope of work or budget of a n approved grant application. When the scope of a project changes significantly or if the expenditure of a budgeted category exceeds a variance of 5% or \$5,000, whichever is greater, an amendment will be required prior to funds being spent on the change.

When it is determined that an amendment is required, the grant recipient should request an amendment form from DCYF ECEAP and submit to the appropriate program liaison. After the amendment request is submitted, the following review and approval process takes place.

- DCYF ECEAP program staff review the request and, if needed, DCYF ECEAP manager will authorize the change.
- Notification of the decision of the request will be sent via email to grant recipient.

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Grant recipient must contact DCYF ECEAP before funds are spent on the change. If funds are spent before the request is approved, the recipient may not get reimbursed for the expenses.

Attachment 1: Frequently Asked Questions (FAQ)

Applying FAQ

Q: Who is eligible to apply for ECEAP CNF?

A: Current ECEAP or Birth-3 ECEAP contractors can apply for ECEAP CNF.

Q: Do I need to reapply each year to receive funding?

A: Yes, the Complex Needs Fund is funded through a competitive grant process. You must apply each year if you would like DCYF to consider your application.

Q: Is there an application to apply for the grant?

A: Yes, please contact DCYF at dcyf.eceap@dcyf.wa.gov if you did not receive a copy of the application.

Q: Inquiring about the qualifications for hiring for a position under this grant. Do the position qualifications need to follow ECEAP Performance Standards?

A: Yes.

Q: Do I need to apply for the Birth-3 ECEAP and ECEAP programs with two separate applications or will one application work for both programs?

A: You submit one grant application that includes both Birth-3 ECEAP and ECEAP.

Q: Will having carryover funds from a previously funded CNF award affect a new grant application?

A: Carrying over funds from a previously funded grant will be considered when reviewing new grant applications. You will need to justify your ask in the grant application.

Q: Is there another version of the grant application DCYF can send me so I can send application questions to our sites to fill out?

A: No, you must use the most up-to-date application for the funding year.

Q: The applicant lives in a rural school district that is challenged with ECEAP transportation. Having ECEAP students ride on the bus with older children is way too long (over an hour). Can the applicant seek complex needs funds to support a bus driver for this unique rural route?

A: Yes, as long as the majority of the children being transported have a complex need.

Q: An applicant has zero bus service. Can the applicant use the funds to offer parents reimbursement at the state rate per mile for transporting their children to preschool?

A: No

Q: Should I put in my new request and the amount I wish to carry forward into the new grant application?

A: No, do not add carryover funding and the new funding request together in the application. Only request new funds in the application. The amount contractors wish to carry forward needs to be reported in the DCYF carryforward document to be submitted by June 15.

Q: Can the applicant use the funds for gift cards for families and children?

A: No, the funds are for children with complex needs in the classroom.

Q: What is the difference between ECEAP CNF vs Child Care CNF?

A: Child Care CNF is for licensed child care providers who are not serving ECEAP and have not had an opportunity to access the ECEAP Complex Needs Fund. A site that has ECEAP is not eligible for the Child Care CNF. If a site has blended slots of ECEAP slots with other non-ECEAP classrooms, the contractor can apply for ECEAP CNF for the whole site.

Q: Can the funds be used for capital improvements of heating/cooling systems, office space, phones, networks, rent, general office equipment, flooring?

A: No, but the allowable 15% indirect can be used to cover capital improvement costs.

Q: Do I need to answer every question in the application?

A: The applicant information, project information summary, and project scope of work application sections are required. The financial information tables need to be filled out for each cost category the applicant wishes to be considered for funding. The general terms and conditions are required.

Q: Can I potentially be awarded less money than requested?

A: Yes. Award amounts depend on the number of applicants and available funding.

Q: I am an eligible ECEAP contractor and I applied for a grant. Am I entitled to receive the grant and/or my full requested amount?

A: No. The funding that has been allocated by the Legislature may not be enough to fund every application. All applications that are complete and reasonably detailed will be considered.

Q: If I am selected for funding, how will I receive payment?

A: Payment will be placed in ECEAP contracts and disbursed through the regular submission of A19s.

Q: Do these grant funds need to be spent within a certain timeframe?

A: Yes. The contractor should make every effort to spend down the grant funds by June 30.

Q: When will I find out if I am awarded a grant?

A: It is dependent on the number of applications submitted, but DCYF ECEAP staff will make every effort to notify applicants soon as possible.

Q: Can I purchase specific equipment for students that can follow them through the school system?

A: It depends on the type of equipment proposed. Contact DCYF ECEAP before putting the equipment in the application and before purchasing with CNF funds.

Awarded FAQ

Q: What type of funding is the Complex Needs Fund?

A: CNF funds are State funds.

Q: How much and how often is CNF available?

A: The amount of CNF is dependent on legislation. Applicants may apply for CNF each year.

Q: Can CNF be used to buy gas cards?

A: It depends. Are the gas cards for children with complex needs that have unique travel need? If yes, then this is allowed as long as it was identified in the grant application submitted. If the gas cards are to fill the gap of standard bus travel to school for children, then CNF cannot be used. Regular ECEAP funding, gas cards, or gift cards are allowable with pre-approval.

Q: Is it allowable to pay for material or training for another Birth-3 ECEAP or ECEAP Contractor?

A: Only if it is outlined in the approved grant application.

Q: Can I change the expenditures that were originally outlined in the grant application?

A: Yes, by completing a grant amendment and approval from DCYF.

Q: Can funds be carried over?

A: Yes, if funds will still be supporting children in the classrooms with complex needs. Contractors will have to fill out the carryover document for ECEAP to consider the request. No, if funds will be used for supplementing their regular ECEAP funding for the summer.

Q: If a contractor has not done any activities for the reporting period, do they still need to complete a progress report?

A: Yes, please fill in the questions that are relevant to identify the status of spending down the funds.

Reporting FAQ

Q: In the final report it asks for photos and to submit a photo release form. What kind of photos require a photo release form?

A: If people's faces are not visible or blocked in the photo, DCYF needs written consent from the photographer to use the photo. Pictures of equipment or supplies purchased with the grant funds need written consent from the photographer to use. If people's faces are visible, DCYF needs consent from both the people in the photo and the photographer.

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Q: Do Complex Needs Fund awards with under 10% carryover need to complete a carry forward plan/request?

A: No, but it needs to be identified in the ECEAP financial disclosure form.

Q: How do I request carryover for over 10% of my Complex Needs Fund award?

A: By June 15, if more than 10% of contract funding is unspent, the Contractor must submit to DCYF for approval an ECEAP Funding Carryforward Plan (DCYF document) with the approximate total amount of ECEAP funds unspent.

Q: Can I request a reporting extension?

A: Yes, please send your request to the ECEAP inbox for consideration.

Attachment 2

Previously Funded Items		
<p>The list below are <u>examples</u> of items previously funded with CNF. The list is not a complete list of allowable expenses but to be used as an example. Grant applications need to clearly show that the items requested directly support children with complex needs.</p>		
<p>SUPPLIES/EQUIPMENT</p> <ul style="list-style-type: none"> ▪ ADA accessibility improvements ▪ Adapting a playground for accessibility for all children ▪ Baby Doll Circle Time by Conscious Discipline ▪ Bike and helmets ▪ Books/workbooks ▪ Breathing charts/board ▪ Calm down charts ▪ Calming ball ▪ Calming equipment ▪ Children books ▪ Cleaning supplies ▪ Communications and audio-visual equipment ▪ Classroom supplies 	<ul style="list-style-type: none"> ▪ Mealtime chair w/tray ▪ Noise Canceling headphones ▪ Picture communication ▪ Playground modifications ▪ Privacy nooks for quiet time ▪ Recruitment and marketing of inclusive preschool ▪ Rifton chairs ▪ Safety equipment ▪ Social emotional tool kit ▪ Sensory tools ▪ Social/emotional tools ▪ Sound barriers ▪ Standing support ▪ Tiny Talker device 	<ul style="list-style-type: none"> ▪ Conscious Discipline Training ▪ Developing motor skills training ▪ Dual Language ▪ Dual Language Training ▪ Environment design ▪ Hearing Center Internships/Training ▪ Home Visiting Essentials training ▪ Individualization on culturally sensitive practices ▪ Mobility monitoring ▪ PAX behavior training ▪ Positive Behavior Supports (PBS) ▪ Preschool specific GLAD training

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Previously Funded Items

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<ul style="list-style-type: none"> ▪ Computer tablet ▪ Conscience Discipline ▪ Cube chair ▪ Cuddle puppy ▪ Culturally relevant images ▪ Displays ▪ Door alarms ▪ Educational tool kit ▪ Educational video clips ▪ Feeling charts ▪ Feeling buddies to identify emotions ▪ Fidget toys ▪ Games, puzzles and books to explore feelings, emotions and self-regulation ▪ Games that help with cooperative play with peers ▪ Gel-bead friends with faces ▪ Hand sanitizer ▪ I love you rituals ▪ Lap pad ▪ Learning boards ▪ Learning packets ▪ Letters & numbers ▪ Manipulative toys 	<ul style="list-style-type: none"> ▪ Translation and interpretation materials ▪ Visual supports ▪ Weighted blanket ▪ Weighted shoulder wrap ▪ Weighted vests ▪ Wiggle Cushion ▪ Yoga mat <p style="text-align: center;">CURRICULUM</p> <ul style="list-style-type: none"> ▪ Art Therapy ▪ Child find placement ▪ Class Dojo ▪ Conscious Discipline Curriculum ▪ Creative Curriculum ▪ Creative expression ▪ Culturally relevant curriculum ▪ Curriculum Cloud ▪ Outdoor social experiences ▪ Play Therapy ▪ Second step and second step child protection unit ▪ Social Emotional Curriculum ▪ Zoophonics curriculum <p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> ▪ ACEs 	<ul style="list-style-type: none"> ▪ Pyramid Model ▪ Race and Equity Training ▪ Racial equity training ▪ Ready Rosie training ▪ Reflective Supervision ▪ Reflective supervision and consultation principles from the Washington Association for Infant Mental Health (WA-AIMH) ▪ Second Step Curriculum Training ▪ Specialized training on developmental disabilities and complex traumas ▪ Support books like Managing Emotional Mayhem for teachers to support their classroom environment ▪ The Development, Advocacy, Training (DAT) ▪ Trainer who speaks on Stress, Vicarious Trauma & Compassion Fatigue ▪ Training on wellness, stress management,
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|---|---|---|
| <ul style="list-style-type: none">▪ Materials that supported the development of fine motor skills▪ Masks▪ Materials representative of children’s heritage and culture | <ul style="list-style-type: none">▪ Building Resiliency: Returning to School in Uncertain Times▪ Center Director Foundational training | <ul style="list-style-type: none">▪ trauma-informed care, and attachment▪ Trainings with DCYF leadership |
|---|---|---|