CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

Request for Bids
Child Care Related Activities 2022-2025
Smart Start Child Care Related Goals and Priorities

Chatham County Partnership for Children is requesting bids for implementation of effective program activities to address goals and objectives listed below. Selection of bids and awarding of funding is contingent upon approval by the NC Partnership for Children and the allocation of funding from the NC Legislature.

Specifications and expectations for bids are detailed in the General Information and additional information to follow. Qualified bids must meet all requirements. Separate bids are required for each proposed activity, in the proper form.

GOALS for Child Care Related Activities:

- Children have access to high quality early childhood education.

- Children are enrolled in child care facilities that provide a consistent high-quality early education program and employ competent, qualified staff.

OBJECTIVES for Child Care Related Activities:

- Increase the average star rating of child care in which children are enrolled to greater than 4.0.

- Increase the percentage of children who are enrolled in 4 or 5 star rated centers.

- Increase percent of children enrolled in 1 to 5-star centers that have at least 75% of Lead Teachers with college degrees (i.e. 7 Lead Teacher Education Points)

- Increase percent of children enrolled in 1 to 5-star centers that have at least 75% of Administrators with college degrees (i.e. 7 Administrator Education Points)

REQUIREMENTS:

We will only consider programs with an evidence-based or evidence-informed approach that has demonstrated effectiveness and results in behavior changes necessary to achieve better outcomes for children. (See Smart Start Evidence Based Resource Guide for more details.) The bid forms provided must be used.

Attendance at the **BIDDERS CONFERENCE** is required:
January 21, 2022; 10:00 – 11:30; to be held virtually, **ZOOM** link will be posted on the agency calendar at:
http://chathamkids.org/events/agency-calendar/

Chatham County Partnership for Children
GENERAL INFORMATION FOR SUBMISSION

Smart Start Request for Applications
3 Year Bids FY 2022-2025
Due: February 28, 2022 by 5:00 PM

Funding Time Frame: Applications will be considered only for Child Care Related activities aligned with the Smart Start Child Care Related goals and priorities. 3- year bids will be accepted for Smart Start in Chatham County.

Applications should be for the period beginning July 1, 2022 and ending June 30, 2025. Funding is approved on an annual basis, per state fiscal year, and will be renewed ONLY after satisfactory evaluation of performance and availability of funds each year.

Types of Programs: Evidence-Based/Evidence Informed.

State funding for local partnerships shall be used for evidence-based or evidence-informed programs for children from birth to five years of age that do the following: 1) Ensure children have access to high quality early childhood education, 2) Ensure children are enrolled in child care facilities that provide a consistent high-quality early education program and employ competent, qualified staff. The North Carolina Partnership for Children provides the following definitions for Evidence-Based and Evidence-Informed programs and practices:

- "Evidence-based programs or practices are those that have repeatedly and consistently demonstrated desirable outcomes through application of scientific research methods (replicated experimental, experimental, or quasi experimental.)"
- "An evidence-informed practice is one that is guided by child development theory, practitioner wisdom, qualitative studies and findings from basic research and has written guidelines, a strong logic model, and a history of demonstrating positive results. They may be rated "Promising" or "Emerging" by at least one source that rates evidence-based programs."

Collaboration: The Partnership remains committed to developing and supporting collaborations that further an effective and efficient system of services for young children and their families. Duplication of services and/or supplantation of funds must be avoided. Each proposal must show how their activity elements will fit into the continuum of services in Chatham County.

Sustainability: The Partnership encourages projects to view Smart Start as only ONE source of support for the need being addressed. Each proposal should demonstrate how the project is also supported by other resources. Smart Start's broad objective is to build capacity for local communities to meet the needs of their youngest children. Reporting of cash as well as in-kind resources is required on a quarterly basis. Proposals that show strong sustainability and capacity building are preferred.

Measurable Outcomes & Evaluation Plan: Smart Start activities are required to maintain and to report results quarterly. Measures must be both quantitative and qualitative. Additionally, each activity is required to submit a logic model which connects needs, target population, and program elements to short- and long-term outcomes. Technical assistance for evaluation planning is available by appointment with the Partnership staff.

Expertise: The Partnership seeks to maintain the highest levels of expertise and professionalism to serve Chatham County's children. Each continuation request must include verification of education and expertise of current staff by submitting updated resumes for each position funded by the proposal. Staffing plans must also show how roles and responsibilities of each position contribute to projected outcomes.

Application Deadline: Applications must be received in the Partnership office no later than 5 PM on February 28, 2022. Applicants are asked to submit their proposal by email in MS Word and MS EXCEL, as well as a signed hard copy or certified digitally signed copy (example: DocuSign PDF). *Faxed applications will not be accepted.*

Project Time Frame: Applications should include plans for services starting July 1, 2022 and should be designed to continue through June 30, 2025. Funding is contingent upon annual approval by the NC Partnership for Children and the availability of funds from the NC Legislature for the Smart Start Program.

Application Requirements: Applicants are required to submit a proposal on the forms provided. Bidders may contact the Smart Start Early Childhood Programs Manager for advice and guidance on their proposal.

Budget Requirements and Format: A separate line item budget is required for each of the three years. Funding awards will be for the 2022-2023 year only. All line item budgets, including budget narratives, must be submitted using the guidelines and form provided. Budgets for year 2 and 3 are for planning purposes only, but must be submitted for the bid to be considered. Smart Start Cost Principles must be followed for all costs included in the proposed budgets.

Types of Proposals to be Considered: A separate application is required for each activity. All proposals must address the Smart Start Community Indicators for Child Care Related activities as described in the Early Childhood Profile.

Technical Assistance: Applicants are required to attend the Technical Assistance Bidders Conference on January 21, 2022 from 10 am-11:30 am. An appointment for additional technical assistance may be requested. Applicants may request a time slot by calling the Early Childhood Programs Manager at 919-908-4318. Appointments will be available beginning January 24, 2022. The bid application forms are available for download on our website or via e-mail upon request to Sheen Klaus (sheen@chathamkids.org). The deadline for questions and technical assistance is 5:00 pm, February 28, 2022.

Smart Start Request for Bids
Additional Information

Terms and Conditions:
All proposals are subject to the terms and conditions outlined herein. The prospective Bidder/Contractor specifically agrees to the conditions set forth by signature to the proposal/application.

Oral Explanations:
The Chatham County Partnership for Children shall not be bound by oral explanations or instructions given at any time during the application/bidding process or after award.

Reference to other data:
Only information which is received in response to this RFP/RFB will be evaluated; reference to information previously submitted shall not be evaluated. If previously funded, prior program performance will be reviewed and used to evaluate Bidder/Contractor qualifications.

Cost for Proposal Preparation:
Any costs incurred by prospective Bidders/Contractors in preparing or submitting offers are the prospective Bidder/Contractor's sole responsibility; CCPC shall not reimburse any prospective Bidder/Contractor for any costs incurred prior to award.

Right to Submitted Material:
All responses, inquiries, or correspondence relating to or in reference to the RFP/RFB, and all other reports, charts, displays, schedule, exhibits, and other documentation submitted by the prospective Bidders/Contractors shall become the property of CCPC when received.

Offeror's Representation:
Each prospective Bidder/Contractor shall submit with its proposal/application the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal/application.

Subcontracting:
In the event the prospective Bidder/Contractor desires to subcontract any part of the contracted services, the proposal/application must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor as indicated on the pre-contracting information/contracting guidelines included with this RFP/RFB. Only the subcontractors specified in the proposal/application shall be considered approved upon award of the contract.

Proprietary Information:
Trade secrets or similar proprietary data which the prospective Bidder/Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal/application that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.

Smart Start Request for Applications
The Procurement Process

The following is a general description of the process by which a prospective Contractor will be selected to provide services.

1. Request for Proposals (RFP) or Request for Bids (RFB) is issued to prospective Contractors.

2. A pre-proposal conference and/or deadline for technical assistance is set. (See the general information sheet of the RFP or RFB for details)

3. ~~A proposal in one original and an electronic copy of the required format with the budget and all attachments will be received from prospective Contractors in a **sealed envelope or package**. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.~~

    Due to the COVID-19 Pandemic, originals will be accepted electronically, through email. Once received, Partnership staff will send the completed packet through DocuSign for signature. Completed applications should be turned in by February 28, 2022 and electronic signatures should be completed by March 4th, 2022.

4. **All proposals must be received by the Local Partnership no later than the date and time specified on the cover sheet of the RFP/RFB.**

5. At their option, the Local Partnership's evaluators may request oral presentation or discussion with any or all prospective Contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. <u>However, prospective Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor</u>.

6. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the Bidder and its staff, and cost. In the case of continuation proposals for previously funded activities and previously approved multi-year bids, project success and progress toward measurable outcomes will also be considered in evaluation of the proposal. Award of a contract to one Bidder does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPC.

7. **Once selected, the proposal must be reviewed and approved by the NC Partnership for Children (NCPC). Additional information may be required upon review by NCPC.**

8. The Local Partnership will contact the selected Contractor to obtain information and documentation required for preparation of the contract to include the following:

    a. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the contract administrator.

    b. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the person(s) authorized to sign financial status reports.

    c. Copy of Conflict of Interest Policy.

    d. Proof of insurance that may include, but not be limited to, the following:
       1. Workers' compensation;
       2. General business liability;
       3. Fidelity bonding (e.g., employee crime or dishonesty);
       4. Professional liability;
       5. Automobile (owned, hired or non-owned)

       Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is the essence of the contract. The Local Partnership will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.

    e. Completed Internal Revenue Service (IRS) Form W-9 or

    f. If a nonprofit entity, a copy of the Internal Revenue Code 501©3 determination letter received from the IRS.

    g. Additional information may be required as prescribed by state law, NCPC/Smart Start policies and procedures, or at the sole discretion of the Partnership staff and Board.

9. The Local Partnership will not contract with any prospective Contractor that fails to provide **all** required information and documentation. After all required information and documentation has been submitted, the Local Partnership will prepare the contact, notify the selected Contractor and request that the Contract be signed. **A template of the Smart Start Contract that the selected Contractor will be required to sign is available upon request and after the approved template is released by NCPC.**

10. The Contract must be executed prior to the start of work and incurring any expenses.

11. If all proposals are rejected, prospective Contractors will be notified promptly by the Local Partnership.

Checklist for Proposals
2022 - 2025

Agency Name: _____

Activity Name: _____

Date turned in: _____ Time turned in: _____

Please check that the following documents are included in the bidding packet	√
1. Application Cover Page	
2. Submission signed & dated by authorized official	
3. Proposal Abstract	
4. Smart Start Activity Logic Model	
5. Part I – Activity Description	
6. Part II – Evaluation Plan	
7. Implementation Checklist with Attached Documents	
8. Evidence Based/Evidence Informed Checklist (Attachment I)	
9. Budget Narrative – Excel Worksheet (Attachment II)	
10. Direct Service Providers Contact Information	
11. Direct Service Provider Pre-Contracting Information (Attachment III)	
12. CD, Flash Drive, or E-mail (electronic copy of all information)	

Application Reviewed by: _____ CCPC staff member   Date_____

Smart Start Child Care Related Bid
FY 2022 – FY 2025

Application Cover Page

Activity Title: _____

Name/Agency:_____

Address:_____

City, State, Zip:_____

Contact Person:_____Telephone:_____

E-mail Address:_____Fax Number:_____

Signature of Authorized Applicant:_____

Printed Name:_____

Title:_____

For all agencies or individuals: [Check one]

☐Public Government Institution	☐ Private for profit agency
☐ 501 (c)(3) Non-profit with tax exempt status	☐ Private individual
☐ Applied for Non-profit status	☐ Other
☐ Sponsored by a 501 (c)(3) Organization	

Agency:
Activity Name:
PBIS ID:
PSC:

If this condition exists	For this Population	And we implement these strategies	This many times, for these individuals	We expect this short-term change	And we expect this outcome to impact the overall county
Need Statement	Target Population	Program or Activity	Outputs	Outcomes	How does outcome
Why?	Who?	Elements What?	How Many?	So What?	impact Smart Start's Measures of Impact or other long term goal?
				(	

Staffing Plan

Job Title	FTE	Key Roles and Responsibilities	Minimum Education & Experience Requirements

Proposal Abstract

I.   **Title:**_____ _____ _

      Smart Start's Measures of Impact ID _____ _____

      Purpose/Service Code: _____

II.   **Contract Activity Description (CAD):**

<p style="text-align:center"><strong style="color:red">INSERT CAD HERE</p>

PART I
Activity Description
Narrative

After reading this section, the reader should have knowledge of the activity and how it will operate. Assume the reader has little familiarity with the program or the county and answer as completely and in as much detail as possible. Please be sure to address all of the following items. This section is limited to two pages, single spaced, size 12 font and 1-inch margins.

Please address the following in detail:

- The specific service to be offered; for each program element (strategies or activity components) describe the tasks/goals to be accomplished and when and where this service will operate. Each element of the Logic Model should be linked to an output and outcome. ***Using the elements as an outline, create implementation guidelines that specify key aspects of the project activities. If you are following an evidence-based model, these implementation guidelines should clarify HOW each step of the model will (or why it will not) be implemented in your proposed project.***
- The population to be served, including eligibility criteria for participation; you must also align each target population described with outputs and outcomes.
- The staff that will be paid for with Smart Start funds (describe the purpose and role of each position; #FTE and minimum as well as preferred qualifications).
- If this activity is similar to other services in the county, please explain how this service will enhance, expand or work with the service currently offered. *(Reminder – duplication/supplantation of services is not approvable: i.e. paying for a Medicaid eligible well child visit).*

Additional Required Information

Community Collaboration: Describe how this activity will fit into the continuum of services available to your selected target population. **800** words maximum.

Sustainability: Describe how this activity builds capacity and your plan for sustaining the project in the future. Smart Start requires up to 19% cash and in-kind match. Describe the other resources that will support the project. **800** words maximum.

Expertise: Explain agency expertise related to proposed target population and services. **800** words maximum.

Geographic distribution: Please estimate the number of clients to be served by this program annually by geographical area. (Describe the basis used to estimate the number served. i.e. clients served in the most recent year.)

Area #	# Clients
1	
2	
3	
4	
TOTAL TO BE SERVED:	

BASIS:	

Equity Emphasis in Programming

The North Carolina Partnership for Children (Smart Start) has adopted the following equity statement:

North Carolina desires a system that is explicitly and measurably equitable and advances change that ensures children are not disadvantaged by race, ethnicity, and/or social class. An equity-drive approach, in systems building, programs, and services, acknowledges four levels of change: personal, interpersonal, institutional and structural. There are specific strategies and behaviors which are necessary at each level to move positive outcomes related to racial equity. Individuals and groups who are effective in relating to others not like themselves, actively include those typically excluded, share power, surface issues of racial inequality in interpersonal relationships, act to support positive change, and work to reduce interpersonal conflict. Birth-to-five entities apply a racial equity/economic justice lens to their policies, practices, regulations and work-culture to dismantle policies that perpetuate inequality and design/ develop policies and practices that advance opportunities, fairness, access to resources, and other factors for those most effected by racial inequality. Investments alone will not fix the issues at hand. Policies that support equitable outcomes prioritize the needs of children and families with a history of racial, economic, or geographic marginalization. In pursuit of structural change, Individuals and groups recognize that structural arrangements are interconnected and resist change; they develop approaches to advance equity that offer new or reconstituted structural arrangements; they build shared leadership and collective power that leads to change.

Chatham County Partnership for Children is exploring how we influence issues of equity and disparity. To that end, we request your response to the following questions which will help inform our approaches going forward.

1. Does your organization have a history of (Check all that apply):
   - ☐ *Serving children ages 0-5 (or a subset of this age group)*
   - ☐ *Serving children from low-income backgrounds*
   - ☐ *Serving children who have disabilities*
   - ☐ *Serving children who have limited English proficiency*
   - ☐ *Serving children of color*

2. Tell us about this history.*

   As you consider your response, please know that there are no "correct" answers. Every organization is different and we recognize that advancing equity is an ongoing process that can be challenging. We appreciate your honest reflections; your response will not qualify or disqualify your proposal.

3. Who benefits from your organization's programs and services? Who will benefit from this funding?*

   Please include socio-economic status, race, ethnicity, gender, and physical or mental abilities. We are interested in knowing how your organization works with populations most likely to experience disparities in Chatham, including people of color, families headed by single women, LGBTQ+ community, and/or children experiencing developmental disabilities.

4. How do your program leadership and staff reflect the population that your program will serve?

   Does your Executive Director or Program Director identify as a person of color?
   Do over 50% of your program staff identify as a person of color (even if your ED is not)?
   Do over 50% of your Board of Directors identify as people of color?

PART II
<u>Evaluation Plan</u>

Projected Outputs (Numbers/Counts) for FY (22-23), (23-24) and (24-25).

List one output on each line of the following chart (insert lines as needed). Delete the example before submission. Each output should be linked to a program element. **Use at least ONE standard Smart Start output, as appropriate. [see Appendix C]**

List one output per line **FY 22-23**

List one output per line **FY 23-24**

List one output per line **FY 24-25**

Projected Outcomes for FY (22-23), (23-24) and (24-25).

List each proposed outcome included in the Logic Model. If the optional worksheet for developing outcome statements is used, please attach to the bid. *[see Appendix D]*

List one outcome per line **FY 22-23**

List one outcome per line **FY 23-24**

List one outcome per line **FY 24-25**

Evidence-Based and Evidence-Informed
Programs and Practices Checklist

Evidence-Based Programs

Service Provider Agency Name: _____

Activity Name:_____**EB Model Name:** _____

1. Complete the checklist on the reverse side for each evidence-based model included in your proposal.

2. Indicate the number of the first question for which the answer is YES:

3. List research references that support the YES answer; include the full citation or web link:

4. Is your program following the model as researched, including all the components such as frequency, duration, target population, staff qualifications, and/or training, etc? The key elements and how they will be met by your project should be detailed in the required Logic Model. ***Please describe briefly any variations from the research model that are included in your activity proposal. Provide justification for the proposed variances (ex: budget limitations, cultural differences, local staffing limitations, agency experience with the program, etc.)***

5. Other Comments:

Checklist for Determining Whether a Program or Practice is Evidence-Based

The following questions provide a step-by-step process for determining whether a program or practice is evidence-based. Answer the first question, then follow the instructions for proceeding to questions that follow. If the answers to both questions at any one step are *YES*, then the program or practice meets the Smart Start definition for evidence-based. If an answer to any one question is *NO* at any step, proceed to the next question in the series.

Program or Practice:_____Date: _____

1. Has a meta-analysis of the program or practice been conducted?   Yes   No
   1a. If yes, was there sufficient evidence regarding the desired outcomes to conclude that the program or practice was effective?   Yes   No
      If yes, the program or practice is evidence-based.
   1b. If no, go to number 2.

2. Has a research synthesis of the program or practice been conducted?   Yes   No
   2a. If yes, was the program or practice found to be associated with positive outcomes? Yes   No
      If yes, the program or practice is evidence-based.
   2b. If no, go to number 3.

3. Has a practice-based research synthesis of the program or practice been conducted?   Yes   No
   3a. If yes, were the characteristics of the program or practice associated with positive outcomes?
      Yes   No
      If yes, the program or practice is evidence-based.
   3b. If no, go to number 4.

4. Has the same program or practice been investigated by the same or different interveners with different groups of participants in different settings?   Yes   No
   4a. If yes, were the positive results similar across different studies?   Yes   No
      If yes, the program or practice is evidence-based.
   4b. If no, go to number 5.

5. Have randomized studies been conducted with participants on the effectiveness of the program or practice?
      Yes   No
   5a. If yes, did the results demonstrate positive effects?   Yes   No
      If yes, the program or practice is evidence-based.
   5b. If no, go to number 6.

6. Have studies that randomly assigned groups of participants (e.g., classrooms) to intervention and nonintervention groups been conducted?   Yes   No
   6a. If yes, were the differences between groups associated with positive outcomes?   Yes   No
      If yes, the program or practice is evidence-based.
   6b. If no, go to number 7.

   7. Have single participant design studies of the program or practice been conducted?   Yes   No
   7a. If yes, did the program or practice yield positive effects?   Yes   No
      If yes, the program or practice is evidence-based.
   7b. If no, go to number 8.

8. Have quasi-experimental studies of the program or practice been conducted?   Yes   No
   8a. If yes, did the program or practice yield positive effects?   Yes   No
        If yes, the program or practice is evidence-based.
   8b. If no, then it is not an evidence-based program or practice.

EVIDENCE-BASED Yes   No

Evidence-Based and Evidence-Informed
Programs and Practices Checklist

Evidence-Informed Programs

Service Provider Agency Name: _____

Activity Name: _____**EI Program Model:** _____

1.   Complete the checklist on the reverse side for each evidence-informed program practice or element included in the activity proposal.

2.   A strong logic model is required for evidence informed activities. Are there qualitative studies and findings from basic research that support the program practice(s) and/or components of the activity logic model? For each program element, ***list with a research reference citation and brief description of the most relevant findings.***

3.   Is there history of this program demonstrating positive results (outcomes)?
Describe key accomplishments and evidence for the results achieved; include a time frame and data source for each.

4.   Is the proposed activity to be implemented in accordance with written guidelines?
Provide a reference citation for the guidelines. Describe the key elements of these guidelines and how each will be followed by your project.

5.   Other comments or evidence to support your activity:

Checklist for Determining Whether a Program or Practice is Evidence-Informed

The following questions provide a step-by-step process for determining whether a program or practice is evidence-informed. If the answer at every step is *YES*, then the program or practice meets the Smart Start definition for evidence-informed. If an answer to any one question is *NO* at any step, the program or practice does not meet the criteria for being evidence-informed.

Program or Practice:_____Date:
_____

1. Is the program or practice guided by child-development theory?   Yes   No
   1a. If yes, continue to question 2.
   1b. If no, the program or practice is not evidence-informed.

2. Does the program or practice have a strong logic model?   Yes   No
   2a. If yes, continue to question 3.
   2b. If no, the program or practice is not evidence-informed.

3. Have qualitative studies or basic research of the program or practice found positive effects?
   Yes   No
   3a. If yes, continue to question 4.
   3b. If no, the program or practice is not evidence-informed.

4. Is practitioner wisdom available about when, how, and why to use the program or practice?
   been investigated by the same or different interveners with different groups of participants
   in different settings? Yes   No
   4a. If yes, continue to question 5.
   4b. If no, the program or practice is not evidence-informed.

5. Does the program or practice have implementation guidelines? Yes   No
   5a. If yes, continue to question 6.
   5b. If no, the program or practice is not evidence-informed.

6. Does the program or practice have a history of demonstrated positive results?   Yes
   No
   6a. If yes, AND the answer at each of the previous steps is yes, the program or practice is
   evidence-informed.
   6b. If no, the program or practice is not evidence-informed.

EVIDENCE-INFORMED: Yes   No

Projected Line Item Budgets AND Narrative:

Please see Appendix A; Line Item Budget Descriptions and B; Cost Principles

- Include a line item budget and narrative that details projected expenses in a line item budget format. **Please use the required budget form on the next page. An MS EXCEL version of the budget spreadsheet is available upon request.**

- Be sure to include specifics for each projected expense in the budget narrative column, *i.e., Personnel: 2 FT CCHCs at $50,000/year per position including benefits.*

- If this activity has multiple funding sources, show anticipated amounts of in-kind or cash matching funds in the budget narrative.

- See line item descriptions to know what to include on each line.

- Include a separate budget for each fiscal year: FY22-23, FY23-24 and FY24-25.

   Although funding is awarded on an annual basis only, the budgets for subsequent years are required for planning purposes.

- Refer to the Smart Start Cost Principles [Appendix B] for costs that are not allowed

Smart Start Budget Line Item Explanations

[Updated July 1, 2008]

#	Line Item	Definition	Examples
11	Personnel	Employee salaries/wages and fringe costs (full and part-time)	Payroll, FICA, retirement contributions, insurance costs attributed to employment (e.g., health insurance, dental insurance)
12	Contracted Professional Services	Services that are provided by independent contractors (i.e., non-employees)	Payroll processing, tax return prep, legal counsel, temporary agency services, consulting services, needs assessments
14	Office Supplies & Materials	Office supplies and materials	Office supplies, consumable computer supplies, janitorial supplies, database access fees, other administrative supplies
15	Service Related Supplies	Supplies used in the performance of a service activity; this line should not be used in LP Admin, nor should it be used for reward or incentive items given to program participants (such items should be reported in line 47)	Educational supplies: materials used during trainings IF consumed (like a workbook) or not given away, food used in teaching nutrition or cooking classes, lending library supplies including die cuts and lamination supplies; automotive supplies for owned vehicles
17	Travel	Costs associated with travel by <u>employees</u>	Meals, lodging, and transportation for employees at conferences, meetings, monitoring visits; **NOT** travel for participants (e.g., transporting preschoolers) usually reported on Line 43
18	Communications & Postage	All communications and postage costs	Telephone, cell phone, internet, fax, outbound postage and shipping fees
19	Utilities	All utilities costs	Electricity, municipal water, sewer, gas
20	Printing & Binding	Printing, binding, copying costs for internal-use items	Internal manuals, business cards, purchasing forms, stationery, etc.; **NOT** for service materials distributed externally which are reported on Line 24
21	Repair & Maintenance	Costs for **minor** repairs and routine maintenance	Janitorial services, landscaping services, computer repair technicians, locksmiths, plumbers, carpenters, pest control, etc. **NOT** to be used for repair costs of a CAPITAL nature as defined by Smart Start (e.g., roof replacement, HVAC replacement)

#	Line Item	Definition	Examples
22	Meeting & Conference Expense	Expenses related to meetings and conferences hosted/ organized/presented by the LP or DSP for program participants (also includes LP costs associated with hosting board/committee meetings)	Food, facility rental, speaker fees, supplies (specifically for the meeting or conference being presented); **NOT** to be used for expenses incurred by employees attending meetings/conferences held by outside parties (see Lines 23 & 17)
23	Employee Training (no travel)	Costs for training for employees	Tuition, registration, training materials; **NOT** for travel expenses (mileage, food, hotel, etc.) incurred for training (see Line 17); includes Smart Start Conference fees for employees
24	Advertising & Outreach	Cost of advertising for staff as well as advertising and publicizing services to the community	Classified ads for competitive bidding or to solicit job applicants; ads to publicize fund-raising events or program services; brochures & fliers publicizing services/events; community resource directories
25	Board Member Expense	Reimbursements to, or payments on behalf of, LP board members conducting LP board business	Board members' individual costs for meals, lodging, transportation, and/or per diems related to board meetings, board retreats, & training; **NOT** for LP costs for hosting board meetings (see Line 22)
27	Office Rent	Office space rental expenses	Regular rental of space to conduct an activity or provide office space for funded personnel
28	Furniture Rental	Furniture rental expenses	Rental of office desks, chairs, conference tables
29	Equipment Rental	Costs of equipment rental	Rental or lease of copiers, phones, computers, faxes, etc.
30	Vehicle Rental	Costs incurred with vehicle rental	Vehicle rental, gasoline and insurance for rented vehicles
31	Dues, Subscriptions & Fees	Costs for subscriptions for publications, professional organization membership dues, corporate fees	Subscriptions to childcare-related magazines; memberships in NAEYC, NCAEYC, NACCRRA; LP's charitable solicitation license
32	Insurance & Bonding	Costs for insurance	General liability, D&O, fidelity bonding, professional liability, special events coverage, etc.; **NOT** workers' comp insurance which is reported on Line 11
33	Book/Library Reference Materials	Costs of reference materials for internal use by employees	Books about nonprofit management, employment law, fund accounting, board development and operations, etc.
34	Mortgage Interest and Bank Fees	Bank-related charges	Monthly fees associated with bank accounts and mortgage principal and interest payments

#	Line Item	Definition	Examples
35	Other Expenses	Other expenses not classified elsewhere	MUST BE ACCOMPANIED BY A DETAILED EXPLANATION. For example, overhead percentage with a list of specific costs allocated to the overhead/admin cost center.
39	Furniture and Non-Computer Equipment, $500+ per item	Costs of furniture and non-computer equipment that equals or exceeds $500 per item	Desks, conference tables ($500 or more)
40	Computer Equipment, including Printers, $500+ per item	Costs of data processing equipment that equals or exceeds $500 per item	Desktop computers, laptops, printers ($500 or more)
41	Furniture & Equipment, Under $500 per Item	Costs of equipment that is less than $500 per item	Chairs, tables, fax machines, printers (less than $500)
43	Purchase of Services	Payments to providers/vendors for routine services	Purchase of subsidy or other services usually paid for on a per unit basis such as cost per mile, per vision screening, per trip, per child
44	Contracts with Services Providers	Contracts further subcontracted to another contractor	CANNOT BE USED UNLESS AN APPROVAL FROM NCPC ACCOUNTING & CONTRACTING MANAGER IS OBTAINED
45	Stipends/Scholarships	Costs of stipends and scholarships provided to outside organizations and/or individuals	Cash incentives to participants who attend trainings, intended to cover participants' costs to attend (such as travel, child care, etc.)
46	Cash Grants & Awards	Cash grants to outside organizations and /or individuals	Quality maintenance payments, tuition reimbursement, etc.
47	Non-Cash Grants & Awards	Non-cash awards to organizations and/or individuals; payments to a third party on behalf of a grantee	Grants of quality enhancement materials to child care centers, payments to a health insurer for health coverage on behalf of child care providers, Welcome Baby packets, sets of books distributed through a literacy activity, training-related materials not consumed during the training and given to participants to keep