



Pre-Application Teleconference

CCDBG Implementation Research and Evaluation Planning Grants

Funding Opportunity Number: HHS-
2016-ACF-OPRE-YE-1177

May 20, 2016 1-2pm EST



- CCDBG Implementation Research and Evaluation Planning Grants
- Funding Opportunity Number HHS-2016-ACF-OPRE-YE-1177
- CFDA# 93.575
- www.grants.gov
- <http://www.acf.hhs.gov/grants/open/foa>
- Full FOA available at:
<http://www.acf.hhs.gov/grants/open/foa/view/HHS-2016-ACF-OPRE-YE-1177>
- Applications **DUE FRIDAY, July 8, 2016 at 11:59 PM EST.**

Statutory Authority

- Funded under the authority of Section 658(a)(5) of the Child care and Development Block Grant Act, as amended by Pub.L. No 113-186, codified at 42 U.S.C. § 9858m(a)(5)

Eligible Applicants

- Applicants eligible to receive awards are State, Territory or Tribal CCDF Lead Agencies.
- “Lead Agency” means the state, territorial, or tribal entity designated in accordance with 45 C.F.R §§ 98.10 and 98.16(a) to which a CCDF grant is awarded and that is accountable for the use of the funds provided.
- Applicant organization may submit only one application

Overview

- 18-month cooperative agreements (Phase I)
- Followed by another competitive application for implementation of plans developed under this grant (Phase II).
- Awards of funding for Phase I does not guarantee awards for funding of Phase II, but only grantees awarded under Phase I are eligible to apply for Phase II funding.

Background

- CCDBG Law of 2015
 - Protect health and safety of children in childcare
 - Help parents make informed consumer choices and access information to support child development
 - Provide equal access to stable, high-quality child care for low-income children
 - Enhance the quality of child care and early childhood workforce

Program Purpose

The overall purpose of this grant program is:

- Provide CCDF Lead Agencies the opportunity to plan policy-relevant research based evaluation of CCDBG policies.
- Provide CCDF Lead Agencies the opportunity to build capacity in research and evaluation.
- Provide CCDF Lead Agencies the opportunity to identify data already collected or needed to facilitate tracking of child, family and provider outcomes

Program Goals

1. *To address issues of current relevance to CCDF decision makers at the local, state, and national levels.*
2. *To increase the capacity of CCDF Lead Agencies to plan and conduct rigorous policy-relevant research*
3. *To encourage collaboration among policymakers and researchers*
4. *To encourage active communication, networking, and interdisciplinary collaboration among prominent child care researchers and policymakers on critical issues for child care policies, programs, and outcomes.*

To address issues of current relevance to CCDF decision makers

Some examples of broad topical areas:

- *Supporting Family Child Care Providers*
- *Increasing Access to High Quality Care*
- *Effective Business Practices/Subsidy Administration*

To increase the capacity of CCDF Lead Agencies to plan and conduct rigorous policy relevant research

- Work as a cohort
- Participate in peer learning
- Have a functional data system at the time of Phase II
- Able to submit competitive application for Phase II at the end of the grant period.

To encourage collaboration among policymakers and researchers

- Develop partnerships and collaborative relationship
- Jointly develop research design, research questions, and implementation
- Develop decision-making process, joint accountability, and oversight

Encourage active communication, networking, and interdisciplinary collaboration

- Grantees expected to participate and attend Annual Meeting of Child Care and Early Education Policy Research Consortium (CCEEPRC)

Cooperative Agreement

- A cooperative agreement is a specific method of awarding Federal assistance where substantial Federal involvement is anticipated.
- The Federal involvement and collaboration includes several activities described in the funding opportunity announcement under Section II, "Award Information".

Application Submission

- ACF requires electronic submission of applications at www.grants.gov
- Applications in response to this FOA are due by **11:59 pm Eastern Time on July 8, 2016.**
- ACF does not accommodate transmission of applications by email or fax
- Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format.

Application Submission Requirements

- All applications must be double-spaced, Times New Roman (TNR), 12-point font, except footnotes, which may be TNR 10-point font.
- Some application elements are exempted from double-spacing requirements.
- Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Letter of Intent

- Should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name and phone number, fax number, and email address of a contact person.
- Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications.
- **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.
- Letters of intent may be submitted by email by 11:59 ET on Monday May 23, 2016 to CCDBG@icfi.com, subject line: CCDBG Implementation Research and Evaluation Planning Grant—Letter of Intent.

Award Amounts

- Eligible applicants may apply for a minimum of \$50,000 and a maximum of \$75,000
- Applicants should provide a budget and budget justification for the entire 18-month project period.
- There may be up to 15 cooperative agreements made under this funding opportunity.

Application Submission Requirements

- Project Description (60 pages)
 - Table of Contents (single spaced)
 - Project Summary/Abstract (1 page maximum)
 - Project Description Narrative
- Appendices (40 pages)
 - Biographical Sketches/Resumes/Job Descriptions
 - Organizational Charts
 - Documentation of Eligibility
 - Copies of Third Party Agreements (if applicable)

For more information, see section IV.2

Project Description Narrative

- Objectives and Need for Assistance
- Approach
- Staff Qualifications
- Organizational Capacity
- Management Plan
- Plan for Oversight of Federal Award Funds
- Budget and Budget Justification

Objectives and Need for Assistance

- Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution.
- May include supporting documentation and/or any relevant data based on planning studies.

Approach

- Describe the specific policies or programs of interest and the plans for implementation, including data and/or information about why these policies were chosen.
- Describe the current data system and plans for upgrading the system by Phase II for tracking family, child, and provider level variables.
- Describe any existing or planned partnerships and plans for collaboration among all stakeholders.
- Describe how carrying out the proposed project would build the applicant's capacity to conduct rigorous, policy-relevant research.
- Describe plans for participating in the collaborative research consortium.
- Present a plan for flexibility in making improvements over the course of the planning period.

Organizational Capacity

- Provide the following information on the applicant organization and, if applicable, on any cooperating partners:
 - Organizational charts;
 - Resumes or CVs (no more than two single-spaced pages in length);
 - Biographical Sketches (short narrative description);
 - Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
 - Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
 - Job descriptions for each vacant key position.

Budget and Budget Justification

- Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information in Section IV.2.
- The budget should reflect the entire 18-month grant period; there is only one budget period for the length of the grant;
- The budget must reflect travel funds for key personnel to attend the Annual Meeting of the Child Care and Early Education Policy Research Consortium and the State/Territory Administrators' Meeting, as well as an annual grantee meeting, all to be held in Washington, DC; and
- The award ceiling reflects total costs, including both direct and indirect costs.

Review and Selection

- Applications competing for financial assistance will be reviewed and evaluated by objective review panels using **only** the criteria described in **Section V.1. Criteria** of this announcement.
- Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, and

Evaluation Criteria

Section V.1

Evaluation Criteria Topics	Maximum Points
Outcomes Expected Goals and Objectives (10 points) Significance (10 points)	20
Approach	40
Staff Qualifications	10
Organizational Capacity	10
Management Plan	10
Budget and Budget Justification	10

Outcomes Expected (20 points)

•Goals and Objectives (10 points)

- The applicant articulates the goals of the proposed projects, including summarizing the expected outcome(s), including the impact the planning grant would have on policy decisions.
- The applicant reflects a solid understanding of critical issues, information needs, and research goals of ACF and the CCDF program.
- The applicant describes how the proposed project would help the agency build an effective research partnership and/or increase capacity within the agency to conduct rigorous, policy-relevant research.

•Significance (10 points)

- The applicant sufficiently discusses the benefits of conducting an evaluation of the policies or programs.
- The applicant sufficiently explains how the results of the proposed project would be relevant to children, parents, and/or providers.
- The applicant describe how the proposed policy changes will be funded (outside of the grant) and discusses the impact of implementing the changes on both the budget and children and families served.

Approach (40 points)

- The applicant clearly demonstrates that they understand the purpose of Phase I (planning), including demonstrating an understanding of the benefits of an evaluation. The applicant's activities provide a solid process to prepare the applicant to submit a solid applicant for Phase II (implementation funding).
- The applicant describes the specific policies and programs of interest and plans for implementation, including information on funding the implementation of the policies outside of funding from the grant, providing preliminary data and information regarding the policies and/or initiatives, and providing rationale for choosing these implementation strategies.
- The applicant describes their current data system and plans for upgrading this system by Phase II, including the ability to track child, family, and provider level variables, including the platform that houses/will house the data (e.g., SQL database, Access database, excel files) outside of funding from the grant. The applicants adequately describes what data is/will be tracked in this system (e.g., data on licensing, subsidy system, QRIS, professional development systems), as well as how the data system connects/links with other systems (e.g., file transfer process) and what systems are/will be linked, if applicable. The applicant describes any technical assistance/staffing supports that is/will be provided for the system (e.g., software developers, report writers, database administrators).

Approach (40 points)

- The applicant clearly demonstrates that carrying out the proposed project would build the applicant's capacity to conduct rigorous, policy-relevant research.
- The applicant describes their plan for collaboration between researchers and other stakeholders at the lead agency, including a plan for joint decision-making, development of research questions and methodology, and implementation strategies.
- The extent to which the proposal demonstrates the plans for participating in the collaborative research consortium as described in the announcement, including such things as the budget reflecting travel to required meetings.
- The applicant articulates the willingness to be flexible in making improvements over the course of the planning period and articulates their understanding of the planning and implementation phases of the projects.

Staff Qualifications (10 points)

- The applicant demonstrates that key staff has the necessary technical skill, qualifications, and experience, as well as the knowledge of CCDF policies and related initiatives, to successfully carry out their assigned roles.
- The applicant provides the proportion of time staff holding key positions will be committed to the project, the period of time they will be employed, and whether their continued employment will be dependent solely on the funds to be awarded under this announcement.
- The applicant describes the research partners, either within or outside of the lead agency, including qualifications, relevant experience and role on the project. If partners have not been identified yet, describe what qualifications are necessary for this project.
- The applicant provides position description(s) outlining the qualifications necessary to carry out the duties and responsibilities of vacant positions. The applicant includes letters of commitment from any individuals who have been selected but not yet hired.
- The applicant identifies the authors of the proposal and describes their continuing role in the project if funded.

Organizational Capacity (10 points)

- The extent to which the applicant's facilities and organizational experience
- demonstrate an ability to carry out all functions, roles, and tasks of the proposed project.
- The extent to which the applicant can effectively and efficiently administer a project of the proposed size, complexity, and scope.
- The extent to which any proposed project partners are appropriate and significantly committed to research goals; have the ability to carry out their functions, roles, and tasks; and have appropriate and sufficient fiscal commitment and organizational support.
- If partnerships are proposed, the applicant adequately describes the role of the partner organization and staff, including relevant expertise and experience, as well as clear and significant roles for all participating organizations. If formalized agreements have not been established, the applicant provides details regarding plans to finalize contracts and/or memorandums of understanding.

Management Plan (10 points)

- The applicant presents a clear timeline of major activities, milestones, products, and estimated completion dates for the proposed projects.
- The applicant presents a sound, workable, and cohesive management plan demonstrating how the work will be carried out on time, maintaining quality, and within budget.
- The applicant provides a sound plan for coordination of activities carried out by all partners on project team, demonstrating an effective approach to team building among project staff, consultants and advisors, and partnering organizations.
- The proposal demonstrates how the project will be managed by the grantee/lead organization to ensure that members of the partnership operate as a cohesive team and that crosscutting goals of the project are accomplished efficiently.
- The applicant includes clear and practical plans for communication and consultation among team members and key stakeholders.
- The applicant includes adequate discussion of potential problems or challenges to accomplishing the project's objectives, including factors that may affect the quality of the research or its outcomes, may undermine the ability of partners to complete project goals.

Budget and Budget Justification (10 points)

- Does the budget clearly detail the itemized expenses for the project, and does the narrative budget justification clearly explain all calculations and how each itemized expense will be utilized?
- Are proposed project costs commensurate with the types and range of activities to be conducted and the expected goals and objectives of the project?
- Are all personnel funds reasonable for the responsibilities and time dedicated to the project activities?
- Does the budget include funds for all required items, including travel for two attendees to attend two meetings in Washington, DC, during the period of performance of the grant?
- Is the budget for the entire 18-month project period?

Reminders

- Applicants are responsible for ensuring that applications are submitted in advance of the application due date and time.
- Electronic submission is required unless an exemption is granted by ACF, as described earlier.
- All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov/SAM, www.sam.gov).
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1- 800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.

Transcript

- A transcript and recording of this teleconference will be posted to:

<http://www.acf.hhs.gov/programs/opr/research/project/child-care-development-block-grant-ccdbg-implementation-research-and-evaluation-planning-grants>



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