TRIBAL EARLY LEARNING FUND GRANT
REQUEST FOR APPLICATION (RFA) ROUND 3

Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Funding Opportunity Description

Background and Summary

Why was the Tribal Early Learning Fund created?

Washington tribal nations are strong communities rooted in family, culture, and traditions. Teaching young children's traditional ways of life is an important part of building strong tribal communities. Early learning programs provide children and families with health services, family support, and education, along with other supports that meet the needs of each tribe. However, many of these programs lack adequate resources to meet the cultural and educational needs of Tribal children.

The Tribal Early Learning Fund (TELF) is a program-based grant made available by the Washington State Department of Children, Youth, and Families (DCYF) to serve Tribal children throughout the state of Washington, residing both on or off reservations. Funds are available to providers and programs that serve tribal children ages prenatal through 5 years of age.

What does the data tell us?

During the 2019-20 school year, only 34.6% of American Indian/Alaska Native (AI/AN) kindergartners residing in Washington state met all six domains of kindergarten readiness. Furthermore, approximately 35% of AI/AN children in Washington are living in poverty. AI/AN infants have the highest mortality rate during the post-neonatal period (after the first month), nearly three times the rate compared to non-Hispanic Whites.

During the 68th Legislature Regular Session (2022-2023), the Washington State Association of Head Start and Early Childhood Education and Assistance Program (ECEAP), along with the Washington State Parent Ambassadors and Tribal Early Learning Directors, together lobbied the state Legislature for 10 million dollars in funding. Subsequently, DCYF was awarded 7.5 million in TELF funding. During that same session, the House and Senate passed Engrossed Substitute Senate Bill 1587, as included in the Governor's budget, awarding 7.5 million over the biennium; $3,607,000 in Year 1 Fiscal Year 2023-2024 (FY 2024), and $3,614,000 in Year 2 Fiscal Year 2024-2025 (FY 2025), respectively.

Statutory Authority

Senate Bill 5187 Sec. 229 (22) Year 1 $3,607,000 (FY 2024); Year 2 $3,614,000 (FY 2025) are provided solely for Tribal early learning grants to be distributed to providers with Tribal children enrolled in ECEAP, Early ECEAP, childcare, Head Start, Early Head Start, and Home Visiting programs. Grants will be administered by DCYF's Office of Tribal Relations (OTR).

State Award Information

Amount of Funding Available

There is $1,656,563.21 of funding available in this third round of the TELF grant. All programs that were eligible to apply in FY 2024 and FY 2025 are also eligible to apply for this round of funding.

Amount of Award by Category

Awards will be determined by applying the funding formula. Priorities and eligible programs have a maximum-minimum threshold. Eligible applicants can apply for multiple priorities. The total amount awarded will be determined by these thresholds, with the limits set by category and priorities.

Tribal Early Learning Fund FY 2024-2025		
Eligible up to $150,000	Eligible up to $75,000	Eligible up to $50,000
Category #1 Tribal Nations	Category #2 Tribal Nations, Recognized American Indian Organizations (RAIO's), Tribal/Native Serving Organization, Tribal Child Care Center, Tribal Home Visiting, Tribal Child Care Providers, or Tribal Family, Friends and Neighbors (FFN)	Category #3 Community Organization, State or Certified Child Care providers that serve tribal children
Tribal Head Start	Tribal Child Care Centers	ECEAP Contractors serving Tribal children
Tribal Early Head Start	Tribally Licensed Child Care providers	Early ECEAP Contractors serving Tribal children
Tribal Early Childhood Education & Assistance Program (ECEAP), including Tribal Contractors and Subcontractors	Recognized American Indian Organizations (RAIOs) with an early learning program	State Licensed Child Care providers serving Tribal children
Tribal Early ECEAP, including Tribal Contractors and Subcontractors	Tribal/Native Serving Organization with an early learning program	
	Certified/Certified for Payment only Tribal Child Care providers	

Category #1 Tribal Nations	Category #2 Tribal Nations, Recognized American Indian Organizations (RAIO's), Tribal/Native Serving Organization, Tribal Child Care Center, Tribal Home Visiting, Tribal Child Care Providers, or Tribal Family, Friends and Neighbors (FFN)	Category #3 Community Organization, State or Certified Child Care providers that serve tribal children
	Category 2 Eligible up to $50,000	**Category 3 Eligible up to $50,000**
	Tribal Home Visiting Program	Home Visiting Program serving Tribal children
	Category 2 Eligible up to $5,000	
	Tribal Family, Friends, and Neighbors (FFN) providers	

** Category 1: Submit one (1) application for the total amount requested up to but not to exceed $150,000. For example, Tribal Nation offering both Head Start and Early Head Start will submit one (1) application up to $150,000.

**Category 2: May submit one (1) application, if applicable. For example, RAIO's with an ECEAP program and home visiting, may submit one application up to $75,000, or two (2) separate applications, respectively.

Priority: Maximum and Minimum

Priority	Maximum	Minimum
#1 Tribal Language Education	$30,000	$5,000
#2 Elder Storytelling	$30,000	$5,000
#3 Culturally Responsive Books & Materials	$15,000	$3,000
#4 Incorporating Indigenous Foods	$15,000	$2,500
#5 Outdoor Based Education	$20,000	$5,000
#6 Traditional Music & Arts	$20,000	$5,000
#7 Curriculum Adaptation & Supplements	$15,000	$5,000
#8 Transportation for Early Education	$15,000	$5,000

#9 Supplement: Home Visiting, ECEAP Slots, and Non-Federal Share (HS/EHS)	$15,000	$5,000
#10 Professional Development	$20,000	$2,500
#11 Mental Health Supports	$25,000	$5,000
#12 Educational Access (Wi-Fi)	$5,000	$2,500

In determining maximum-minimum amounts and ensuring that smaller programs with less than 10 Tribal children have an opportunity for funding. We have created a maximum-minimum table. To better help determine award amounts, we will use this table as a ceiling-floor variable, for programs that are applying for more than one (1) priority.

In addition, the maximum-minimum by priority table, the maximum-minimum by eligible program by category was created; to ensure we reach as many eligible programs as possible.

To determine the maximum amount, we took the number of eligible program divided/by slots available (estimates): 34/1544 = 0.02%, then multiplied 0.02 x 3 = .06% (categories), 0.06% x 2,524,900 = $151,494 rounded down to $150,000. $100,000 was added to category 1 as it is a combined category between larger early childhood programs for a total of $250,000 maximum.

We added an additional 0.10% to eligible groups in Categories 2 and 3; 0.15% and 0.20%, respectively. Group 2: 721,00 x 0.15% = $108,150, rounding down to get $100,000. Category 2 & 3 – Home Visit sub-categories, $50,000 maximum; this is based on the first-round applications, $50,000 was the average of total applications. Category 2- Tribal Family, Friends & Neighbors (FFN), $5,000 maximum, was determined by two (2) factors, 1) unknown number of total Tribal FFN providers, 2) funding is taxable to individual FFN providers. Group 3: 360,700 x 0.20% = $72,140, rounding up to get $75,000.

Eligible Program: Maximum and Minimum

Eligible Program by Category	Maximum	Minimum
Category #1	$150,000	$5,000
Category #2	$75,000	$5,000
Category #2 – Home Visiting	$50,000	-
Category #2 – Family, Friends & Neighbors	$5,000	-
Category #3	$50,000	$2,500
Category #3- Home Visiting	$50,000	-

Example: Tribal Head Start applicants can be awarded up to $150,000 based on their category and the types of priorities they combine. See our example below:

> *Our program wants to focus on language revitalization and traditional music and arts. We plan to bring in one of our tribe's Lead singer and Tribal Elder into the classrooms three times a week. He will teach our traditional songs and language and talk about how these songs came to be and or who they belong to. With this goal, our children will know how to sing three songs by spring 2024. They will hear stories from a Tribal Elder and the staff will adapt our current curriculum so that children after have the same opportunity.*

In this example, Tribal Head Start A is seeking to add tribal language and traditional arts, Priorities #1 and #6, in doing so, Tribal Head Start A could request up to $50,000 based on the maximum-minimum thresholds. Tribal Head Start A is also seeking to incorporate Elder Storytelling, Priority #2. They potentially could receive up to $80,000, based on the maximum-minimum thresholds. Additionally, part of programming included adaptation of materials, Priority #7, that potentially increases their request to $95,000 for the grant application. In this example, Tribal Head Start A braided 4 priorities, to meet their programs' needs.

Partial Funding

DCYF does not anticipate awarding any grantee partial funding.

Period of Performance

FY 2024-2025 (Begin and End Dates: July 1, 2024, to June 30, 2025)

Funding Type

Competitive

Eligibility Information

Eligible Applicants

Eligible program applicants must currently serve pregnant individuals or children, birth to 5 years of age, who are either members of the 29 Tribes of Washington state or one of 574 Federally Recognized Tribes. Eligible programs include, but are not limited to:

1. Tribal Head Start
2. Tribal Early Head Start
3. Tribal Early Childhood Education and Assistance Programs (ECEAP), including Tribal Contractors and Subcontractors
4. Tribal Early ECEAP, including Tribal Contractors and Subcontractors
5. Tribal Child Care Centers
6. Tribally Licensed Child Care providers
7. Recognized American Indian Organizations (RAIOs) with an early learning program

8. Tribal/Native Serving organization with an early learning program
9. Certified/Certified for Payment only Tribal Child Care providers
10. Tribal Home Visiting Programs
11. Tribal Family, Friends, and Neighbors (FFN) providers
12. Early Childhood and Assistance Program (ECEAP) Contractors serving Tribal children
13. Early ECEAP Contractors serving Tribal children
14. State Licensed Child Care providers serving Tribal children
15. Home Visiting Program serving Tribal children

Program Purpose and Priorities

The purpose of this grant is to provide resources to ensure programs can best serve tribal children in an inclusive and culturally appropriate manner. Some potential uses of these dollars include the following:

1. Addressing historical trauma through culturally appropriate mental health supports
2. Nutritious meals incorporating indigenous foods
3. Books and materials that meet cultural needs
4. Staff professional development
5. Curriculum adaptations and supplements
6. Tribal language education
7. Elders and storytellers in the classroom
8. Drumming, singing, dancing, and traditional arts instruction
9. Additional staff for classroom and outdoor and nature-based curriculums

The following priorities have been identified but funding is not limited to these priorities and will be assessed during the review process. Identified priorities include:

Priority 1: Tribal Language Education
Priority 2: Elders and Storytelling in the Classroom
Priority 3: Culturally-Responsive Books and Materials
Priority 4: Incorporating Indigenous Foods
Priority 5: Outdoor Based Education
Priority 6: Traditional Music and Arts Instruction
Priority 7: Curriculum Adaptation and Supplements
Priority 8: Transportation to facilitate Tribal child participation in early childhood education
Priority 9: Supplemental Home Visiting, ECEAP Slots, Fund Non-Federal Shares (HS/EHS)
Priority 10: Professional Development
Priority 11: Mental Health Supports
Priority 12: Educational Access (Wi-Fi)

Ineligible Costs and Activities

TELF grant dollars cannot be used for capital expenses, capital improvements or any single item $5,000 or greater. Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access.

Other Ineligible Costs and Activities

Other non-allowable expenses:

1. Costs not related to the project outcome.
2. Religious activities or purposes, including worship or instruction.
3. Capital improvements, such as major construction or renovation.
      i. No Capital Purchases over $5,000 (No single item purchase).
4. General operational costs, including:
      i. Regular payroll costs for existing staff
      ii. Costs of purchasing, owning, or maintaining a vehicle
      iii. Regular facility costs, such as rent or utilities
      iv. Insurance
      v. Other business operating costs
      vi. Federal taxes
5. Raises or bonuses for existing staff
6. Gifts for families

What is a capital project?
A capital project is a project to construct either new facilities or make significant, long term renewal improvements to existing facilities. Grants made by or passed through the state to fund projects for other entities are also included in the capital budget, and these instructions apply to those projects. Capital projects appropriated in the capital budget are public works under Chapter 39.04 RCW and subject to prevailing wage requirements and other applicable laws.

When to capitalize assets 30.20.20
The state's capitalization policy is a follows:
All other capital assets with a unit cost (including ancillary costs) of $10,000 or greater, or collections with a total cost of $10,000 or greater, unless otherwise noted.

Application and Submission Information

How to register to apply

In addition to the application, please complete these two steps: (1) fill out and/or register for Smartsheet, (2) register for a Statewide Vendor (SWV) number.

Smartsheet

The Smartsheet registration is needed to complete the online TELF application. Please read through this guidance to help you write your proposal. It may be helpful to use Microsoft Word

to answer the questions and then copy and paste your responses into the Smartsheet application.

1. Please find the TELF Application Smartsheet link here:
   https://app.smartsheet.com/b/form/54cece2f35534ab2a97addd7110d95ce
2. Step-by-step:
   2.1. Fill out and/or register for Smartsheet.
   2.2. Answer application questions.
   2.3. Upon submission, DCYF will send verification that the application was received and in the review process.

Statewide Vendor Number (SWV)

The SWV Number registration is for payment purposes. You can also set up a direct deposit, but it is not required. We have provided several links below. The link to the Statewide Vendor (SWV) Number is the front facing website, it provides instructions and answers to questions you might have. You will also find links to the Individual and Facilities User Guides, along with the Provider Registration Form below.

Apply for statewide vendor number website: https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/vendor-number

Individual User guide: https://www.dcyf.wa.gov/sites/default/files/pdf/SWVUserGuide-ind.pdf

3. Facilities User guide: https://www.dcyf.wa.gov/sites/default/files/pdf/SWVUserGuide-fac.pdf
4. DCYF Provider Registration Form, fillable and downloadable:
   https://www.dcyf.wa.gov/sites/default/files/forms/ProviderRegistrationForm.pdf
5. Provider Direct Deposit Authorization Form, fillable and downloadable:
   https://www.dcyf.wa.gov/sites/default/files/forms/ProviderDirectDepositAuthorizationform.pdf
6. Provider Change Form:
   https://www.dcyf.wa.gov/sites/default/files/forms/ProviderChangeForm.pdf

Application Process

What is needed in the application?

1. You will need to write a project proposal. Identifying project goals based on the priority and/or priorities you have identified. You will need to provide a detailed description of the Project Proposal, Cost, Management & Outcomes.
2. You will need to identify the staff and/or personnel who will be engaged in project activities.
    a. Please include fringe in your budget and budget justification (see template).
3. Cost of project: Please include a Budget Justification and Budget.
    a. To include Indirect Cost Rates - ask your Tribal finance office or your finance office.
4. You will need to identify who will manage and report your project back to DCYF.
5. You will identify your own outcomes, based on priorities, and who will manage and/or implement your project.

Application Review Information

Evaluation Criteria

Evaluation is made up of four (4) criteria: Background Information; Proposed Project; Organizational Experience; and Program Management & Experience.

The questions are as follows:

1. **Background Information:**
    1.1. What is the name of your program?
    1.2. What is your mailing address?
    1.3. Is your program operated by a Tribal Nation?
        1.3.1. What type of early education provider is your organization?
        1.3.2. Please select one, unless you are a tribe with multiple programs in Category 1.
    1.4. What are your hours of operation serving Tribal children and families?
    1.5. Where are you located? (what is the physical/site location of your program?)
        1.5.1. What region are you located in? DCYF Regional Map
    1.6. How many Tribal children will be served by this project?
    1.7. How many staff members does your organization employ, including bus drivers, cooks, security administrators, etc.?
    1.8. How many years has your early learning program been in operation?
2. **Organization Experience:**
    2.1. Who will manage this project?
        2.1.1. Please provide their contact information, phone number, and email.

2.2. Has the staff member or personnel managing this project worked with state or federal agencies before?

2.3. What types of projects or experience does this person have to meet your project's priorities and outcomes?

3. **Proposed Project:**

3.1. Have you worked with Tribal populations before? If so, how and when?

3.2. How will your project address the purpose and priorities of the grant?

3.3. How will the priorities address the needs of Tribal children and families?

3.4. What priority/priorities will your program deliver and how will the priority/priorities impact Tribal children and families?

3.5. What is the total budget justification for your projects? (please itemize cost by priorities and expenses)

   3.5.1. Budget – Excel Spreadsheet/File Upload. Please include all expenses such as personnel, supplies, professional development, travel, contracts, fringe, and administrative cost, Indirect Cost Rate – Tribes, please work with your finance office for your Indirect Cost Rate.

3.6. How will your leadership team support the person in charge of TELF delivery?

4. **Program Management & Outcomes:**

4.1. How will you ensure your project is managed with fidelity?

4.2. How will you explain and share back the results, project's outcomes from the identified priorities to the children and families you are proposing to engage?

4.3. What types of processes or policies do you have in place that will allow you to collect and share, back to DCYF, on your project's performance?

Outcomes and Reporting Requirements

Reporting requirements on management and outcomes is required by DCYF. We want to hear your voices. We have provided examples, in the Request for Application (RFA) listed under "Share your story!" These are examples of what a story might look like.

As you write your story, please consider how your project outcomes align with TELF grant purposes and priorities: consider how many children and families it served, the types of activities you provided, and the overall outcome from the activity.

Our intent is that the outcomes, shared in a story, will help us make a case for continued funding. If you have questions or concerns, our TELF Specialist is available to answer any questions you might have.

Example:

We planned 3 family engagement nights over the year: fall, winter, spring. In doing so, we've increased parent involvement, and our volunteer base grew. Our program once only drew 20% parent involvement. Because of this funding, 70% of our families participated.

Not only have they participated, but we have also seen an increase in volunteers from families. We have also been able to bring in family members to support educational learning opportunities. For example, one of our parents works at the Department of Natural Resources (DNR) Fisheries. We took a trip to the fish hatchery and learned all about the life cycle of salmon. We also had family members and grandparents offer to come and read a story to our 4-year-olds. This prompted us to provide space and create a "Traditional Storytelling with Tribal Elders" program.

Review and Selection Process

The Office of Tribal Relations (OTR) will implement a peer review process to ensure a fair and neutral selection of the TELF. An overview of the process for this funding opportunity is below:

Initial Review: OTR TELF Specialist and staff will review all applications to ensure eligibility, that priorities are identified throughout the application packet, and completed. Applications can be submitted for technical assistance, one-on-one TELF support prior to the 'Initial Review' deadline. If the application is incomplete, the application will be sent back to the respective Tribe and/or organization to complete and resubmit by the application deadline, Wednesday, July 24, 2024.

Project Proposal Review: Volunteer Reviewer Panel, will review and score each application to assess fidelity of projects for proposed programming, including proposed projects, project cost, and project management and outcomes.

Application funding recommendations: After the Project Proposal Review, it will come back to TELF Specialist and staff, at which point, the TELF Specialist and staff will meet with OTR Tribal Early Learning Liaison to discuss awards and prepare for presentation to the Director of Tribal Relations.

Final Funding Decision: Once a preliminary determination is made on all applications, it will be forwarded to the Director of Tribal Relations for final approval. The decision to fund eligible applicants will be determined according to the priorities outlined in the Funding Priorities section of this guidance document.

Note: TELF Specialist and staff will put together a report on all eligible applicants and awards dispersed.

Announcement and State (OTR-DCYF) Award Dates

Important Dates	
Request for Application opens	Friday, Oct. 18, 2024
Technical Assistance Office Hours Zoom Meeting Link Meeting ID: 818 8720 6661 Passcode: 889940	Wednesday, Oct. 23, 2024 9 a.m. to 11 a.m.
Technical Assistance Office Hours Zoom Meeting Link Meeting ID: 818 8720 6661 Passcode: 889940	Wednesday, Oct. 30, 2024 9 a.m. to 11 a.m.
Technical Assistance Office Hours Zoom Meeting Link Meeting ID: 818 8720 6661 Passcode: 889940	Wednesday, Nov. 6, 2024 9 a.m. to 11 a.m.
Request for Application Closes	**Monday, Dec. 2, 2024 5 p.m. (COB)**
Application Review	Dec. 2-6, 2024
Award Notices	Friday, Dec. 13, 2024

Applicants who wish to have their application reviewed prior to final submission have until Monday, Dec. 2, 2024, to submit their applications. All applicants, upon submission of your application, will be reviewed. If the 'Initial Review' team identifies something missing, or if more information is needed, the application will be returned with comments. The applicant will have until the application deadline on Monday, December 2, 2024, to update and re-submit the application.

For questions or concerns, the OTR Tribal Early Learning Fund Specialist is available to provide assistance and support.

TELF Grant Contact

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