

ECEAP Complex Needs Fund (CNF) Grant Application Guidance

Funding Overview

Funding Title: Complex Needs Grant

Funding Type: State funding

Anticipated Start Date: July 2022

End Date: June 30, 2023

Project Length: Eleven Months

Program Description

The Department of Children, Youth, and Families (DCYF) is inviting current ECEAP contractors to apply for additional funds to support children with developmental delays, differing abilities or challenging behaviors due to complex trauma. The CNF is for children currently enrolled in ECEAP. The CNF aims to support developmental and learning gaps for the children who would otherwise start kindergarten behind and continue to fall behind in later school years. Children do not need to be on an Individualized Learning Plan (IEP) in order for the funds to be applied to their needs. Children currently receiving services through a Developmental Preschool Program may access funding if the identified support is beyond the child's current individualized education goals. DCYF ECEAP asks contractors to consider current need and programming costs when considering the amount to apply for in the 2022-23 school year.

ECEAP Performance Standards

DCYF ECEAP is governed by the ECEAP Performance Standards that lay out the services delivery requirements necessary to support Washington State's pre-kindergarten program to support children and families who are furthest from opportunity for success in school and in life. The program performance standards set forth the requirements for ECEAP contractors must meet to support cognitive, social, emotional, and healthy development of children from birth to age 4. ECEAP provides child-centered, individualized preschool education and health coordination services on a foundation of strengths-based family support for the specialized population we serve. The performance standards are found <https://www.dcyf.wa.gov/services/early-learning-providers/eceap/contractors>. As a condition of acceptance of an award, all recipients are required to follow the ECEAP Performance Standards and their other licensing requirements.



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Funding Availability

The Legislature made available up to 4.6 million for Complex Needs Funding program for FY. 2022 - 2023. When requesting funds consider if the amount requested can be spent within a year timeframe and if applicant can directly show the benefits to children with complex needs.

Purpose Statement

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

Applicant may request funding for the purposes:

- Adding staff in classrooms.
- Increasing mental health/behavioral consultation.
- Providing supportive and adaptive materials and equipment.
- Adapting curricula.
- Providing teacher coaching, training and professional development.
- Offering unique transportation services.

Application

Applicants must be current ECEAP or Early ECEAP contractors serving children ages 0 through 4 years. A site or subcontractor can complete the grant application but the ECEAP Contractor is required to submit one application. The application is due May 6th, 2022.

Eligibility Requirements

- Applicants must be current ECEAP contractor.
- Application must clearly show funds will support children with developmental delays, disabilities or challenging behaviors due to complex trauma.
- The CNF is for complex needs children currently enrolled in ECEAP.
- Grant proposals must fit within the categories outlined below and applicant must demonstrate how the proposal will benefit children with complex needs.
- Contractor must follow ECEAP Performance Standards and licensing requirements when implementing the funds.

Attachment 1 of previously funded items is located at the end of the document to be used as examples of allowable expenses for the grant.

Staffing

Staff are employees employed by the contractor. Adding additional staffing in the classroom will allow for children to experience a safer, healthier, more supportive classroom learning environment.

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Additional staffing will allow organizations to create more inclusive classrooms for children with differing abilities or challenging behaviors. Staffing in the classroom can include salaries and benefits for existing or new para educators/teacher assistant, family support staff, substitutes, interpreters, teachers, and mental or behavioral professionals. Bus driver wages are eligible if it meets a unique transportation need outlined below. Other employed professionals may be considered if the grant application demonstrates the direct benefit to children with complex needs. Funding can be used to make a part-time staff to a full-time staff.

Indirect

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

Mental Health and Behavioral Contracted Services

Mental and behavioral health consultation to support families and staff in providing comprehensive services to enrolled children. Child with special needs directly benefitting from these services.

Supplies and Equipment

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

Curriculum

Additional curriculum can be purchased to create an individualized strength-based approach for complex needs children in classrooms. The adaptive curriculum supports increases in kindergarten readiness and child development. Funds can include teaching materials for new or existing curriculum. Some examples of what this might look like is adapting curriculum for a child that cannot attend class in person due to trauma or other special need. Funding can also be used to support individual family's needs beyond the classroom for example, providing resources around social emotional support and maintaining family connection.

Professional Development

Provide staffing, coaching and training to deliver services more effectively to children with complex needs. Allowable expenses can include staff salary to attend the training, registration, training supplies, and/or travel cost to attend training. Funding can be used to hire a professional consultant or trainer to conduct the training on site. Funding to do coaching and one on one classroom teaching reflections.

Unique Transportation

Funding to fill specialized transportation needs to safely transport complex needs children to and from school. Some example of what this might look like may include:

- Modify or purchase ADA accessibility vehicle to transport a child to and from school.
- Purchase an additional vehicle to shorten child transportation time due to the difficulties of extended travel.
- Transportation for a child with a unique classroom schedule.
- Transportation for a child experiencing homelessness and does not have an address.
- Transportation for a child who resides in a rural remote area where families are the primary source for transportation needs.

The funds may not be used for standard bus travel for a child. Other specialized transportation needs will be considered and needs a clear explanation in the grant application.

Staff Travel

Staff travel can include travel for staff to attend trainings or traveling to another classroom site to provide services for a child with complex needs. Travel expenses for new staff to get background checks. Staff travel can also include when staff travel to family's homes to drop off materials or provide consultation or family support services.

Funding Restrictions

Applicant may **not** use CNF for the following:

- Funds for general facility and transportation operation costs.
- Funds that do not show direct support to children with complex needs in the classroom.
- Capital improvements (heating/cooling systems, flooring, playground equipment, etc.) unless applicant can show how it will directly help children with complex needs. For example, an allowable expense would be adapting a playground to allow for wheelchair accessibility.
- Perishable items like food and drink.
- Work charged to or paid by any other contract or funding source.

- Finance charges or late fees on purchases.
- Cost that has exceed the CNF awarded amount.
- Any sectarian purpose or activity, including sectarian worship or instruction.
- Reimbursement of purchases prior to contract effective date.
- Not for general transportation which could include purchasing a bus or other vehicle.
- Awarded CNF may not be used for purchasing expenses for another ECEAP contractor unless the partnership is directly outlined in the grant application and are allowable expenses with the funds. The ECEAP contractors involved must have the proper signed agreement in place

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between the two entities prior to the funds being spent and able to track the benefits for children with complex needs to be reported to DCYF ECEAP.

Application Review and Award

Funding Decisions

The general eligibility guidance outlined above provides a threshold for applications. Competitive proposals will have a detailed scope of work and expenditures that closely align with the criteria listed. The proposed project costs and the requested period of support are fully justified, reasonable, and sufficient to complete all proposed activities and objectives. The applicant fills out a detailed budget with the itemized expenses for the project and is clearly outlined. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. DCYF may contact the applicant to answer additional questions if clarification regarding the project is needed.

Review

No grant award will be made on an incomplete application.

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

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

Award Notification

The anticipated date to inform applicants of award decisions and application status will be May 31st, 2022. If awarded applicant may be required to submit an adjusted application budget to reflect the amount awarded.

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

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

Submission Requirements

- Submit application template with all questions answered.
- Applications deadline is 5 p.m. PST on May 6th, 2022.
- Email completed application to: dcyf.eceap@dcyf.wa.gov. Contact DCYF before application deadline if the applicant needs an alternative way to submit application.
- Questions about program elements can be directed to: dcyf.eceap@dcyf.wa.gov

Naming Application Submission Files

Applicants should use the following names for their files: “Contractor Name_Complex Needs Fund Application”. Once received, DCYF will send a confirmation email application has been received.

CNF Reporting Requirements

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

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

Expected progress report due January 31st, 2023 for July 1st– December 31st, 2022.

Expected final report due July 10th, 2023 for January 1st, 2023 – June 30th, 2023.

Progress reports submit to: dcyf.eceap@dcyf.wa.gov

Amendments

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

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

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

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

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

Attachment 1:

Previously Funded Items		
<p>The list below are <u>examples</u> of items previously funded with CNF. The list is not a complete list of allowable expenses but to be used as an example. Applicants grant application need to clearly shows the items requested directly support children with complex needs.</p>		
<p>SUPPLIES/EQUIPEMENT</p> <ul style="list-style-type: none"> ▪ ADA accessibility improvements ▪ Adapting a playground for accessibility for all children ▪ Baby Doll Circle Time by Conscious Discipline ▪ Bike and helmets ▪ Books/workbooks ▪ Breathing charts/board ▪ Calm down charts ▪ Calming ball ▪ Calming equipment ▪ Children books ▪ Cleaning supplies ▪ Communications and audio-visual equipment ▪ Classroom supplies ▪ Computer tablet ▪ Conscience Discipline ▪ Cube chair ▪ Cuddle puppy ▪ Culturally relevant images ▪ Displays ▪ Door alarms ▪ Educational tool kit ▪ Educational video clips 	<ul style="list-style-type: none"> ▪ Mealtime chair w/tray ▪ Noise Canceling headphones ▪ Picture communication ▪ Playground modifications ▪ Privacy nooks for quiet time ▪ Recruitment and marketing of inclusive preschool ▪ Rifton chairs ▪ Safety equipment ▪ Social emotional tool kit ▪ Sensory tools ▪ Social/emotional tools ▪ Sound barriers ▪ Standing support ▪ Tiny Talker device ▪ Translation and interpretation materials ▪ Visual supports ▪ Weighted blanket ▪ Weighted shoulder wrap ▪ Weighted vests ▪ Wiggle Cushion ▪ Yoga mat 	<ul style="list-style-type: none"> ▪ Conscious Discipline Training ▪ Developing motor skills training ▪ Dual Language ▪ Dual Language Training ▪ Environment design ▪ Haring Center Internships/Training ▪ Home Visiting Essentials training ▪ Individualization on culturally sensitive practices ▪ Mobility monitoring ▪ PAX behavior training ▪ Positive Behavior Supports (PBS) ▪ Preschool specific GLAD training ▪ Pyramid Model ▪ Race and Equity Training ▪ Racial equity training ▪ Ready Rosie training ▪ Reflective Supervision ▪ Reflective supervision and consultation principles from the Washington Association

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<ul style="list-style-type: none"> ▪ Feeling charts ▪ Feeling buddies to identify emotions ▪ Fidget toys ▪ Games, puzzles and books to explore feelings, emotions and self-regulation ▪ Games that help with cooperative play with peers ▪ Gel-bead friends with faces ▪ Hand sanitizer ▪ I love you rituals ▪ Lap pad ▪ Learning boards ▪ Learning packets ▪ Letters & numbers ▪ Manipulative toys ▪ Materials that supported the development of fine motor skills ▪ Masks ▪ Materials representative of children’s heritage and culture 	<p>CURRICULUM</p> <ul style="list-style-type: none"> ▪ Art Therapy ▪ Child find placement ▪ Class Dojo ▪ Conscious Discipline Curriculum ▪ Creative Curriculum ▪ Creative expression ▪ Culturally relevant curriculum ▪ Curriculum Cloud ▪ Outdoor social experiences ▪ Play Therapy ▪ Second step and second step child protection unit ▪ Social Emotional Curriculum ▪ Zoophonics curriculum <p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> ▪ ACEs ▪ Building Resiliency: Returning to School in Uncertain Times ▪ Center Director Foundational training 	<p>for Infant Mental Health (WA-AIMH)</p> <ul style="list-style-type: none"> ▪ Second Step Curriculum Training ▪ Specialized training on developmental disabilities and complex traumas ▪ Support books like Managing Emotional Mayhem for teachers to support their classroom environment ▪ The Development, Advocacy, Training (DAT) ▪ Trainer who speak on Stress, Vicarious Trauma & Compassion Fatigue ▪ Training on wellness, stress management, trauma-informed care, and attachment ▪ Trainings with DCYF leadership
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