

# FY2014 Coordinated Family and Community Engagement Grant (Fund Code 237)

## Grant Renewal Meeting

*April 25, 2013 - 9:00-11:30 AM,*

*EEC Western Regional Office, Springfield*

*April 25, 2013 - 1:30-4:00 PM,*

*EEC Central Regional Office, Worcester*

*April 29, 2013 - 1:30-4:00 PM,*

*EEC Central Office, Boston*



MASSACHUSETTS  
Department of  
Early Education and Care

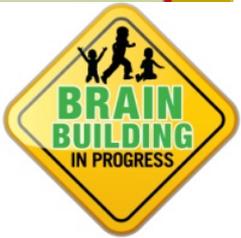


# Questions and Answers (FAQ)

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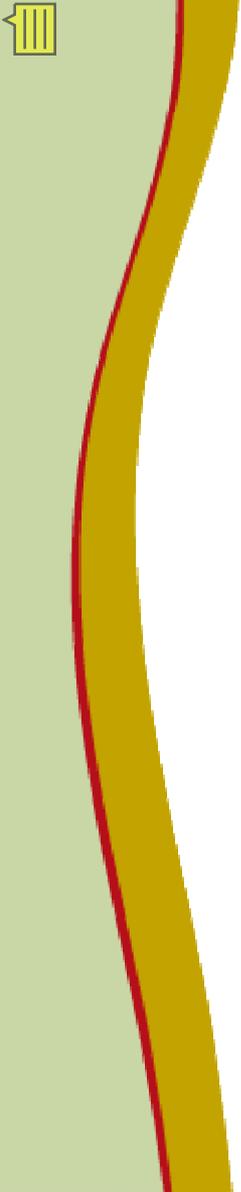
## To ensure consistency in responses

- Please email questions by **April 30, 2013** at 4:00 PM to [EECSubmission@MassMail.State.MA.US](mailto:EECSubmission@MassMail.State.MA.US)
  - **Subject line: *FY2014 CFCE – Fund Code 237***
- The FAQ document will be posted on or around **May 7, 2013**.
  - The FAQ document then becomes an official part of the Grant Application.



# Today's Agenda

- **Welcome**
- **Overview of the FY2014 Coordinated Family and Community Engagement Grant application**
  - Questions and Answers
  - Purpose
  - Grant Priorities and Requirements
  - Eligibility/Funding
  - Grant Posting/Grant Timeline/Submission Deadline
  - Grant Application Components
- **Nuts and Bolts of the Application Submission Process**
  - Section A: Online Application
  - Section B : Application Forms and Documents
    - Budgetary Guidance & Allowable Use of Funds
    - Programmatic Guidance /Narrative Questions
    - Grant Specific Documents
- **Re-cap of Submission Process**

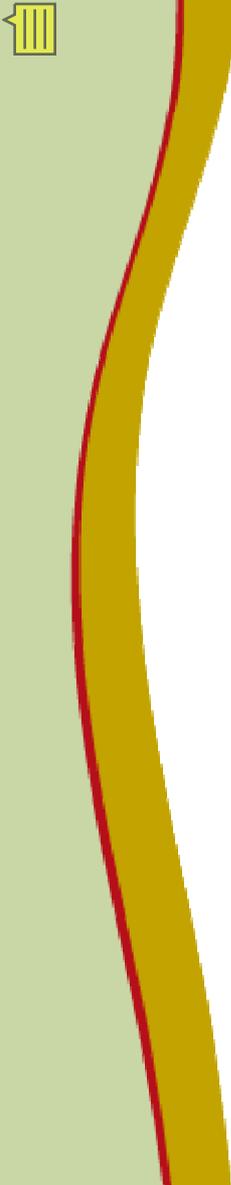


# EEC Mission Statement

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**The Massachusetts Department of Early Education and Care's mission is to provide the foundation that supports all children in their development as lifelong learners and contributing members of the community, and supports families in their essential work as parents and caregivers.**



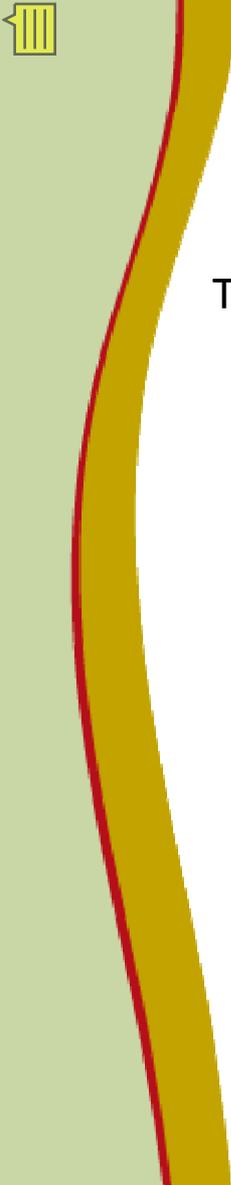


## FY2014 CFCE Grant: Purpose

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Through this Coordinated Family and Community Engagement Renewal Grant application, EEC may award grants to one or more vendor(s) who will provide all families with access to locally available comprehensive services and supports that strengthen families and promote optimal child development.





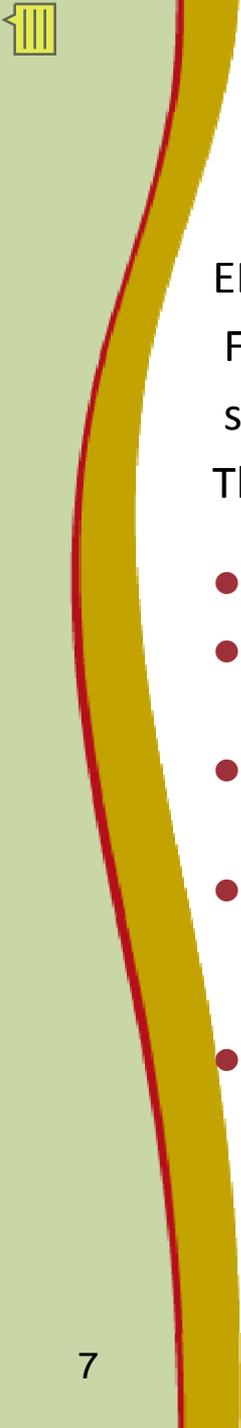
# FY2013 CFCE Grant: Alignment with EEC's Strategic Plan

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The CFCE grant continues to support the **EEC Strategic Plan for Family Support, Access and Affordability** section via:

- **High-quality, accurate consumer information** available at locations accessible to all families;
- **Strengths-based family education and early and family literacy** activities with a foundation in the Strengthening Families approach;
- **An integrated and aligned network of parents and educators** to ensure promotion of common school readiness goals;
- **Transition supports** that address the needs of children and families;
- **Coordinated resources** to prepare all students, to be lifelong learners and successful citizens;
- **Leadership opportunities for parents;**
- Access to **consumer education**, technical assistance, and training for early education and care educators high quality programming.





# **CFCE Framework for Working with Families: Strengthening Families Protective Factors**

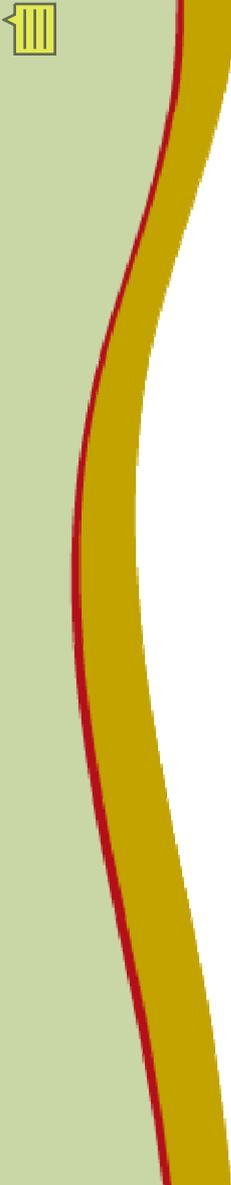
EEC, in partnership with CTF and DCF, continues to utilize the Strengthening Families framework and approach, which has widespread support from social science researchers, early childhood practitioners and policy experts.

The Protective Factors are:

- **Parental resilience:** The ability to cope and bounce back from all types of challenges;
- **Social connections:** Friends, family members, neighbors, and other members of a community who provide emotional support and concrete assistance to parents;
- **Knowledge of parenting and child development:** Accurate information about raising young children and appropriate expectations for their behavior;
- **Concrete support in times of need:** Financial security to cover day-to-day expenses and unexpected costs that come up from time to time, access to formal supports like TANF and Medicaid, and informal support from social networks, and
- **Children's social and emotional development:** A child's ability to interact positively with others and communicate his or her emotions effectively.

Retrieved from The Center for the Study of Social Policy, Strengthening Families, January 5, 2010.

[http://www.strengtheningfamilies.net/index.php/main\\_pages/protective\\_factors](http://www.strengtheningfamilies.net/index.php/main_pages/protective_factors)



# EEC Priority:

## Supporting High Needs Children

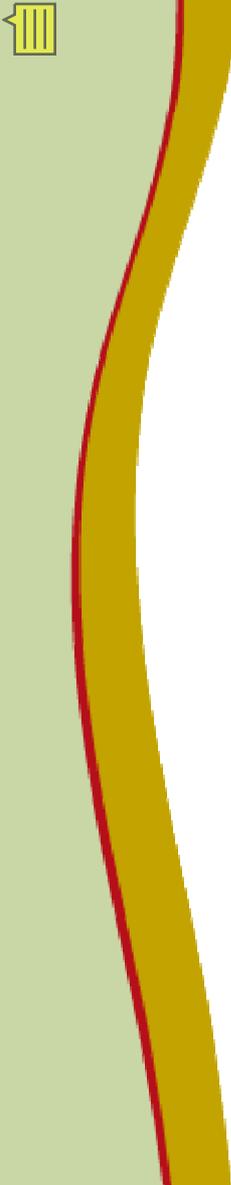
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The Department of Early Education and Care defines high needs children as children who have two or more of the following risk factors:

- Children and parents with special needs;
- Children whose home language is not English;
- Families and children involved with multiple state agencies;
- English language learners;
- Recent immigrants;
- Children with parents who are deployed and are not living on a military base;
- Low-income households;
- Parents with less than a high school education;
- Children who are homeless or move more than once a year; and
- Children in racial and ethnic communities that experience social exclusion.

Research indicates that children who have these multiple risk factors may have poor school and life outcomes.



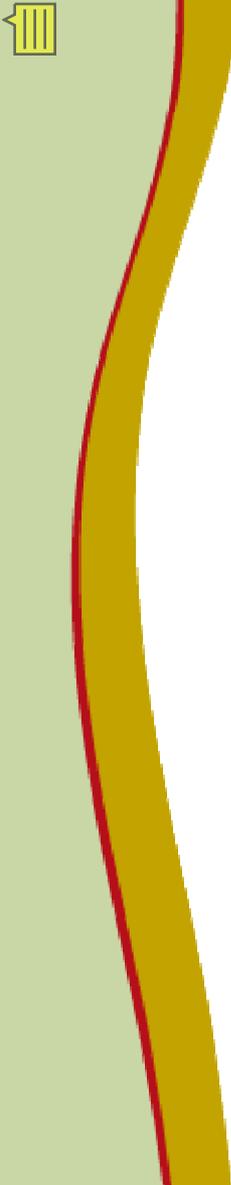


# Coordinated Family and Community Engagement: Overarching Priorities

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- Ensure **equitable and effective implementation** of the family engagement and strengthening families strategy across the state to support child development.
- Link our statewide network of family engagement and community supports to **evidence-based practices for literacy and universal child screening** while expanding the availability of **culturally and linguistically appropriate resources** to families.





# Coordinated Family and Community Engagement Renewal Grant: Primary Goals

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- Reaching and meeting the needs of children, especially those with multiple risk factors and/or hard to reach, through universal and targeted **outreach strategies**;
- Providing families with access to **comprehensive services**;
- Providing **evidence-based early and family literacy** opportunities, and
- Providing families with support for **continuity through early childhood transitions**.



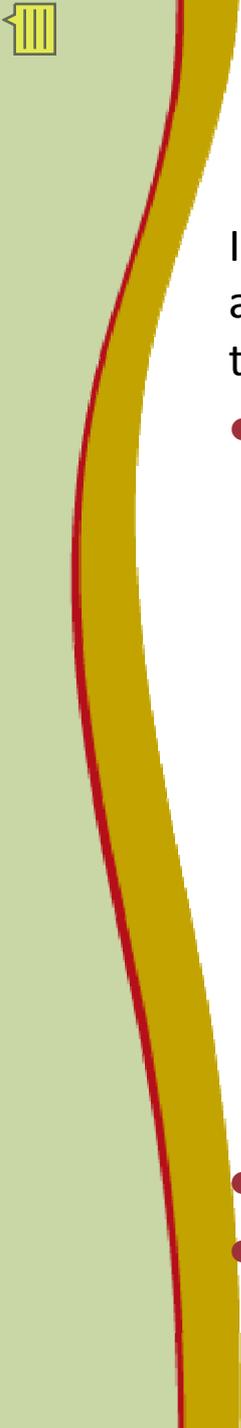
# FY13 CFCE: Core Functions

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While focusing on priorities, CFCE core functions remain the same.

- Provide **access to EEC 's Kinderwait Financial Assistance System ;**
- Conduct **universal outreach;**
- Provide **parent leadership** opportunities;
- Support and maintenance of at least **one free, child safe, developmentally appropriate accessible public space** (e.g. family center, in-kind library or community space) where families can take their children to play, find information on community resources, access parenting education opportunities, support literacy, and network with other families, and
- Implement an effective **birth to eight community-based advisory council.**





## FY2014 CFCE Grant: Implementation

In order to create a more consistent, high quality network of support for children and families across the Commonwealth, CFCE grantees are expected to continue to meet the following requirements:

- Create **intentional family engagement** activities and connections that create **trusted relationships** with families. Grantees will:
  - Implement an **evidence-based early literacy model/practice that meets specific criteria and EEC approval**;
  - Incorporate the use of the **Ages and Stages Questionnaire** as a tool to enhance families' understanding of child development and to link families with community-based resources;
  - Incorporate the use of the **EEC parental consent form** as part of the Early Childhood Information System (ECIS);
  - Participate in training to support the **financial literacy skills** of families;
  - **Align implementation of parent/child playgroups with specific EEC guidelines.** (see background information)
- Engage in partnerships with local **libraries and/or museums**.
- Participate in the **Massachusetts Home Visiting Initiative** if available in their community as a resource.

# FY2014 CFCE Grant: Implementation

## Building Access to Core Functions through Direct Services and Referrals

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CFCE activities must be connected, not one-time, episodic events.

Consistent with FY13, the following core functions may be provided

directly for families\*:

- **School readiness activities;**
- **Parent leadership opportunities;**
- **Supporting and maintaining at least one free, child safe, developmentally appropriate, locally accessible public space (e.g., family center) open during hours that meet the needs of families, where families can engage in evidence-based literacy programming, including parent/child play groups; access information on locally available comprehensive supports and services; participate in parenting education opportunities, and network with other families.**
- **Referrals to a locally available set of resources for **comprehensive services, including coordinating with MASS211;****
- **Implementation of an effective community-based council.**

\* Please refer to the FY14 CFCE RFR for a more detailed list of required services.



# FY2014 CFCE Grant Requirements

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- **Grantees are required to incorporate the approved tagline for the Brain Building in Progress** communications initiative on appropriate marketing and communications materials and resources that are funded in whole or part through this grant.
- **Grantees must maintain on file information related to their governance structure**, including a lead agency organizational chart, a program organizational chart, and board report and bylaws indicating how often the governing body meets.
- **Grantees must have a Local Council.** Please see Appendix G for Local Council Roles and Responsibilities.
- **Grantees are expected to leverage EEC resources** to generate in-kind contributions as well as public and private resources to support service delivery.



# FY2014 CFCE Grant Requirements

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- **Grantees must implement an approved calendar of year round activities** for FY2014 that meet the objectives and priorities of the CFCE grant. (see calendar template posted with grant)
- **Grantees must implement data collection methods** and use results to inform practice.
- **Grantees are expected to ensure that staff funded through the CFCE grant is reflective of the population served.**



# FY14 CFCE Required Services – What's new?

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## Intentional Outreach and Engagement

- **Employ specific outreach strategies for families with children in the following age groups: birth to three years, three to five years and five to eight years.**
- **Partner with public elementary schools** to promote connections with families of three year olds (for child find), families of five year olds (for kindergarten entry) and families of five to eight year olds (for out-of-school time opportunities).
- Incorporate specific outreach strategies for using the **Ages and Stages Questionnaire** to support parents' understanding of the developmental needs of their children at multiple points.
- Use targeted outreach strategies to engage families in **early literacy programming**.
- Implement specific outreach strategies to engage **fathers and grandparents**, respectively.



# FY14 CFCE Required Services – What's new?

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## Measuring Satisfaction

- **Employ specific methods for measuring satisfaction** with CFCE services. Use satisfaction data to improve quality of programming and services.
- **Integrate the results of FY2013 Strengthening Families self-assessment** into plans for FY2014 CFCE programming and CFCE staff development.

## Parent-Child Home Program

- **Grantees that have the Parent-Child Home program included in their grants must serve the same number of children in FY14 as served in FY13.**
- **PCHP programs are expected to embed ASQ screening in home visits.**

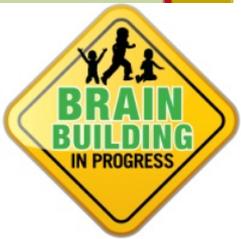


# FY14 CFCE Required Services – What's new?

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## **Work in Partnership with Massachusetts Child Care Resource and Referral (CCR&R) Agencies on behalf of families.**

- Participate in individual meetings with the CCR&Rs that support families in grantee's service area at least four times per year.
- Collaborate with the CCR&R in providing resource information to families.
- Participate in the creation of a partnership plan with the CCR&R regarding what and how information will be shared to best serve families.
- Participate in follow-up calls with the CCR&R to review and adjust partnership plan as needed.



# FY14 CFCE Reporting – What's new?

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- **QUARTERLY REPORTING**
- EEC will provide grantees with more information about the following additional reporting requirements:
  - Submit a list of children and families for whom grantee has a signed parental consent on file to EEC.
  - Provide detailed reporting on early literacy programming.
  - Measure and report CFCE reach in the community by the percentage of the number of children served in the categories of birth to 3 yrs., 3 to 5 yrs., and 5 to 8 yrs. compared to population numbers in each age range.



# Are YOU eligible to apply?

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- Applicants must be FY2013 CFCE Grantees that have satisfied all requirements of the FY2013 CFCE Grant and be in good standing with EEC. Failure to satisfy all of the requirements of the FY2013 CFCE Grant will make a grantee ineligible to receive FY2014 funding. (i.e. reporting)
- EEC anticipates that up to \$13.6 million may be available for the funding associated with this grant application.\*
- For any CFCE grantees designated to offer the Parent-Child Home Program (PCHP), implementation must be in accordance with the prescribed program model, as described in Appendix I.



# Posting of Grant Related Information

- **Grant Posting Available:**

- On Comm-PASS at [www.comm-pass.com](http://www.comm-pass.com)
- On EEC's website at <http://www.mass.gov/eec> under *Funding Opportunities- -Open Competitive Grants*

## **FY2014 Coordinated Family and Community Engagement Grant**

### **Purpose of Grant and Eligibility Requirements**

EEC is pleased to announce the FY2014 Coordinated Family and Community Engagement (CFCE) Grant Application Request for Response (RFR).

This grant seeks to renew programs and services provided by FY2013 Coordinated Family and Community Engagement (CFCE) grantees; therefore, only vendors that received a grant in FY2013 are eligible to apply for this renewal funding.

Responses to this Grant Application (RFR) are due to EEC by **4:00 PM on May 23, 2013**. Please see the Grant Application (RFR) for a timeline of additional dates relevant to responding to this Grant Application (RFR).

### **Timeline**

**Grantees are responsible for checking EEC's website and Comm-PASS for any updates to the Grant Application Information.**

# Grant Application Timeline

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Grant Application Release/Posting:	April 17, 2013
Submission of Intent to Bid (email):	April 25, 2013
Renewal Conferences:	April 25 & April 29
Submission of Written Inquiries:	April 30, 2013
Response to Written Inquiries:	May 7, 2013*
<b>Submission Deadline:</b>	<b>May 13- May 23, 2013, 4 PM</b>
EEC must receive <b>ALL</b> grant application documents	May 23, 2013, 4 PM
Bidder's Notified of Awards:	June 26, 2013*
Grant Start Date:	July 1, 2013*

\*These dates are estimated dates and may be subject to change.



# Grant Submission Deadlines

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The EEC Central Office must have by

**May 23, 2013 at 4:00 PM**

## Mail submission:

- One (1) original hard copy
- Two (2) hard copies

## Electronic submission:

- ALL grant application documents (*except Administrative documents and Section A documents*)



# Grant Application: Follow the Checklist

- Checklist for Grant Application
- Signed cover page (authorized signatory)
- Online Application
  - *Program Contacts*
  - *Communities served*
  - *Languages spoken*
- FY2014 Budget Workbook
- FY2014 Narrative Questions
- FY2014 Projected Deliverables
- Copy of Indirect Cost Approval Letter (if claiming Indirect Cost)
- FY2014 In-Kind Contributions and Fundraising
- FY2014 Local Advisory Council Sign-Off sheet
- FY2014 Calendar of Activities
- FY2014 PHCP Statistical Information (if applicable)
- FY2014 Memorandum of Understanding and Consolidated Funding Amounts (if applicable)
- MA Standard Administrative Forms

# Grant Appendices (For reference only)

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- **Appendix A:** Budget Workbook Instructions
- **Appendix B:** Online Application Instructions
- **Appendix C:** Grant Payment Terms, Grant Expenditures, Termination, Recoupment of Funds and Relevant Law
- **Appendix D:** List of Towns and Cities in each EEC Region
- **Appendix E-1:** Demographic Information Regarding Cities and Towns in Massachusetts
- **Appendix E-2:** Supplemental Information For FY2014 CFCE Renewal Process
- **Appendix F:** FY2014 CFCE Grantees and Award Amounts
- **Appendix G:** Local Advisory Council Roles and Responsibilities
- **Appendix H:** Lead Agency Roles and Responsibilities
- **Appendix I:** Parent-Child Home Program Guidelines and Service Delivery Requirements
- **Appendix J:** EEC Parental Consent Form
- **Appendix K:** FY2013 CFCE Mid-Year Data Summary



# Funding and Distribution of Grants

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- This grant application represents an opportunity for renewal of CFCE grants provided to Lead Agencies in FY2013.
- EEC anticipates that up to **\$13.6 million dollars** may be available for the funding associated with this grant application.
- Funding associated with this grant application is ultimately subject to FY2014 final state budget appropriations, budget language and EEC Board approval.
- In the event that a reduction in funding occurs, EEC reserves the right to reduce grant awards and/or modify required services or priorities associated with these grants.



# Funding (continued)

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- Should additional funds become available, EEC reserves the right to make additional awards based on the responses received, the needs of the Commonwealth, identified community needs, if applicable, and/or best value to the Commonwealth. EEC also reserves the right, in the event additional funding becomes available, to add additional required services and/or extend the existing services.
- Should EEC decide not to award renewal grants to Coordinated Family and Community Engagement (CFCE) Grantees, or in the event one or more grant is terminated or ended prior to the grant term, EEC reserves the right to reconfigure the regions/service areas served by the remaining grantees and reallocate funding accordingly.
- **The approval of renewal application and request for funds is also contingent upon completion of all required FY2013 and FY2014 data reports.**
- The award amount will have a term from July 1, 2013 to June 30, 2014.
- **All FY2014 CFCE grants will be rebid through a competitive procurement process for FY2015.**



# Nuts & Bolts of Submission: Section A:

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- This is the **ONLINE** portion of the application.
- To access and submit this portion:
  - *Link:* <http://www.eec.state.ma.us/GrantCFCE/>
  - *After filling out all parts, print out this section for mail submission*
- Information to have ready to complete Section A:
  - Program Contacts
  - Communities Served
  - Languages Spoken
- Section A information must be submitted in 2 ways:
  - 1. Online (*through the link above*) **and**
  - 2. Mail



# Section A: Online Application:

## Coordinated Family and Community Engagement Grant

### Request for Response Information

Through this renewal Coordinated Family and Community Engagement Grant Application, EEC may award grants to one or more vendor(s) who will provide all families with access to locally available comprehensive services and supports that strengthen families and promote optimal child development.

All bidders submitting proposals must complete the following:

- Online registration, which includes region selection, town selection and languages spoken.
- All other requested forms as outlined in the Grant Application and updated on the EEC Website and COMM-PASS must be submitted by mail and electronically **on or before May 23, 2013 by 4:00 PM** to :

Department of Early Education and Care  
Coordinated Family and Community Engagement Grant, Agency Name, Program Name  
Attention: Michele Smith, Grants Administration  
51 Sleeper Street, 4th Floor  
Boston, MA 02210

- [Complete Online Application](#)

Bidders need not complete the entire online registration at one time. The application will automatically be saved. They may complete a portion of the on-line registration and finish entering their information at a later date/time until the close of this Grant Application at **4:00 PM on May 23, 2013**. Bidders will also be

Please click the blue link to **Complete Online Application**.

# Section A: Online Application: User Name and Password Set Up & Login

## Login

Please enter your Username/Password to help us identify you. There should be **one** applicant per organization.

Username:

Password:

Submit

If you do not have Username/Password or have not registered yet, [please register by clicking here.](#)

Upon determining your password, please make sure this is noted/tracked for future use. Also note who is the designee with the password in your organization.

- Create an agency username and password **first**, by clicking the link. **“Please register by clicking here.”**
- Fill in your username and password and click the **‘submit’**.

# Section A: User Name and Password Set Up & Agency Information

## Agency Information

**Note:** The fields marked with \* are required.

Next Page

Enter a Username and Password combination below that will enable you to retrieve the RFR information related to your bid.

Username *	<input type="text" value="a"/>
Agency Name *	<input type="text" value="Agawam Public Schools"/>
Address Line 1 *	<input type="text" value="111 Seaport Avenue"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Agawam"/>
State *	<input type="text" value="MA"/>
Zip *	<input type="text" value="01111"/>
Phone *	<input type="text" value="111-111-1111"/> (Ex: 617-111-2222)
Fax	<input type="text"/>
Agency Email *	<input type="text" value="aa@agawam.com"/>
Confirm Agency Email *	<input type="text" value="aa@agawam.com"/>
Web Address	<input type="text"/>

**DO NOT FORGET  
your username  
and password**

## Grant Coordinator Information

First Name \*

- This is the first page of the Section A application.
- Select your Agency Name from the drop down menu.
- Fill in **ALL** 'Application Information'.
- At the bottom of this page, click 'Next Page' when ready.

## Section A: Languages Spoken:

**Select Languages Spoken**

*Please select the languages spoken in the communities served by your grant.*

Select All

<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Portuguese	<input checked="" type="checkbox"/> Amharic	<input checked="" type="checkbox"/> Armenian
<input checked="" type="checkbox"/> Cantonese	<input checked="" type="checkbox"/> Croatian	<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> Greek	<input checked="" type="checkbox"/> Haitian Creole
<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Khmer (Cambodian)	<input checked="" type="checkbox"/> Laotian	<input checked="" type="checkbox"/> Polish	<input checked="" type="checkbox"/> Russian
<input checked="" type="checkbox"/> Serbian- Cyrillic	<input checked="" type="checkbox"/> Slovenian	<input checked="" type="checkbox"/> Tagalog	<input checked="" type="checkbox"/> Vietnamese	<input checked="" type="checkbox"/> American Sign Language (ASL)
<input checked="" type="checkbox"/> Other				

- You will be prompted to: ‘Select Languages Spoken’
- If choosing ‘Other’, list name of language(s) in box
- ‘Save and Go to Next Page’ when you have completed this section.

# Section A: Select Communities Served by your Grant

## Coordinated Family and Community Engagement Grant

Please select all the communities served by your grant.

*Note: You will have an opportunity to select towns from multiple regions by selecting one region at a time.*

**Agency Name:** Agawam Public Schools

**Eligibility Amount:** 33,870.00

Select a region:

Next Page

- The Agency Name will appear on the screen with the Eligibility Amount
- Click on the drop-down menu to select a region.
- Click 'Next Page'

# Section A: Select Communities Served by your Grant

Please select all the communities served by your grant.

*Note: You will have an opportunity to select towns from multiple regions by selecting one region at a time.*

Agency Name: Agawam Public Schools  
Eligibility Amount: 33,870.00

Select a region:

Total Number of Households (Census):

Total Number of Children Ages 0 to 14 (Census):

Number of Licensed Providers:

Level 4 Communities: ^  
Gateway Communities: \*

High Risk Home Visiting Factor is indicated in paranthesis next to the town

<input type="checkbox"/> Adams (43)	<input type="checkbox"/> Agawam (73)	<input type="checkbox"/> Alford (69)	<input type="checkbox"/> Amherst (66)
<input type="checkbox"/> Ashfield (74)	<input type="checkbox"/> Athol (48)	<input type="checkbox"/> Becket (68)	<input type="checkbox"/> Belchertown (81)
<input type="checkbox"/> Bernardston (73)	<input type="checkbox"/> Blandford (63)	<input type="checkbox"/> Buckland (71)	<input type="checkbox"/> Charlemont (64)

- Please select the communities served by your grant by checking the box(es) next to the applicable towns.
- The following information on this screen can also be found in *Appendix E-1: Demographic Information Regarding Cities and Towns in Massachusetts*:
  - Total Number of Households
  - Total Number of Children Ages 0-14
  - Number of Licensed Providers
  - Level 4 Communities
  - Gateway Communities
  - High Risk Home Visiting Factor

# Section A: Saved Proposals

**Coordinated Family and Community Engagement Grant**

**Saved Proposals**

*Click the View/Edit button to display the proposals saved for each region. To select additional communities, click "Add Communities Served".*

		Region
<a href="#">View/Edit</a>	<a href="#">Delete</a>	Western MA

[Add Communities Served](#)   [Print All Data](#)

- Click the View/Edit button to display the proposals saved for each region. To select additional communities, click, “Add Communities Served.”
- When you are finished, it is very important to **‘Print All Data’**

# Section A: Printed Online Application

**Agency Name:** BCD Services  
**Contact Ph:** 617-988-6600

- The first page of the Section A report should look like this when printing.

## Agency Information

**Address** 51 Sleeper Street, 4th Floor, Boston, MA 02210  
**Phone** 617-988-6600 **Fax** 617-988-2451 **Email** a@bcd.com

## Grant Coordinator

**Name** John Brown  
**Address** 1 Seaport Blvd, , Boston, MA 02210  
**Phone** 617-999-9999 **Fax** 617-999-0000 **Email** johnbrown@bcd.cor

## Superintendent/Executive Director

**Name** Mary Jones  
**Address** 2 Tobin Street, , Boston, MA 02210  
**Phone** 111-111-2222

## Summer Contact

- The first page of the Section A report should look like this when printing
- You will need to submit the entire printed version as a hard copy to EEC to formally apply for this grant funding.

## **Section B: Application Forms and Documents**

### **Section B documents to submit by mail and email:**

- Checklist
- Signed Cover Page
- FY2014 Budget Workbook
- FY2014 Narrative Questions
- FY2014 Projected Deliverables Form
- Copy of Indirect Cost Approval Letter (if you are claiming Indirect Cost)
- FY2014 In-Kind Contributions and Fundraising
- Local Advisory Council Sign-off Sheet
- FY2014 Calendar of Activities
- FY2014 PCHP Statistical Information (if applicable)
- FY2014 Memorandum of Understanding and Consolidated Funding Amounts (if applicable)

## Section B: (continued)

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### Commonwealth of Massachusetts Standard Administrative Forms:

- A signed Commonwealth Terms & Conditions form
- W-9 with DUNS #
- Contractor Authorized Signatory Listing
- Authorization for Electronic Funds Payment (EFT) Form
- Supplier Diversity Program Plan Form (If the Grant is competitive and involves distributing more than \$150,000 in funds.)
- Federal Funding and Accountability and Transparency Act (FFATA) Reporting Requirements

**If not already on file with the EEC, you will need to fill out and mail to the EEC:**

You do not need to *email* these materials the Administrative Forms, **please only sign and mail these in with your grant application.**



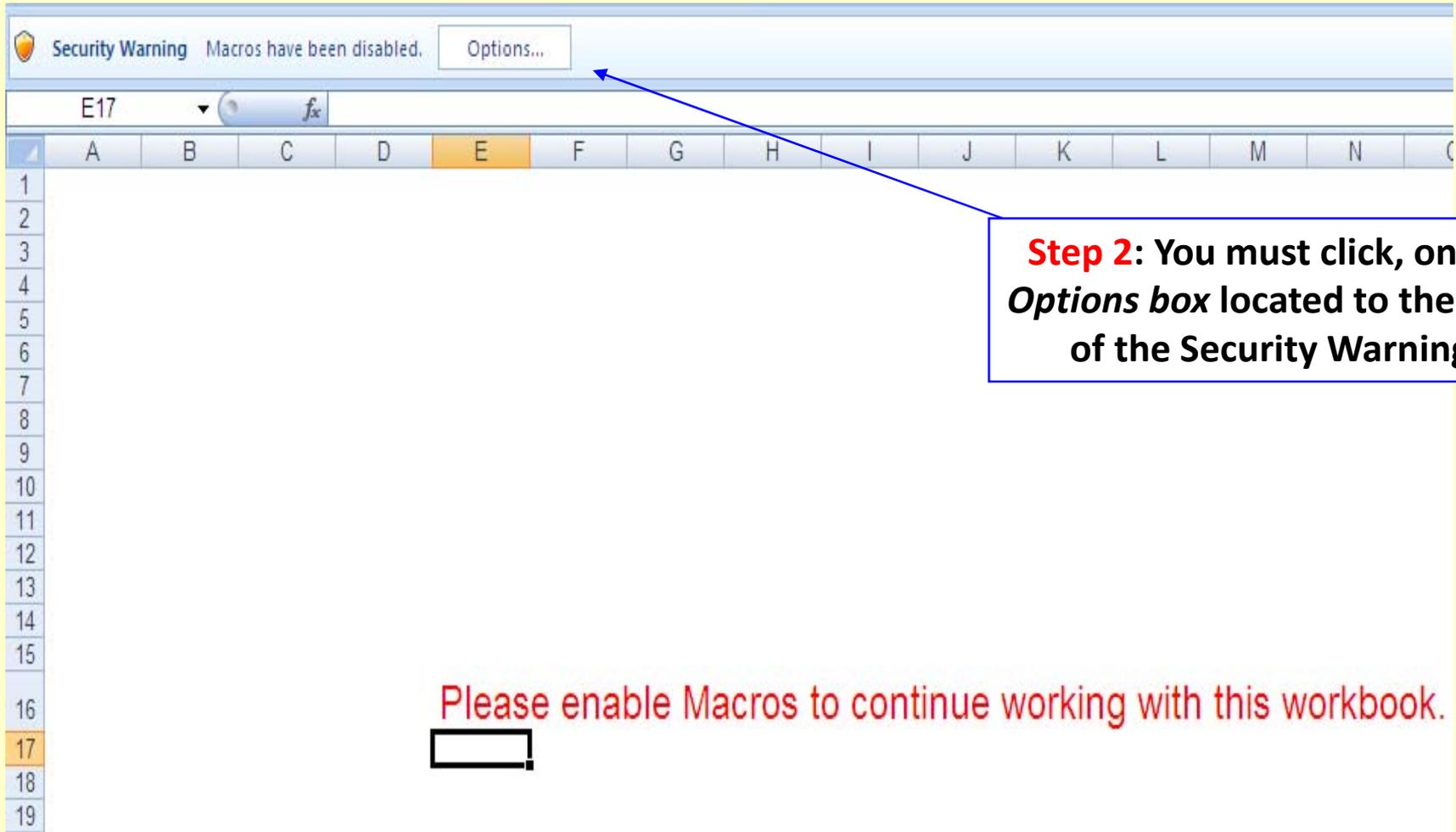
# Budget Workbook Components

There are **12 tabs** that make up the entire **Budget Workbook**

- **Instructions (read only)\***
- **Fund Use Parameters (read only)\***
- **#1 Budget Summary (read only)\***
- #2 Personnel
- #3 Consultant
- #4 Office and Programmatic Supplies
- #5 Travel
- #6 Equipment
- #7 Other Costs
- #8 Budget Narrative
- #9 Subcontractors
- #10 Subcontractor Narrative

**\*The first 3 tabs are for reference only.  
Tab #2-10 are to be filled out by the grantee.**

# Accessing the Budget Workbook:

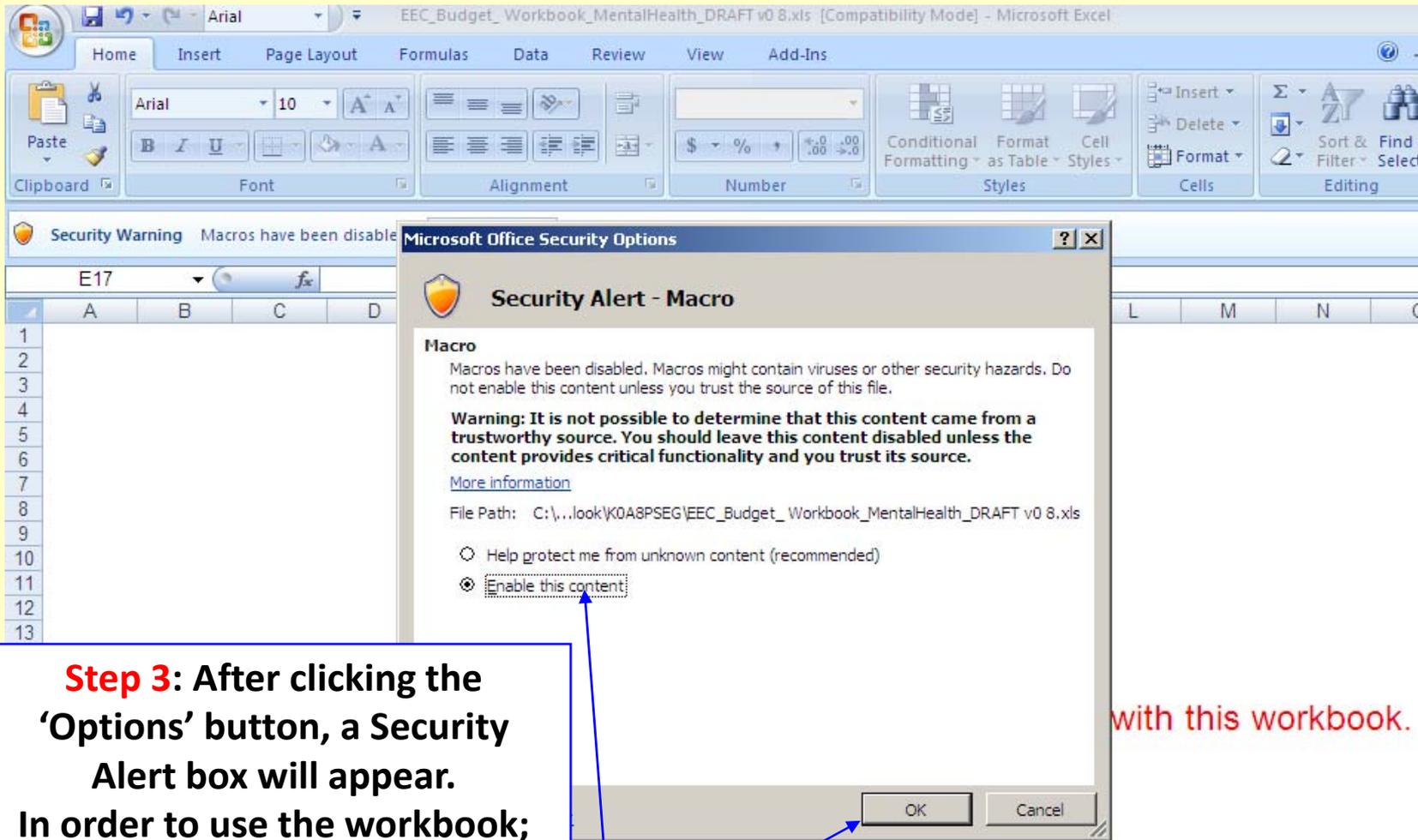


**Step 2:** You must click, on the *Options box* located to the right of the Security Warning.

Please enable Macros to continue working with this workbook.

**Step 1:** OPENING THE FILE: Click on the link:  
*CFCE\_Budget.xls.*

# Accessing the Budget Workbook



**Step 3:** After clicking the 'Options' button, a Security Alert box will appear. In order to use the workbook; you must click: *'Enable this content'* and click *'OK'*.

with this workbook.

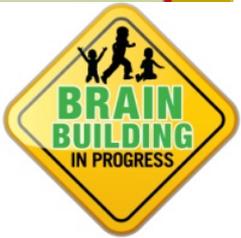
# Saving the Budget Workbook

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- **SAVING AND NAMING THE WORKBOOK FILE:**

- Once the file is open, select 'File' and then select 'Save As' (Indicate where you want to save the file).
- The file is named:  
*FY2014\_CFCE\_Budget\_Agency\_Name.xls.*
- Edit the current file name by replacing the words '*Agency Name*' with your *Agency Name*.
- (Example): FY2014\_CFCE\_Budget\_KLM\_Partners.xls

**Be sure to keep the exact filename as designated by the Department of Early Education and Care.**



# Budget Instructions:

## For more detailed instructions, see Appendix A.

A	B	C	D	E	F	G	H	I	J	K
<b>BUDGET REQUEST - INSTRUCTIONS</b>										
Budget Instructions Overview: A full description of the budget instructions along with screen shots of each corresponding tab is provided on <a href="#">Appendix A</a> . Make sure macros are enabled before proceeding to complete the budget.										
Prior to completing the EEC budget workbook, please review the Department of Early Education's Policies and Procedures for the specified grant on the website <a href="http://www.mass.gov/eec">www.mass.gov/eec</a> , as well as the COMM-pass, the state procurement website.										
Tabs within Budget Workbook: There are 12 tabs that make up the entire budget workbook. The first three tabs are for reference only. These tabs are at the bottom of your budget workbook. Read the instructions, the fund use parameters tab, and review the Budget Summary prior to submission, to complete the budget workbook accurately. When completing the workbook, fill in tabs #2-10, as the tabs are titled: 2) Personnel; 3) Consultant; 4) Office & Programmatic Supplies; 5) Travel; 6) Equipment; 7) Other Costs; 8) Budget Narrative; 9) Subcontractors; 10) Subcontractor Narrative										
SOURCES OF MATCH: For FY 2014, EEC is not requiring match contribution. In an effort to move toward future match requirement, EEC has deliberately displayed fields allocated for match. Match fields are currently blocked as you will not have to fulfill this requirement for FY 2014.										
<b><u>EXPLANATION FOR COMPLETING BUDGET REQUEST AND NARRATIVE</u></b>										
<b>Tab 1) BUDGET SUMMARY</b>										
This tab shows the total of all requested funds. A grantee does not fill out any information in this tab.										
<b>Tab 2) PERSONNEL</b>										
1. At the top of the page: Select Agency Name from drop down list, type in Program Name and Date. (This information will populate onto the rest of the tabs)										
2. Provide: Name of each employee, their job titles, the Full Time Equivalent (FTE), their total annual salary, and the percentage of fringe being paid for each employee.										
3. Once the Total Annual Salary has been entered, the Request column and Direct and Admin columns will automatically populate based on the information provided.										
4. If choosing "Other", a gray alert box will appear with further instructions for Tab 8) Budget Narrative.										
<b>Tab 2) FRINGE (Fringe Benefits are located on the Personnel Tab and the Subcontractor Tab):</b>										
1. Once the percentage of Fringe has been entered, the Fringe contribution will automatically populate based on the information provided.										
2. The Fringe Contribution is calculated based on the FTE, the Total Annual Salary, and Fringe Percentage.										
3. The Fringe Contribution amount is added to the Total Request amount.										
<b>INSTRUCTIONS</b> / FUND USE PARAMETERS / <b>1. BUDGET SUMMARY (Read Only)</b> / 2. PERSONNEL / 3. CONSULTANT / 4. OFFICE&PROGRAMMATIC SUPPLIES										

# Fund Use Parameters: Allowable (Direct & Admin) and Unallowable

Line Item	Allowable Direct Costs	Allowable Administrative Expenses:	Unallowable
Please refer to description of fund use in the specific Coordinated Family and Community Engagement Grant Application and the Budget Directions for additional information.			
<b>Personnel</b>	Personnel that carry the services required for this grant and hold one of the following positions are considered <b>direct service personnel costs</b> : Aide/Paraprofessional, CFCE Coordinator, Early Childhood Specialist, Early Literacy Specialist, Family Support Specialist, Home Visitor, Outreach Specialist, Parent Educator, PCHP Home Visitor, PCHP Coordinator, Play Group Coordinator, Play Group Facilitator, Program Specialist, Project Coordinator, Workshop Facilitator, Stipends for direct services and/or Other direct service positions.	Personnel that carry the services required for this grant and hold one of the following positions are reported under <b>Administrative Personnel Costs</b> : Secretary/Bookkeeper, Supervisor/Director, Stipends for employees to carry out administrative responsibilities, and/or Other Administrative positions.	<ul style="list-style-type: none"> <li>• Direct services in early childhood programs limited to, teacher salaries, mental health occupational therapy, speech therapy, assessments.</li> <li>• Support for non-CFCE responsibilities such as fee collection, etc. that are related to programs if your lead agency also inc</li> </ul>
<i>FTE for this Grant (Full Time Equivalence)</i>	Staff time must be reported in Full Time Equivalences. (FTE) under <b>FTE for this Grant</b> . For example a staff person that works a total of 40 hours per week and carrying out grant specific work for 40 hours per week should be reported as a request for funds for "1.0 FTE" under <b>FTE for this Grant</b> .	Staff time must be reported in Full Time Equivalences. (FTEs). For example a staff person that works a total of 40 hours per week, but carrying out grant specific work for 20 hours per week should be reported as a request for funds for "0.5 FTE" under <b>FTE for this Grant</b> .	
<i>Total Annual Salaries</i>	For the purposes of the budget the <b>Total Annual Salary</b> is defined as the entire salary that an employee will receive for one fiscal year. If a staff position will be partially funded with these grant funds and partially funded by other sources then <b>both</b> the proposed funded and unfunded portions should be combined and reported under <b>Total Annual Salary</b> .	For the purposes of the budget the <b>Total Annual Salary</b> is defined as the entire salary that an employee will receive for one fiscal year. If a staff position will be partially funded with these grant funds and partially funded by other sources then <b>both</b> the proposed funded and unfunded portions should be combined and reported under <b>Total Annual Salary</b> .	
<i>Fringe Benefits</i>	The percentage of cost of fringe benefits being paid for each employee proposed to hold one of the <b>Personnel/Direct Cost</b> positions. Fringe benefits include Federal Tax, State Tax, FICA, Mass Unemployment, Health Insurance, Worker's Compensation, Medicare, SUTA, Other Retirement Systems, Other Fringe costs, as applicable.	The percentage of cost of fringe benefits being paid for each employee proposed to hold one of the listed above <b>Personnel/Admin</b> positions. Fringe benefits include Federal Tax, State Tax, FICA, Mass Unemployment, Health Insurance, Worker's Compensation, Medicare, SUTA, Other Retirement Systems, Other Fringe costs, as applicable.	
<b>Consultant Services</b>	Consultants hired contractually to carry out activities or specific provisions of the grant at a specific rate per hour/day. Details regarding the # of Hours/Days/Weeks/Flat per Year, Hours/Days/Weeks/Flat per Year, Rate of Pay, and Hour/Day/Week/Flat should be outlined when requesting these funds.		<ul style="list-style-type: none"> <li>• Mental Health consultation</li> </ul>
	Cost of Programmatic Supplies that will be used to carry out the		

# Budget Summary Tab

Agency Name:

Date:

Program Name:

## BUDGET SUMMARY

Expense Item	1A. Total Request	1B. Direct Costs	1C. Admin	1D. Match/In-Kind
Personnel	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -			\$ -
Office/Programmatic Supplies	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -	\$ -
Subcontractors	\$ -			
Total :	\$ -	\$ -	\$ -	\$ -

INSTRUCTIONS ALLOWABLE COSTS UNALLOWABLE COSTS 1. BUDGET SUMMARY (Read Only) 2. PERSONNEL 3. CONSULTANT 4. OFFICE

Use these arrows to navigate and access all of the tabs.

These are the different tabs for the grant application. **Tabs #2-10 must be filled in by you. The first 3 tabs are for your reference only.**

## Allowable Fund Use

- Personnel & Fringe Benefits
- Consultants
- Office & Programmatic supplies
- Travel expenses
- **Equipment**
  - Tablets to conduct ASQ screenings in community settings
- **Other Costs**
  - Advertising
  - Equipment Rental
  - Maintenance/Repairs
  - Membership/Subscriptions
  - Printing/Reproduction
  - Rental of Space
  - Telephone/Utilities
  - Training
  - Transportation of Students
- Subcontractors
- Fiscal Administration and oversight costs

## Unallowable Fund Use (continued)

- Computers
- Out-of-State Travel (exception: annual PCHP national meeting in Long Island. One or two staff may attend meeting with prior written approval from EEC.)
- Purchase of Food
- Comprehensive services e.g. occupational therapy, speech therapy, program assessments, etc.
- Direct services in early childhood programs, including, but not limited to, teacher salaries, mental health consultation, occupational therapy, speech therapy, child and/or program assessments.
- Mental Health consultation
- Professional development
- Programming for educators/providers (this would include participation in playgroups)
- Programming within specific early education and care settings to benefit the families enrolled in those programs. CFCE funds must prioritize programming for families not engaged in the mixed delivery system.
- Screenings and assessments
- Staff professional development opportunities that are not endorsed/approved by EEC
- Support for non-CFCE responsibilities e.g. registration, attendance, fee collection, etc. that are related to early education and care programs if your lead agency also includes those programs.
- Lobbying Expenses

# TAB #2: Personnel

Select the **Agency Name** from the drop down menu, Type in **Program Name** and **Date**.

Agency Name: Amherst Public Schools

Program Name:

## PERSONNEL

Employee Name	Title	FTE for this Grant	Total Annual Salary	Fringe Percentage	Fringe Contribution	Request (Including Fringe Contribution)	Dir
1	Choose from Drop Down Menu				\$ -	\$ -	\$
2	Choose from Drop Down Menu				\$ -	\$ -	\$
3	Choose from Drop Down Menu				\$ -	\$ -	\$
4	Choose from Drop Down Menu				\$ -	\$ -	\$
5	Choose from Drop Down Menu				\$ -	\$ -	\$
6	Choose from Drop Down Menu				\$ -	\$ -	\$
7	Choose from Drop Down Menu				\$ -	\$ -	\$
8	Choose from Drop Down Menu				\$ -	\$ -	\$
9	Choose from Drop Down Menu				\$ -	\$ -	\$
10	Choose from Drop Down Menu				\$ -	\$ -	\$
11	Choose from Drop Down Menu				\$ -	\$ -	\$
12	Choose from Drop Down Menu				\$ -	\$ -	\$
13	Choose from Drop Down Menu				\$ -	\$ -	\$
14	Choose from Drop Down Menu				\$ -	\$ -	\$
15	Choose from Drop Down Menu				\$ -	\$ -	\$
16	Choose from Drop Down Menu				\$ -	\$ -	\$
17	Choose from Drop Down Menu				\$ -	\$ -	\$
18	Choose from Drop Down Menu				\$ -	\$ -	\$
<b>Total Estimated Personnel Costs:</b>			\$ -		\$ -	\$ -	\$

Total Fringe	\$ -
Total Request (excluding Fringe)	\$ -

## TAB #2: Personnel

---

### *Direct Cost vs. Administrative Cost?*

#### **DIRECT Costs for Personnel**

- **Aide/Paraprofessional**
- CFCE Coordinator
- Early Childhood Specialist
- Early Literacy Specialist
- Family Support Specialist
- Home Visitor
- Other
- Outreach Specialist
- Parent Educator
- PCHP Home Visitor
- PCHP Coordinator
- Play Group Coordinator
- Play Group Facilitator
- Program Specialist
- Project Coordinator
- Stipends
- Workshop Facilitator

#### **ADMIN Costs for Personnel**

- Other
- Secretary/Bookkeeper
- Stipends
- Supervisor/Director
- Fringe Costs are also ADMIN:



## TAB #2: Personnel Continued...

---

### In this tab, fill in:

- name of each proposed employee,
  - their job title,
  - the Full Time Equivalence (FTE),
  - the total annual salary
  - the percentage of fringe being paid.
- 
- **Full Time Equivalence (FTE):** Staff time must be reported in Full Time Equivalences (FTE) under this grant. Example
  - **Total Annual Salaries:** For the purposes of the budget the Total Annual Salary is defined as the entire salary that an employee will receive for one fiscal year. - note – whether funded by position or not



## TAB #2: Fringe Benefits

---

(Located on the **Personnel** Tab and the **Subcontractor** Tab)

- The Fringe Contribution is calculated based on the FTE, the Total Annual Salary, and Fringe Percentage.
- The Fringe Contribution amount is added to the Total Request amount.
- Provide a breakdown and explanation in the Budget Narrative for Fringe.
  - *If fringe exceeds 35%, provide a breakdown of categories and percentages.*
  - *If fringe is less or equal to 35%, provide breakdown of categories and percentages, if possible.*
  - *EEC will review the breakdown and contact you.*
- If the amount is coming from another source, please provide the name of the source(s) in Budget Narrative.
- **If you exceed the 35% allocation for Fringe, you will see an Alert on the Personnel Tab and you will need to provide a breakdown of fringe in the Budget Narrative.**
- Example of Alert:
  - **FRINGE OVER 35% - PLEASE PROVIDE A 'FRINGE BREAKDOWN' IN THE BUDGET NARRATIVE FOR ALL PERSONNEL.**



# TAB #3: Consultant

Agency Name: Amherst Public Schools

Program Name:

## CONSULTANT SERVICES

	Name	Title	# of Hours/Days/Weeks/Flat per Year	Hours/Days/Weeks/Flat per Year	Rate of Pay	Hour/Day/Week/Flat	Request	Direct	Admin
1		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
2		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
3		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
4		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
5		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
6		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
7		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
8		Choose from Drop Down Menu		Choose from Drop Down Menu			\$ -	\$ -	
<b>Total Consultant Costs :</b>							\$ -	\$ -	\$ -

Fill in Name of the consultant and choose the title from the list of choices in the drop-down menu.

Fill in the # per Hours/Days/Weeks/Flat per year and **Rate of Pay.**

# TAB #4: Office and Programmatic Supplies

## OFFICE & PROGRAMMATIC SUPPLIES

	Expense Item (List Supplies here)	Request	Direct	Admin	Match
1					
2			\$ -	\$ -	
3			\$ -	\$ -	
4			\$ -	\$ -	
5			\$ -	\$ -	
6			\$ -	\$ -	
7			\$ -	\$ -	
8			\$ -	\$ -	
9			\$ -	\$ -	
10			\$ -	\$ -	
11			\$ -	\$ -	
12			\$ -	\$ -	
	<i>Total Office/Programmatic Supplies Costs:</i>	\$ -	\$ -	\$ -	\$ -

For each expense item listed, fill in the cost under Direct and/or Admin cost.

Please list Expense Items

\*A grantee can charge Office and Programmatic Supplies to **Admin** if those supplies are related to the administrative function of the grant.

# TAB #5: Travel

List: Name and Position of staff who is traveling AND Estimated Miles per Month and the Number of months

TRAVEL					
	Travel Expense		Request (Will appear in Red if Direct + Admin does not equal Request)	Direct	Admin
1	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	\$ -	\$ -		
	*Please indicate agency's reimbursement rate for mileage				
2	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	\$ -	\$ -		
	*Please indicate agency's reimbursement rate for mileage				
3	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	\$ -	\$ -		
	*Please indicate agency's reimbursement rate for mileage				
4	Travel: List Name & Position				
	Estimated Miles per Month				

Fill in the 'Mileage Rate\*' (\*must be your agency's reimbursement rate, if applicable).

Write the Total Travel Cost in the Direct cost and/or Admin cost column.

# TAB # 7: Other Costs

Agency Name: Amherst Public Schools

Program Name:

## OTHER COSTS

	Expense Item	Request (Includes the Indirect Cost entered below.)	Direct	Admin (Includes the Indirect Cost entered below.)	Match
1	Equipment Rental	\$ -			
2	Memberships/Subscription	\$ -			
3	Training	\$ -			
4	Choose from Drop Down Menu	\$ -			
5	Choose from Drop Down Menu	\$ -			
6	Choose from Drop Down Menu	\$ -			
7	Choose from Drop Down Menu	\$ -			
8	Choose from Drop Down Menu	\$ -			
9	Choose from Drop Down Menu	\$ -			
10	Choose from Drop Down Menu	\$ -			
11	Choose from Drop Down Menu	\$ -			
12	Choose from Drop Down Menu	\$ -			
13	Choose from Drop Down Menu	\$ -			
14	Choose from Drop Down Menu	\$ -			
15	Choose from Drop Down Menu	\$ -			
16	Choose from Drop Down Menu	\$ -			
17	Choose from Drop Down Menu	\$ -			
18	Choose from Drop Down Menu	\$ -			
<b>Total Estimated Other Costs:</b>		\$ -	\$ -	\$ -	\$ -

From a drop-down menu:  
select each Expense Item.

Once the Expense item is selected, either the Direct or Admin column will appear in yellow according to which expenses are direct or admin costs.

## TAB # 7: Indirect Cost

---

- Please enter in the Total Request for the Indirect Cost, if applicable.
- Please enter your agency's approved rate, if applicable and include an Indirect Cost Approval letter with your application.
- The indirect cost rate allocation is part of the expenses allocated to administrative funds. You can use an indirect cost rate **ONLY IF** your agency submits documentation stating the approved rate. Under no circumstances can the use of the indirect cost rate exceed the amount of funds (8% of the total grant) allocated to administrative purposes.



## TAB # 7: Indirect Cost (continued)

---

- If you exceed the EEC 8% ADMIN limit, you will see this Alert on the Budget Summary and you will need to CHANGE the budget so that you are not over the 8% Admin limit.
- Example of Alert: **YOU HAVE EXCEEDED THE EEC 8% ADMIN LIMIT. YOUR BUDGET IS REJECTED. DO NOT SUBMIT.**
- **Indirect Cost Approval Letter must be submitted with application**
  - Applicants must write their actual approved Indirect Cost Rate in the box
  - In the absence of having an approval letter, applicants must put all “Indirect Costs” into the allowable lines for Admin costs



# TAB # 8: Budget Narrative

Program Name:

## BUDGET NARRATIVE

IN ORDER TO COPY AND PASTE FROM WITHIN THE WORKBOOK, YOU MUST DOUBLE CLICK ON THE SOURCE CELL, COPY THE TEXT AND THEN DOUBLE CLICK ON THE DESTINATION CELL, PASTE AND ENTER.

IN ORDER TO PASTE TEXT COPIED FROM AN EXTERNAL SOURCE, DOUBLE CLICK ON THE DESTINATION CELL, PASTE AND ENTER.

1. Budget Summary *No narrative needed*

2. Personnel: Complete the following information regarding personnel. Information provided here should correspond to requested funding on the Personnel tab.

Employee Name	Title	FTE for this Grant	Enter text at the start of each cell ↓	Describe the staff role being performed, and the proposed funding supported under this funding. Please define the specific activity by choosing "Other".

Fill in information about: 2. Personnel, 2a. Fringe, 3. Consultant, 4. Office and Programmatic Supplies, 5. Travel, 6. Equipment, 7. Other Costs.

In order to copy and paste within the workbook, you **must double click** on the source cell, copy the text and then double click on the destination cell and paste. In order to paste text copied from an external source, double click on the destination cell and paste.



# TAB # 9: Subcontractors: Fringe and Indirect Cost

\* Total Per Year will turn Red if the Fringe for that Subcontractor exceeds 35% of the Total Per Year.

## Subcontractor Fringe & Indirect Costs

	Subcontractors (Enter Agency/Provider Names)	Fringe		Total Request (Indirect Cost)	Approved Indirect Cost Rate (%)
		Direct	Admin		
1		\$ -	\$ -	\$ -	
2		\$ -	\$ -	\$ -	
3		\$ -	\$ -	\$ -	
4		\$ -	\$ -	\$ -	
5		\$ -	\$ -	\$ -	
6		\$ -	\$ -	\$ -	
7		\$ -	\$ -	\$ -	
8		\$ -	\$ -	\$ -	
9		\$ -	\$ -	\$ -	
10		\$ -	\$ -	\$ -	
11		\$ -	\$ -	\$ -	
12		\$ -	\$ -	\$ -	
13		\$ -	\$ -	\$ -	
14		\$ -	\$ -	\$ -	
15		\$ -	\$ -	\$ -	
16		\$ -	\$ -	\$ -	
17		\$ -	\$ -	\$ -	
18		\$ -	\$ -	\$ -	
19		\$ -	\$ -	\$ -	
20		\$ -	\$ -	\$ -	
<i>Subcontractor Totals:</i>		\$ -	\$ -	\$ -	

Note: Each line is for a separate subcontractor.

Enter the **Total Fringe** amounts for Personnel in the Direct or Admin cost columns depending on whether the staff position is a Direct or Admin expense. Each line must contain the total fringe amount per Subcontractor.

Fill out the **Total Indirect Cost** amount and Indirect Cost Rate, if eligible. Each line must contain the total indirect cost amount per Subcontractor.

# TAB # 10: Subcontractor Narrative

## SUBCONTRACTOR NARRATIVE

IN ORDER TO COPY AND PASTE FROM WITHIN THE WORKBOOK, YOU MUST DOUBLE CLICK ON THE SOURCE CELL, COPY THE TEXT AND THEN DOUBLE CLICK ON THE DESTINATION CELL, PASTE AND ENTER.

IN ORDER TO PASTE TEXT COPIED FROM AN EXTERNAL SOURCE, DOUBLE CLICK ON THE DESTINATION CELL, PASTE AND ENTER.

Please provide, in detail, an explanation of the costs associated with each of the Subcontractors in your requested budget. Information provided here should correspond to requested funding on the Subcontractor tab.

1. Personnel: Complete the following information regarding personnel per Subcontractor. Separate information by commas (or is semicolons or another punctuation mark) in the same order of information consistent in each column.

	List all Employee Names being requested per Subcontractor	List all position titles being requested per Subcontractor. List whether each position is a Direct Cost or an Admin Cost.	List FTE being requested per Subcontractor	List # of Staff- being requested per Subcontractor	Enter text at the start of each cell ↓	Describe the staff role being performed for the proposed grant activities being funded under this funding per Subcontractor
1						
2						
3						
4						
5						
6						
7						
8						
9						

In order to copy and paste within the workbook, you must double click on the source cell, copy the text and then double click on the destination cell and paste. In order to paste text copied from an external source, double click on the destination cell and paste.

Fill in information about: 2. Personnel, 2a. Fringe, 3. Consultant, 4. Office and Programmatic Supplies, 5. Travel, 6. Equipment, 7. Other Costs.

# FY2014 Narrative Questions

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## Directions:

- Your answer should be typed in **Arial font, font size 12**, and single-spaced.
- Please limit your responses to **2.0 pages per question**, including the sub-components of each question.
- Please target your responses **to meet the specific goals, priorities, and requirements of the grant**.



## Re-cap of Submission Process:

### Follow the Checklist

- Checklist for Grant Application
- Signed cover page (authorized signatory)
- Online Application
  - *Program Contacts\**
  - *Communities served\**
  - *Languages spoken\**
- FY2014 Budget Workbook
- FY2014 Narrative Questions
- FY2014 Projected Deliverables
- Copy of Indirect Cost Approval Letter (if claiming Indirect Cost)
- FY2014 In-Kind Contributions and Fundraising
- FY2014 Local Advisory Council Sign-Off sheet
- FY2014 Calendar of Activities
- PHCP Statistical Information (if applicable)
- Memorandum of Understanding and Consolidated Funding Amounts (if applicable)
- MA Standard Administrative Forms

# Re-cap of Submission Process

## Section A Submission:

1. **Online:** (through the link): Includes Program Contacts, Communities Served, Languages Spoken.
2. **By Mail:** Include **Section A** information and **Section B hard copies** (1 original, 2 copies) mailed to EEC by May 23, 2013.

## Section B Submission:

1. **By Mail:** one (1) original, signed copy, two (2) copies of ALL documents (*including Section A print out and Administrative Forms, if applicable*)
2. **By Email:** Email ALL individual documents as one email\* to:  
[EECSubmission@MassMail.State.MA.US](mailto:EECSubmission@MassMail.State.MA.US).
3. (do not email Administrative forms and Section A)

(\*Save your email with the name of this grant and your agency)

The ENTIRE submission process must be completed by:

**May 23, 2013 at 4:00 PM**

(email, online, mail must be submitted and in the EEC office)

# CFCE Background Information



# FY13 CFCE: Guidelines for Parent/Child Play Groups

CFCE grantees are expected to align their implementation of **parent/child play groups** with the following EEC guidelines:

- provide children with **intentional developmentally-appropriate learning experiences** with their peers and parents/caregivers;
- provide families with **information, resources, support, and connections** to promote optimal development of the children in their care;
- effective playgroup work results in **social and learning networks** (groups that enable parents/caregivers to meet, share ideas and resources and learn from each other in social settings) which may **reduce isolation and strengthen families**;
- must take place in neighborhood parks, schools, libraries and other local settings which may not require transportation;
- **facilitators have backgrounds (training/education, experience)** in child development/early education and guide children and adults through group and individual activities focused on developing early learning skills;
- facilitators use **strengths-based approaches** in their work with families;
- facilitators must be **culturally competent** and able to support the needs of diverse cultures, and
- facilitators must **use data** to inform program development, improvement and outcomes for children and families.



# FY13 CFCE: Alignment with EEC Guidelines

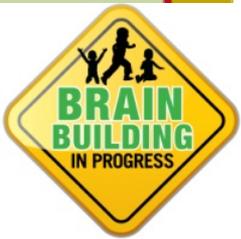
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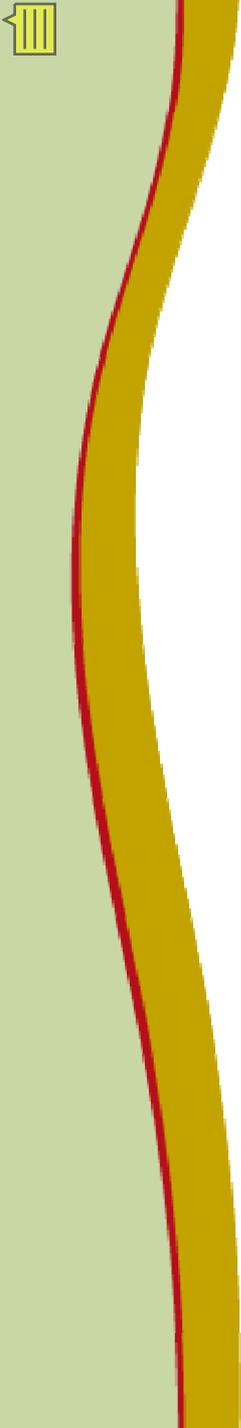
- **Link to Massachusetts Early Learning Guidelines for Infants and Toddlers -**

[http://www.eec.state.ma.us/docs1/Workforce\\_Development/Layout.pdf](http://www.eec.state.ma.us/docs1/Workforce_Development/Layout.pdf)

- **Link to Guidelines for Preschool Learning Experiences-**

[http://www.eec.state.ma.us/docs1/research\\_planning/ta\\_guideprelearnexper.pdf](http://www.eec.state.ma.us/docs1/research_planning/ta_guideprelearnexper.pdf)





# Efforts to Support CFCE Implementation: Help Me Grow/Ages and Stages (ASQ) Screening Tool

## Help Me Grow Model

- **System of child development education and support for families** in becoming their children's first advocate.
- **Four components:** Child growth and development education; resources for pediatricians; statewide telephone access, and system data collection.
- **Provides families with developmental information and evidence-based tools** they need to support their child's optimal growth and social emotional development.

## Use of the ASQ Screening Tool supports CFCE priorities

- Offers a **consistent method** for grantees to meet the CFCE priority of providing high-quality, accurate consumer information and **parent education based on science;**
- Creates opportunities for grantees to work in **partnership with families to identify potential risk factors early in order to prevent developmental delays,** and
- Builds on core function of CFCE grantees – to provide linkages to **comprehensive services** to support optimal child development for families

# Increased Emphasis on Evidence-based Literacy Supports for Families

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- All CFCE grantees are required to continue to incorporate the use of evidence-based, EEC approved early literacy models/practices to enhance their **capacity to help parents promote early literacy skills development** in their children.
- EEC approved a **small number of effective literacy models/practices** in order to create more **consistency** in the strategies that CFCE grantees use to help families cultivate their children's literacy skills before they enter elementary schools.
- Models/practices must ensure **focus on home language development** and be informed by EEC's developing standards for English language development.



# FY14 CFCE Grant Renewal – Guidance on Meeting Participation

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- EEC expects that 90% of CFCE time should be face to face with families or providers with no more than 10% of CFCE time spent in meetings.
- Grantees should document meeting participation and identify how meeting participation links to delivery of services to the families in their service area. This information should be available to be shared with you Family and Community Specialist.
- All CFCE grantees are required to attend statewide CFCE meetings.
- EEC expects CFCE grantees to attend regional meetings of all EEC grantees.
- CFCE grantees may attend up to 4 EPS meetings per year.
- CFCE grantees can continue to offer networking meetings 4x/yr in their service area. The purpose of these meetings is to bring the EPS or MH grantee, MASS211, and/or other resource to share comprehensive resources.

