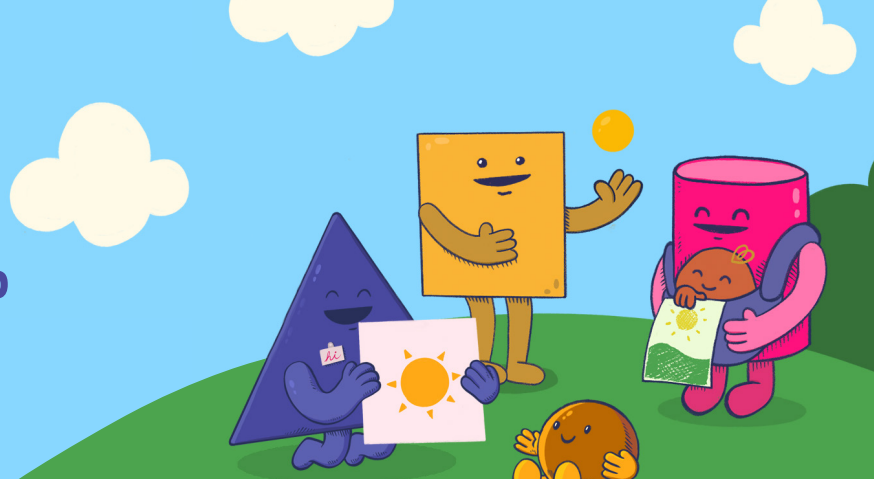


Early Childhood Education and Care (ECEC) Enrollment Community Outreach Grant RFP

Frequently Asked Questions



Illinois Department of Human Services (IDHS) Division of Early Childhood (DEC) is funding \$6M in ECEC Community Outreach grants. INCCRRA will administer the RFP, which is due June 16, 2022. Additional information can be found on the [INCCRRA website](#) and in this FAQ.

1. Who is eligible to apply for and receive this funding?

Established agencies or organizations focusing on issues related to early childhood education and care. Applicants must be a legal entity and have the capacity to serve and implement state funds as well as be [GATA certified](#). Applicant must also be in good standing with state of Illinois and have a [Unique Entity ID](#).

2. Do partners, collaborators, and subcontracts also need to be GATA compliant?

No. The agency or organization applying is the only one who must be GATA compliant.

3. Can child care centers apply?

Centers can apply if they meet all of the eligibility requirements. However this funding is not like the Child Care Restoration Grant or the Strengthen and Grow Child Care Grant. This funding is one time only funding that is intended to provide outreach to all ECEC programs in an entire Birth to Five region not just a center.

4. Can a county apply on its own? If so, can it apply for the listed amount of funding for the region the county is in?

No. Applications must be for the entire Birth to Five region and provide enrollment outreach to all counties in that region. However, all counties in a region can be reached by the applicant awarding subcontracts.

5. What is a Birth to Five Illinois region?

You can determine the Birth to Five Illinois region you're located in [here](#). Birth to Five Illinois is organizing 39 statewide Birth to Five Action Councils with the goals of:

- Providing a statewide mechanism to engage local stakeholders
- Gathering family opinion
- Creating a strategic plan that clearly identifies the need for expansion of quality early learning in every region
- Enabling local residents to come together and address the early childhood needs within their own communities

6. Does the applicant actually need to provide the outreach services, or can they subcontract?

Subcontracting is allowed. If using subcontractors, include the relationship with those organizations in Appendix A – Organizational Chart of the RFP.

7. What is meant by, "rooted in the Birth to Five region?" Does this mean providing services across the county/counties in the region or geographically how the agency interacts with the included county/counties?

The agency writing for the grant must be located in the Birth to Five region for which they are applying. They should be providing services to this region as well. If the agency doesn't typically provide services to the entire region they can subcontract to cover the full region.

8. Do subcontractors have to reside in the region that you are applying for? Or is that based only on the organization applying for the RFP?

No. However, the subcontractor would have experience providing services in your region. You may choose to subcontract with a vendor, for example, a printer, and they do not have to be located within the region.

9. Can the applicant be a sole proprietor or nonprofit?

The applicant cannot be a sole proprietor. The applicant can be a nonprofit. The grant awardee must be a business with an FEIN for payment purposes.

10. Can two or more regions apply jointly?

No. Applications must be written and submitted for each individual region.

11. If there are several eligible applicants applying in the same region, will more than 1 grant be awarded per region?

No. Only one applicant will be awarded funding per Birth to Five region.

12. Can an agency write a proposal to support more than one region?

Yes. However, an agency may only write for the region in which they are located. For this to be possible an agency must have an office located in each region. If they have multiple offices that cross regions, they must write separate proposals for each region.

13. Can an agency partner with another agency to support one of the regions when there are multiple cities listed in a region?

Yes. We encourage partnership, collaboration and subcontracts.

14. If we have 3 locations can we use one GATA and UIE number?

The same GATA and UIE number can be used on multiple application.

15. How do I submit a proposal?

The application materials must be submitted via email to npayne@inccrra.org. We anticipate INCCRRA will announce decisions in partnership with IDHS-DEC on Tuesday, June 28, 2022.

16. What is the grant funding period, when does the funding start, when does it end?

The grant application will be available Thursday, May 19, 2022–Thursday, June 16, 2022. Funds will be distributed in July 2022 and must be expensed by December 31, 2022.

17. When is the RFP deadline?

Applications must be received by 11:59 PM on Thursday, June 16, 2022 to be considered for funding. The application materials must be submitted via email to npayne@inccrra.org.

18. How will RFP's be scored?

A scoring rubric will be used, based on the sections in the RFP that are scored.

19. Who selects the RFP grantees?

The Illinois Network of Child Care Resource and Referral Agencies is partnering with The Division of Early Childhood, Illinois Department of Human Services to award grants. The RFP will be reviewed by grant readers and scored using a rubric to identify grant award recipients.

20. Will there be an appeal process?

No. Decisions are rendered final. This process will forgo an appeal process.

21. How long does it take for RFP's to be announced/awarded?

We anticipate that awards will be announced on June 28, 2022. Email communication will be sent to all applicants and awardees will be posted on the [INCCRRA website](#).

22. How long will it take to receive grant funds?

Funding is dependent upon INCCRRA receiving grant funding from the state of Illinois. Tentative date for fund distribution is July 15, 2022.

23. Will it come as one lump sum or in increments over time?

Payment will be one lump sum.

24. Will this grant opportunity be offered again in the future?

No. This funding is one-time only funding.

25. How are the grants amounts determined?

Funding will be based on the number of children under 12 in each county and will range from \$24,000–\$2,000,000. A grant add-on will be provided to counties with a high [Social Vulnerability Index \(SVI\)](#), which identifies communities that will most likely need support before, during, and after a public health emergency using social factors such as poverty, lack of vehicle access, and crowded housing.

26. What if the region does not contain areas with SVI .5 or higher?

The SVI adds additional funding to the grant amount. All regions will be awarded funding whether they have an SVI of .5 or lower.

27. Is there a minimum or maximum request amount?

The maximum dollar amount an applicant can apply for is listed by Birth to Five regions on page 5 of the RFP. Requests can be made up to those dollar amounts.

28. What can grant money be spent on?

In conjunction with the marketing materials provided via GOECD's Enrollment Campaign, ECEC Enrollment Community Outreach funding may be used for activities such as:

- Media purchases
- Printing/Postage of outreach materials
- Staffing/Fringe Benefits
- [Mileage reimbursement](#) for staff
- Convening stakeholders/community members
- Hosting or attending events to raise awareness of ECEC services
- Translation
- Purchasing a good or service to draw families to an event
- Hosting Job/enrollment recruitment fairs related to ECEC enrollment
- Sub-contracting with community partners
- Etc.

29. What types of media materials will become available for local communities?

We anticipate a that a 30 second and 15 second commercial will be available as well as print ads, flyers, and brand graphics. Materials will be available in English and Spanish and all other translations can be budgeted locally.

30. Who can I contact for questions?

Contact npayne@inccrra.org with any questions. Also, a live meeting was held Wednesday, June 1, 2022. The meeting provided information about the RFP process, what to expect, and answered questions. The meeting recording and slides are posted on the [INCCRRA website](#).

31. How long do I have to expense my awarded funds?

Funds must be expensed by December 31, 2022.

32. When and how often do I need to report progress?

Reports will be required monthly and quarterly. A report template will be shared once grant funds are awarded. This will include keeping track of items like, how many events were held, how many families reached, how many outreach materials distributed, as well as narrative responses to what is having the most impact and what barriers are regions experiencing.

33. What if this funding will be used to staff a new position? Is it sufficient to provide a job description for that position?

Yes, providing a job description is sufficient.

34. What is a local ECEC collaboration?

A collaborative process of stakeholders coming together to discuss issues in their community using systems-thinking approaches to identify the issues, root causes, and solutions. Find and connect with other collaborations using the [Illinois Early Childhood Collaboration Directory](#) (updated April 2022).

35. Can you help me understand the geographic requirements of the application? Is there a separate application for each Illinois Birth to Five region?

The funding will be awarded by Illinois Birth to Five region. The grant awardee must be located in the region for which they are applying. A separate application must be submitted for each region.

36. Do you have a preference for one letter of support with exisall partners signing or a letter from each partner ?

Either are acceptable.

37. What source do you all use to find this 0-12 age range info?

[The Illinois Early Childhood Asset Map](#)

38. Are gift cards for providers or participants an eligible budget item?

No. Gift cards can not be purchased with grant funds.

39. Is there a maximum allowable for indirect costs in the budget?

If you have a federal or state negotiated indirect cost, that can be used. If you do not have a negotiated rate, 10% can be used.

40. Where can I find the the RFP application and additional information?

Visit the [INCCRRA website](#).

41. Is the Illinois Birth to Five Grant separate from this grant?

Yes. These are two separate grants. For more information on the Illinois Birth to Five Grant, visit the [Illinois Birth to Five website](#).