AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Application; CDHS for ECC

Action Requested: County Manager Signature

Parties to the Agreement: Colorado Department of Human Services - OEC

Term Begins: July 1, 2020 **Term Ends:** 6/30/2024 **Grant Contract #:**

Summary:

Continuation funding from CDHS for the Early Childhood Council to do Systems Building, Quality Improvement, and Expanding Quality in Infant and Toddler Care

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, included in 2020 adopted budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 1/27/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 1/30/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 1/30/2020 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\emense Discharge Date: 1/31/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 2/4/2020

Revised April 2015

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phone: (970) 641-3244
220 N Spruce, Gunnison, CO 81230

Gunnison, CO 81230
220 N. Spruce Street
Gunnison County Department of Health and Human Services
Tel: 970-641-3244
Fax: 970-641-8346

Transmittal Letter

To Whom It May Concern,

1) Gunnison County is applying for funding for Systems Building, Colorado Shines Quality Improvement, and Expanding Quality in Infant and Toddler Care Funding on behalf of the Gunnison Hinsdale Early Childhood Council (GHECC), which serves Gunnison and Hinsdale Counties.

2) This organization is willing to comply with all work requirements and other terms and conditions as specified in this RFA.

3) Included in this application are: this Transmittal Letter, the required components of the Systems Building application, Colorado Shines Quality Rating and Improvement Application, and the Expanding Quality in Infant and Toddler Care Application as well as the budgets for both Systems Building, Colorado Shines Quality Rating and Improvement System, and Expanding Quality in Infant and Toddler Care Application. Attachments include: A) Membership List and member Memorandum of Understandings; B) Bylaws, Operating Agreement, and Organizational Chart, C) Strategic Plan, School-Readiness Plan, D) Systems Building Budget, E) Statement of Work for Systems Building, F) Statement of Work for Colorado Shines Quality Improvement, G) the Colorado Shines Quality Improvement Budget. H) Statement of Work for Expanding Quality in Infant and Toddler Care, I) Expanding Quality in Infant and Toddler Care Budget, and the J)Department of Health and Human Services Letter of Support.

4) See signature below of an individual authorized to commit Gunnison County to the proposed work.

5) Gunnison County is a governmental organization.

6) To the best of my knowledge neither Gunnison County nor any Gunnison Hinsdale Early Childhood Council employees, agents, independent Contractors, nor proposed subcontractors have ever been an excluded provider, nor convicted of any criminal charges, nor actions involving moral turpitude.

7) This application shall remain valid for a minimum of one hundred eighty (180 days) from the date of the award.

8) The Gunnison Hinsdale Early Childhood Council will work with the Office of Early Childhood to continue the current contract for Systems Building and CCCAP QI, and Expanding Quality in Infant and Toddler Care funding and besides that the GHECC does not have any pending contracts, bids, or applications with the State of Colorado.

9) There are no identified conflicts of interest related to this RFA.

10) No services will be provided outside of the State of Colorado or United States.

Thank you,

Matthew Birnie, Gunnison County Manager

_____

Matthew Birnie Date

_____

Margaret Wacker, Gunnison Hinsdale Council Co-Coordinator Date

_____

Lana Athey, Gunnison Hinsdale Council Co-Coordinator Date

Component (B) Required Application Components for the Early Childhood Systems Building Funds

A. REQUIRED APPLICATION COMPONENTS

The following components must be included in your application. Each component will be evaluated for completeness.

1. **Early Childhood Systems Building Grant Required Application Components**

Rules require that any Early Childhood Council seeking State Department funding must submit the following application information is noted in Section 7.717.B and must be submitted in order to be awarded funds for this section of the RFA:

a. The Council's designated service area, as defined in § 7.717.3;

The service area includes Gunnison and Hinsdale counties. The service area of the Gunnison Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see attached membership list). No two early childhood councils serve Gunnison and Hinsdale counties.

b. The Council's current membership, including proof of a Memorandum of Understanding signed by the members representing each mandatory stakeholder group, as defined in § 7.717.4, A (4);

Below is the current list of members, including contact information for 7 of the Mandatory Stakeholders. The GHECC current membership and proof of MOU is attached (see Attachment A):

Gunnison Hinsdale Membership Li	Column1	Column2	Column3
Name	Mandatory Stakeholder Group or other	Organization	Contact Information
Margaret Wacker	Council Staff and Parent	Council Co-Coordinator	
Lana Athey	Council Staff and Parent	Council Co-Coordinator	
Corrine Jaeger	Council Staff, Parent & Other	Council Staff Pyramid Model Coach and Quality Improvement Coach	
Lynna Frymoyer	Early Care and Education	Tenderfoot Child and Family Development Center, Pyramid Model Coordinator	tfootdirector@gmail.com; 970-642-1949
Jen Burks	Early Care and Education	Stepping Stones	
Kristen Peterson	Early Care and Education	Seasons Schoolhouse	
Ben Poswalk	Early Care and Education	Paradise Place	
Jessica Rutherford	Early Care and Education	Little Red Schoolhouse	
Jennifer Kennedy	Early Care and Education	Gunnison RE1J School District - Kindergarten and Preschool Director	jkennedy@gunnisonschools.net; 970-641-7770
Sarah Tubbs	Early Care and Education	Wee Care in Lake City	
Caitlin Roades	Early Care and Education	Hinsdale RE1J School District	
Kim Bemis	Healthcare	Women, Infants and Children, Department of Health and Human Services	kbemis@gunnisoncounty.org; 970-641-7911
Valli Funk	Healthcare	Gunnison Valley Hospital, Lactation Specialist	valli@gvh-colorado.org 970-641-1456
Carie Mitchell	Early Intervention Services	Gunnison RE1J School District Early Intervention Part C and Pyramid Model Coach	cariemitchell@gunnisonschools.net 970-641-7770 ext. 2909
John Messner	Local Government	Board of County Commissioners	
Joni Reynolds	Local Government	of Health and Human Services	jreynolds@gunnisoncounty.org; 970-641-3244
Marilyn Cheever	Family Support & Parent Education	Child Welfare Manager for the Department of Health and Human Services	marilyn.cheever@state.co.us
Kym McNamara	Other: Library	Gunnison Library District	kym@gunnisoncountylibraries.org 970-641-3485
Eric Barker	Resource and Referral or other Agency providing support to Families	Family Advocacy and Support Team Coordinator, Department of Juvenile Services	ebarker@gunnisoncounty.org; 970-641-7665
Kailey Adams/Shelly J. Spalding	Mental Health Care	Center for Mental Health - Early Childhood Specialist	kadams@centermh.org; 970-249-9694
April Christopherson	Early Intervention Services	Exploration Therapy	
Katherine Pettigrew	Parent	Parent	kat81155@gmail.com; 970-901-9027

c. The registered business name, certificate in good standing with the Colorado Secretary Of State, and the D-U-N-S number for the designated fiscal agent;

The fiscal agent is Gunnison County and the D-U-N-S number is 133115220

d. The capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements;

Gunnison County has the capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements. The GHECC will be purchasing a Sugar license and ecConnect licenses so that data entry and reporting requirements will be met (see Budgets).

e. Current record of the council governance structure, as defined in § 7.717.5, B;

The current Council Bylaws, Operating Agreements, and Organizational Chart are attached (see Attachment B)

f. The Council director's signature (see Transmittal Letter); and,

g. The Council's strategic plan, in compliance with § 7.717.5, C and D. See Attachment C

h. If applicable, confirmation from the Early Childhood Leadership Commission Director of a rule waiver submission based on Section 7.717.6 E of the Early Childhood Council rule. Details for the rule waiver process are located on the Early Childhood Leadership Commission website at the following location: www.earlychildhoodcolorado.org/early-childhood-councils
See Attachment D

Response to SECTION 4 p. 13 – STATEMENT OF WORK REQUIREMENTS
Respond to the requirements in the same sequence as outlined in this section, and restate the requirement followed by your response. Proposals that do not follow the sequence outline, and response format of this RFA, may be deemed non-responsive and disqualified from further consideration.

RFA Section 1: Early Childhood Council Systems Building Grant Funding. The purpose of this section of the RFA is to verify Early Childhood Councils meet the State Department funding requirements for the Early Childhood Council Systems Building grant. A copy of the final rule is located on the Office of Early Childhood website at the following link: http://www.coloradoofficeofearlychildhood.com/ecc. Section 7.717.6 of the Early Childhood Council rules addresses the State Department funding requirements. Rules require that any Early Childhood Council seeking State Department funding:

1. Be properly convened; and meet the minimum service area and governance standards in section 7.717.3-4.

The Gunnison Hinsdale Early Childhood Council (GHECC) was properly convened in 2008 to serve Gunnison and Hinsdale counties. It was convened by submitting an application to the state department under paragraph E. The designated fiscal agent of the council is Gunnison County. The service area of the Gunnison Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see Attachment A). The Gunnison Hinsdale governance structure meets standards listed in section 7.717.4-4 (see attached bylaws, Attachment B and Attachment A, membership list).

2. Submit strategic plan for compliance review in accordance with sections

7.717.5, C and D.

The recently updated GHECC Strategic Plan has been attached (See Attachment C).

In order to be considered for this section of the RFA, organizations must meet these requirements must be met. In addition, the following application information noted in Section 7.717.B must be submitted with the application in order to be awarded funds for this section of the RFA:

1. The Council's designated service area, as defined in § 7.717.3;

The designated services area is Gunnison and Hinsdale counties. The service area of the Gunnison-Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see Attachment A).

2. The Council's current membership, including proof of a Memorandum of Understanding signed by the members representing each mandatory stakeholder group, as defined in § 7.717.4, A (4);

The Council's current membership list is included as an attachment (Attachment A), along with the Membership Agreements that are currently in place with the members representing each mandatory group, as defined in § 7.717.4, A (4).

3. The registered business name, certificate in good standing with the Colorado Secretary Of State, and the D-U-N-S number for the designated fiscal agent;

The fiscal agent is Gunnison County and the D-U-N-S number is 133115220.

4. The capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements;

Gunnison County has the capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements. The GHECC will be purchasing a Sugar license and ecConnect licenses so that data entry and reporting requirements will be met (see attached Budgets).

5. Current record of the council governance structure, as defined in § 7.717.5, B;

Please see attached: GHECC membership list (Attachment A), organizational chart (Attachment B), council bylaws (Attachment B) and annual budget (Attachment E) for developing a local early childhood system and infrastructure to improve and coordinate early childhood services. The Council Co-Coordinators (directors) are Margaret Wacker, 970-641-7913, mwacker@gunnisoncounty.org and Lana Athey 970-642-4667, lathey@gunnisoncounty.org.

6. The Council director's signature; and,

Please see above Transmittal Letter for Council Co- Coordinator's signatures.

7. The Council's strategic plan, in compliance with § 7.717.5, C and D.

The recently updated GHECC Strategic Plan has been attached, Attachment C.

Finally, the following activities must be included in the Statement of Work
Please see attached Statement of Work, Attachment F.

1. Annually, each Early Childhood Council shall submit the organizational strategic plan in accordance with sections 7.717.5, C and D to the State Department and its Early Childhood Council membership.

Please see attached Statement of Work, Attachment E that describes strategic plan.

2. Annually, each Early Childhood Council shall develop a written, comprehensive evaluation and report of its progress based on the strategic plan accountability metrics.

Please see attached Statement of Work, Attachment E that describes evaluation plan.

3. Each Early Childhood Council shall submit and ensure that the State Department has current record of the council governance structure, to include at minimum:
    a. Early Childhood Council membership, to include the name and contact information for representatives from each of the mandatory stakeholder groups in § 7.717.4, A (4);

Please see attached Membership List, Attachment A.

    b. An organizational chart or other description of its officer/leadership structure, including current officers;

Please see attached Organization Chart, Attachment B.

    c. The name and contact information for the Council Director, or, if none has been hired, an interim program contact employed by the fiscal agent; The Council Coordinator (director) is Margaret Wacker, 970-641-7913, mwacker@gunnisoncounty.org.
    d. The Early Childhood Council bylaws; and,

Please see attached Council Bylaws, Attachment B.

    e. An annual budget for developing a local early childhood system and infrastructure to improve and coordinate early childhood services.

Please See attached annual budget, Attachment D.

Component C Required Application Components for the Colorado Shines Quality Improvement Funds

2. Colorado Shines Quality Rating and Improvement Application Components:

a. Narrative that demonstrates the need for the quality improvement supports and incentives.

Gunnison and Hinsdale counties are each frontier counties that are geographically remote from population centers. It is necessary to cross several mountain passes in order to reach either the Front Range or Grand Junction. The Childcare Resource and Referral agency for this region, is over 3 hours from Crested Butte, in Gunnison County, as well as over 3 hours from Lake City in Hinsdale County.

The high cost of living for Gunnison and Hinsdale counties combined with low wages create difficulties for affording basic needs. These three factors, the remoteness, high cost of living, plus low wages, make it extremely difficult to maintain a qualified

workforce for child care education centers and home providers. Gunnison County has a "broken market", where the cost of child care, especially quality child care, exceeds what most people can afford. Child care providers need attain outside funding to offset the costs of providing quality child care.

Availability of childcare has been a growing issue in Gunnison County with infant and toddler care on the forefront. Due to the closure of several home child care providers in Crested Butte and Gunnison in recent years, the number of licensed child care slots in general are declining. All of the child care centers in Gunnison County are reporting keeping wait lists of children for infant and toddler slots and families report a need for high quality infant slots. For the last six years families becoming eligible for the Colorado Child Care Assistance (CCCAP) have found it to be extremely difficult to find any open infant and/or toddler slots at licensed child care providers.

Gunnison and Hinsdale counties both have areas that are considered "child care deserts", due to a total lack of childcare. Hinsdale County has only 2 child care providers, one of which is the school district preschool with very limited hours. The other site, Wee Care, is struggling with maintaining qualified staffing. Over the last year Wee Care was able to obtain a Level 2 in Colorado Shines and is interested in working towards a level 3-5 rating, which would address "Community Dispersion of high quality CCCAP" in Hinsdale County.

Through both Colorado Shines funding and Temple Hoyne Buell funding in quality improvement, local investment in the Pyramid Model strategies, partnership with Western Colorado University, and support from the Gunnison County Department of Health and Human Services, the Gunnison Hinsdale Early Childhood Council (GHECC), has made quick strides in improving quality of early care and education sites. The infrastructure now exists to support quality improvement efforts as never before in Gunnison and Hinsdale Counties.

However there is still need for improvement. The three centers that serve the highest number of children on CCCAP in Gunnison and Hinsdale counties, Tenderfoot Child and Family Development Center, Seasons Schoolhouse and Wee Care, are at a Level 4, Level 2 and Level 2 respectively. Tenderfoot is currently slated for re-rating in 2020 and Seasons Schoolhouse has submitted for a Level 3-5 rating in 2020. In order to maintain the number and percentage of children receiving child care subsidy being served in a high quality program, both of these sites will continue to require quality improvement supports. All of the home child care providers, except one, are also still at a Level 1. As mentioned above the local licensed child care capacity is in crisis for both CCCAP and non-CCCAP served children. Increased support for home providers and encouraging new home providers to attain a high level of quality will be an important factor for providing increased high quality licensed child care capacity in our region. In the last year, through funding from Temple Hoyne Buell our council has been able to hire a home provider outreach specialist whose focus is on increasing the number of licensed home providers in our area through outreach to the Family, Friend, and Neighbor providers in our community. The council expects that this outreach will result in more home providers to help meet some of the need for infant and toddler care.

The GHECC has both the relationships with providers, as well as the expertise to support to the programs who are eligible for quality improvement funding in Gunnison and Hinsdale counties. Currently 69% of licensed providers are engaged in Colorado Shines. The majority of child care centers are actively implementing Pyramid Model,

which dovetails with quality improvement efforts. In fact our Colorado Shines coach is also a Pyramid Model coach. Funding from both sources allows our area to have a coach. Quality improvement supports and incentives will be vital for our area to improve the quality of our CCCAP serving sites, as well as to address the need for increased capacity for licensed child care slots.

b. Three (3) year school-readiness plan that outlines minimum criteria, noted in Section 4.

Please see attached Strategic Plan with embedded school-readiness plan, Attachment C p. 24-26.

c. Completed Statement of Work using the appropriate template that includes key activities and strategies noted in Section 4.

Please see attached Statement of Work, Attachment F.

d. A letter of support with County Department of Human Services/ Social Services Director(s) or CCCAP Administrator(s) signature. That includes a narrative describing how the partnership and any in-kind support or match that is being provided by the county(ies) DHS/DSS furthers the quality improvement objectives noted within the Early Childhood Council(s) school-readiness plan. This letter of support satisfies the county portion of the application.

Please see Attached Letter of Support, Attachment J.

e. Detail for the Tiered Reimbursement Plan shall be reflected in the Early Childhood Council(s) school-readiness plan in cases where tiered reimbursement will be included as a quality incentive strategy for licensed program grant awards. Colorado Shines Quality Improvement funding may only be used to augment existing provider rates for programs being supported at a Colorado Shines high quality (Levels 3-5).

Tiered Reimbursement is not being included as a quality incentive within our school readiness plan, since the Department of Health and Human Services is already using the state's recommended tiered reimbursement rates.

Component D Budget

Please see attached Systems Building budget, Attachment D. Please see attached Colorado Shines Quality Rating and Improvement budget, Attachment G.

COLORADO
Office of Early Childhood
Department of Human Services

Colorado Department of Human Services
Office of Early Childhood
BUDGET WITH JUSTIFICATION FORM

Contractor Name	Gunnison County
Budget Period	July 1, 2020 - June 30, 2021
Project Name	Gunnison Hinsdale Early Childhood Council

Program Contact Name, Title **Phone** **Email**	Margaret Wacker, Co-Coordinator of the Early Childhood Council 970-641-7913 mwacker@gunnisoncounty.org
Fiscal Contact Name, Title **Phone** **Email**	Jody Wise, Senior Accountant, 970-641-7679 jwise@gunnisoncounty.org

PLEASE READ INSTRUCTIONS INCLUDED IN TAB A OF THIS SPREADSHEET PRIOR TO COMPLETING TAB B TEMPLATE

Expenditure Categories					
Personnel Services - Salaried Employees					**FY 2020-2021**
Position Title/ Employee Name	**Description of Work and Fringe Benefits include: SSEC, MCARE, Dental, Vision,**	**Gross or Annual Salary**	**Fringe**	**Percent of Time on Project**	**Total Amount Requested from CDHS**
Co-Coordinator/Margaret Wacker	Manages the budgets and contracts, oversees quality improvement activities, leads planning processes, and assists in writing grants.	$73,278	$32,926	10%	$10,620
Co-Coordinator/Lana Athey	Coordinates council meetings, council member outreach, leads planning processes, completes quarterly reports, writes grants, and provides some quality improvement navigating.	$59,030	$12,210	17%	$12,111
Outreach Assistant	Outreach to and support home child care providers and Family	$40,996.80	$22,276.80	5%	$3,164
					$0
					$0
					$0
					$0
					$0
Total Personnel Services (including fringe benefits)					**$25,895**
Contractors/Consultants (payments to third parties or entities)					**FY 2020-2021**

Name	Description of Item	Total Amount Requested from CDHS
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
	Total Contractors/Consultants	**$0**
Travel		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
Travel to Denver for ECCLA meetings, the Rocky Mountain Early Childhood Conference, and to council meetings and coaching visits throughout the region (Crested Butte and Lake City)	3 trips to Denver for ECCLA and/or RMECC, 400 miles x .575 = $230 x 3 = $690, plus lodging for 6 nights at $100/night = $600 and 7 days of per diem @ $66= $462. 1 trip to Lake City for ECC/CPP meetings 110 miles x .575 = $63.25. 1 trips to CB for ECC meetings @ 56 miles x ..575 = $32.20.	$1,847
	Total Travel	**$1,847**
Supplies & Operating Expenses		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
Computer Cost/IT charge	33% of 2 laptops @ $3,000 per year	$1,000
Advertising/Education	Newspaper advertisement x 2 @ $60 per ad/ Social Media Boosts 2 @ $50 each	$ 220
Office Supplies	Printing, pens, folders, paper	$150
Meeting/Event costs	Food costs, 2 parenting/Family Friend and Neighbor/ Spanish Speakers meetings @ $200/meeting and $100 for 6 ECC meeting snacks	$500

Partial Stipends to help meet licensing	Partial stipends for licensed child care providers or those applying for a childcare license to meet licensing requirements.	$388
		$0
		$0
		$0
		$0
		$0
	Total Supplies & Operating Expenses	**$2,258**
Training and Technical Assistance		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
	Total Training and Technical Assistance	**$0**
	TOTAL DIRECT COSTS	**$30,000**
	MODIFIED TOTAL DIRECT COSTS (MTDC) Uniform Guidance § 200.68 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.	**$30,000**
Indirect Costs **[not to exceed 10% unless Negotiated Federal Indirect Cost rate or Negotiated State Indirect Cost rate is attached]**		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
Negotiated Federal Indirect cost rate	N/A	

State Federal Indirect cost rate	N/A	
10% de minimis Indirect rate:		
	Total Indirect	**$0**
	TOTAL	**$30,000**

***Figures are rounded using basic accounting standards. (0.00-0.49 = 0; 0.50-0.99 = 1.0)**

STATEMENT OF WORK (SOW)
SYSTEMS BUILDING

GUNNISON HINSDALE EARLY CHILDHOOD COUNCIL
220 N. SPRUCE STREET
GUNNISON, CO 81230

FEBRUARY 1ST, 2020

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved and ultimately becomes a part of the executed agreement (Contract, PO, etc.). In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

INTRODUCTION/BACKGROUND

The Gunnison Hinsdale Early Childhood Council works to create a seamless system of early childhood services representing collaboration among various public and private stakeholders for the effective delivery of early childhood services in the areas of early care and education, family support and parent education, and health and well-being. These services shall support children eight years of age or younger and their parents in a manner that is responsive to local needs and conditions.

SCOPE OF WORK

The Gunnison Hinsdale Early Childhood Council (GHECC) will sustain a council of early childhood stakeholders through holding membership meetings and building and maintaining relationships. The GHECC is guided by a jointly developed strategic plan, which will be kept updated. The GHECC will annually submit an organizational strategic plan, as well as a written, comprehensive evaluation and report of its progress based on the strategic plan accountability metrics. The GHECC will submit a current record of the council governance structure, including membership list, organization chart, name and contact of Council Director, council bylaws, and an annual budget.

PERIOD OF PERFORMANCE

The timeframe for this Scope of work is July 1st, 2020 through June 30th, 2024.

WORK PLAN

Work Plan	
OUTCOMES, BENCHMARKS, AND MILESTONES	
1) Outcome statement: The GHECC will maintain an early childhood council that meets state statute and the rules governing councils, including membership of 7 mandatory stakeholders, submission of current strategic and evaluation plan, and tracking of measurements.	***The GHECC will continue to be a functioning early childhood council that meets state statute and new rules.*** ***An evaluation plan and report are submitted to the OEC on an annual basis.***

Key Activity A: ***Maintain Membership and Hold Council Meetings***

Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category
Plan and hold at least 6 GHECC meetings per year.	July 1, 2020 - June 30th, 2024	6 GHECC meetings held per year	Meeting notes with attendance on sign-in.	Council Coordinator	Personnel
Maintain membership of at least 10 members with 7 mandatory Stakeholder members.	July 1, 2020 - June 30th, 2024	10 Early Childhood Members with 7 Mandatory members represented.	Membership List with Contact information and alignment with 7 Mandatory members.	Assistant Council Coordinator	Personnel
Develop and approve new Memorandum of Understanding with members.	July 1, 2020 - June 30th, 2024	New MOUs are signed by all members, including 7 mandatory stakeholders and updated yearly.	MOUs are signed and submitted	Council Coordinator	Personnel
Actively inform and include small or under-represented early childhood service providers in Early Childhood Council activities and functions	July 1, 2020 - June 30th, 2024				

Key Activity B: ***Strategic Plan, Evaluation Plan and Report***

Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category

Review, update, and approve Strategic Plan annually that responds to local needs and conditions to increase and sustain the quality, accessibility, capacity, and affordability of early childhood services for children and their parents.	July 1, 2020 - June 30th, 2024	Submitted updated Strategic Plan annually	Plan is submitted to the OEC	Council Coordinator	Personnel
Develop, approve, and conduct an Evaluation Plan, which is a local system of accountability to measure local progress based on the needs and goals set for program performance	July 1, 2020 - June 30th, 2024	Submitted Evaluation Plan annually	Plan is submitted to the OEC	Council Coordinator	Personnel
Track and report annually accountability measurements defined in the strategic plan	July 1, 2020 - June 30th, 2024	Data tracking requested measures annually	Data is submitted to the OEC	Council Coordinator	Personnel
Create an Evaluation Report, based on the strategic plan	July 1, 2020 - June 30th, 2024	Submitted Evaluation Report annually	Evaluation Report is submitted to the OEC	Council Coordinator	Personnel
Key Activity C: *Bylaws, Operating Agreement and Organizational Chart*					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Review, update if needed, and approve council Bylaws, Operating Agreement, and Organization Chart annually	July 1, 2020 - June 30th, 2024	Submitted Bylaws, Operating Agreement, and Organizational Chart	Bylaws, Operating Agreement, and Organization Chart is submitted to OEC	Council Coordinator	Personnel

SCHEDULE/MILESTONES

Measurement	Schedule	Deliverables
An updated and approved strategic plan will be submitted to the OEC.	June 30th, 2021.	The GHECC will update and approve the strategic plan and evaluation plan annually.
An evaluation report will be submitted to the OEC.	June 30th, 2021	The GHECC will create an evaluation report.
At least 10 council members will have signed MOUs, including the 7 mandatory members, which will be submitted to the OEC.	By December 31st, 2021	The Gunnison Hinsdale Early Childhood Council will approve a new Memorandum of Understanding with all council members, including the seven Mandatory Stakeholders by December 31st, 2020.

ACCEPTANCE CRITERIA

The acceptance of all deliverables will reside with the Office of Early Childhood (specific program). The designated program manager will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program manager will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.

STATEMENT OF WORK (SOW)
COLORADO SHINES

GUNNISON HINSDALE EARLY CHILDHOOD COUNCIL
220 N. SPRUCE STREET
GUNNISON, CO 81230

FEBRUARY 1ST, 2020

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved and ultimately becomes a part of the executed agreement (Contract, PO, etc.). In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

INTRODUCTION/BACKGROUND

Colorado includes four components that make up the overarching goals to improve the quality of child care services: quality standards, licensed program improvement supports, licensed program quality incentives, and supports for implementation.

SCOPE OF WORK

This scope of work is intended to:

1. **Community Dispersion of High Quality CCCAP -** Increase the percentage of Colorado communities with access to slots for Colorado Child Care Assistance Program subsidies in a high quality programs (Level 3-5).
2. **Colorado Shines Program Engagement -** Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.
3. **Children Served in High Quality Programs -** Increase the number and percentage of children receiving child care subsidy being served in a high quality program.
4. **Promotion of Colorado Shines Quality Rating and Improvement System -** Promote the Colorado Shines Quality Rating and Improvement System at least once a month and
5. **Promotion of the Early Learning and Development Guidelines -** Promote the Early Learning and Development Guidelines at least once a month.
6. **Continuing Education for Early Childhood Service Providers -** Offer an annual conference to early childhood service providers to help them in obtaining the required 15 hours of continuing education each year.

PERIOD OF PERFORMANCE

The timeframe for this Scope of work is July 1st, 2020 through June 30th, 2024.

WORK PLAN					
Key Activity A: ***Community Dispersion of High Quality CCCAP***					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Target and outreach to Colorado Shines Quality Level 2 child care providers accepting CCCAP in communities that do not have access to slots for Colorado Child Care Assistance Program (CCCAP) subsidies in a high quality programs (Level 3-5); help programs understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs	7/1/2020 – 6/30/2024	Child care providers that accept CCCAP eligible children will understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs	✓ Number of quality Level 2 targeted child care providers ✓ Number of providers contacted and given information	Quality Improvement Navigator	Personnel
Provide technical assistance and quality improvement (QI) coaching to targeted child care providers that apply for a Colorado Shines Quality Rating and connect providers to professional development opportunities offered by the Council or other local/state agencies. Technical Assistance and Coaching include the topic of Family Engagement as listed in School Readiness Plan.	7/1/2020 – 6/30/2024	Child care providers that accept CCCAP eligible children will apply for a Colorado Shines Quality Rating for Level 3-5	✓ Number of QI Coaching hours provided ✓ Total funds spent by providers on QI materials ✓ Total funds spent on professional development training ✓ Colorado Early Childhood Credential level of provider staff members ✓ Number of child care providers (that accept CCCAP) apply for a Level 3-5 Quality Rating ✓ Number of child care providers (that accept CCCAP) eligible children increase their quality to a Level 3-5 ✓ Number of CCCAP eligible children that	Quality Improvement Navigator and QI Coach	Personnel and GAE Funding

			receive high quality child care services		
Target and outreach to Colorado Shines Quality Level 3-5 child care providers that do not currently accept CCCAP *in communities that do not have access to slots for Colorado Child Care Assistance Program (CCCAP) subsidies in a high quality programs (Level 3-5)*; provide information to providers about the financial benefits of accepting CCCAP eligible children; connect them with the appropriate County CCCAP staff	7/1/2020 – 6/30/2024	Child care providers that are at a Quality Level 3-5 will accept CCCAP eligible children	✓ Number of quality Level 3-5 child care providers targeted that are given information to providers about the financial benefits of accepting CCCAP eligible children ✓ Number of quality Level 3-5 providers that contact CCCAP staff in their County ✓ Number of quality Level 3-5 providers that secure a CCCAP Fiscal Agreement ✓ Number of CCCAP eligible children that receive high quality child care services	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel

OUTCOMES, BENCHMARKS, AND MILESTONES

Outcome statement:	***Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.***

Key Activity: Colorado Shines Program Engagement

Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category
Outreach to Colorado Licensed Child Care providers (Level 1) by email, mail, phone calls and/or face to face visits to help programs understand the structure, requirements and benefits associated with Colorado Shines	7/1/2020 – 6/30/2024 And ongoing through 6/30/2023 as new or newly interested providers are identified	Inform Level 1 providers of the Colorado Shines Quality Improvement System opportunities	✓ Number of level 1 providers contacted by each avenue	Quality Improvement Navigator	Personnel
Provide technical assistance to Level 1 providers to register on Colorado Shines, Professional Development Information System (PDIS) and provide a detailed overview of the rating levels and the steps programs	7/1/2020 – 6/30/2024 And ongoing through 6/30/2024 as new or newly	Provide technical assistance to Level 1 providers to register on Colorado Shines, take the steps towards Level 2 and apply for Level 2 rating	✓ Number of providers receiving technical assistance ✓ Number of technical assistance hours provided	Quality Improvement Navigator	Personnel

will need to take to maintain these ratings	interested providers are identified		✓ Number of providers registered on Colorado Shines ✓ Number of providers with a PDIS account		
Provide a copy of the QRIS Program Guide to licensed providers	7/1/2020 – 6/30/2024	Encourage local child care providers to take action on increasing the quality of their care with accurate information	✓ Number of QRIS Program Guides distributed to providers	Quality Improvement Navigator	Personnel
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	***Increase the number and percentage of children receiving child care subsidy being served in a high quality program.***				
Key Activity: ***Children Served in High Quality Programs***					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Continue to meet regularly with CCCAP staff and other family service agencies	7/1/2020 – 6/30/2024	Strengthen the relationship between CCCAP staff, Council staff, and other services providers working with families so that community-wide service providers can deliver accurate information regarding child care subsidies to families and provide a warm hand-off to appropriate County CCCAP staff	✓ Number of meetings with agenda ✓ Number of participants and agency representation ✓ Number of children receiving CCCAP	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel
Provide technical assistance to providers on the financial benefits of accepting CCCAP eligible children and in connecting with appropriate County CCCAP staff to develop a fiscal agreement for child care subsidy	7/1/2020 – 6/30/2024	Support providers to get accurate information, training and technology on the CCCAP program	✓ Number of providers with County CCCAP fiscal agreement ✓ Number of providers that accept CCCAP in Colorado Shines	Early Childhood Council Coordinator and QI Navigator	Personnel
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	***Promote the Colorado Shines Quality Rating and Improvement System and Colorado Early Learning Development Guidelines at least once a month.***				

Key Activity **Promotion of Colorado Shines Quality Rating & Improvement System & Early Learning Development Guidelines**					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Website	7/1/2020 – 6/30/2024	Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is made available on the Gunnison County ECC Website	✓ Gunnison County ECC website information with links to resources for Colorado Shines Quality Rating and Improvement and Early Learning Development Guidelines System	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel And Indirect Cost
Early Childhood Council Meetings and Outreach messages: email, Facebook, newspapers	7/1/2020 – 6/30/2024	Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is shared at bi-monthly Council Meetings, or through Facebook, email lists, and newspapers	✓ Number of Communities meetings with agendas and participants	QI Navigator	Personnel

OUTCOMES, BENCHMARKS, AND MILESTONES	
Outcome statement: Early Childhood Services Providers will have a local, in person, professional development opportunity and improve their Early Childhood Professional Credential Level.	***At least 65 early childhood service providers attend the nurturing the young child conference, and at least 2 obtain a CEU by December 31st, 2020 and annually thereafter.***

Key Activity A: ***Nurturing the Young Child Conference***					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Hold an annual Nurturing the Young Child Conference (NTYC) in collaboration with Western State Colorado University.	December 31st, 2020	The NTYC Conference will provide at least 6 training hours and 0.5 Continuing Education Units (CEU)s.	List of Attendees, number of training certificates given, and number of people obtaining the 0.5 CEU	Co-Coordinator	Personnel and Annual Conference

SCHEDULE/MILESTONES

Increase the percentage of Colorado communities with access to slots for Colorado Child Care Assistance Program subsidies in a high quality programs (Level 3-5).	July 1, 2020 – June 30, 2023	• Child care providers that accept CCCAP eligible children will understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs • Child care providers that accept CCCAP eligible children will apply for a Colorado Shines Quality Rating for Level 3-5 • Child care providers that are at a Quality Level 3-5 will accept CCCAP eligible children
Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.	July 1, 2020 – June 30, 2023	• Inform Level 1 providers of the Colorado Shines Quality Improvement System opportunities • Provide technical assistance to Level 1 providers to register on Colorado Shines, take the steps towards Level 2 and apply for Level 2 rating • Encourage local child care providers to take action on increasing the quality of their care with accurate information
Increase the number and percentage of children receiving child care subsidy being served in a high quality program.	July 1, 2020 – June 30, 2023	• Strengthen the relationship between CCCAP staff, Council staff, and other services providers working with families so that community-wide service providers can deliver accurate information regarding child care subsidies to families and provide a warm hand-off to appropriate County CCCAP staff • Support providers to get accurate information, training and technology on the CCCAP program
Promote the Colorado Shines Quality Rating and Improvement System and Colorado Early Learning Development Guidelines at least once a month.	July 1, 2020 – June 30, 2023	• Colorado Shines Quality Rating and Improvement System and Early Learning Development Guidelines information is made available on the ECC Website • Colorado Shines Quality Rating and Improvement System and Early Learning Development Guidelines information is promoted monthly through the ECC email listserve • Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is shared at monthly Community Meetings or through email, Facebook, newspaper messages
At least 65 early childhood service providers will attend the local professional development conference as shown by registration tracking.	By December 31st, 2021.	The GHECC will hold an annual Nurturing the Young Child Conference with at least 65 attendees attending the conference and 3 obtaining 0.5 CEUs.

ACCEPTANCE CRITERIA

The acceptance of all deliverables will reside with the Office of Early Childhood (specific program). The designated program manager will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program manager will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.

COLORADO
Office of Early Childhood
Department of Human Services

Colorado Department of Human Services
Office of Early Childhood
BUDGET WITH JUSTIFICATION FORM

Contractor Name	Gunnison County
Budget Period	July 1, 2020 - June 30, 2021
Project Name	Gunnison Hinsdale Early Childhood Council

Program Contact Name, Title **Phone** **Email**	Margaret Wacker, Co-Coordinator of the Early Childhood Council 970-641-7913 mwacker@gunnisoncounty.org
Fiscal Contact Name, Title **Phone** **Email**	Jody Wise, Senior Accountant, 970-641-7679 jwise@gunnisoncounty.org

Attachment G

Expenditure Categories					
Personnel Services - Salaried Employees					**FY 2020-2021**
Position Title/ Employee Name	**Description of Work and Fringe Benefits include: SSEC, MCARE, Dental, Vision,**	**Gross or Annual Salary**	**Fringe**	**Percent of Time on Project**	**Total Amount Requested from CDHS**
Co-Coordinator/Margaret Wacker	Manages the budgets and contracts, oversees quality improvement activities, leads planning processes, and assists in writing grants.	$73,278	$32,926	13%	$13,807
Co-Coordinator/Lana Athey	Coordinates council meetings, council member outreach, leads planning processes, completes quarterly reports, writes grants, and provides some quality improvement navigating.	$59,030	$12,210	16%	$11,398
Quality Improvement Coach	Outreaches to childcare providers, provides direct coaching and training for childcare providers and some quality improvement navigating.	$57,491	$4,597	5%	$3,104
					$0
					$0
					$0
					$0
					$0
Total Personnel Services (including fringe benefits)					**$28,309**

Contractors/Consultants (payments to third parties or entities)		FY 2020-2021
Name	**Description of Item**	**Total Amount Requested from CDHS**
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
	Total Contractors/Consultants	**$0**

Travel		FY 2020-2021
Item	**Description of Item**	**Total Amount Requested from CDHS**
Travel to Denver for ECCLA meetings, the Rocky Mountain Early Childhood Conference, and to council meetings and coaching visits throughout the region (Crested Butte and Lake City)	1 trips to Denver for ECCLA and/or RMECC, 400 miles x .575 = $230, plus lodging for 2 nights at $100/night = $200 and 2 days of per diem @ $66= $132. 1 trip to Lake City for ECC/CPP meetings 110 miles x .575 = $63.25. 1 trips to CB for ECC meetings @ 56 miles x ..575 = $32.20.	$657
	Total Travel	**$657**

Supplies & Operating Expenses		FY 2020-2021
Item	**Description of Item**	**Total Amount Requested from CDHS**
Computer Cost/IT charge	17% of 2 laptops @ $3,000 per year	$500
Annual Conference	Venue Rental	$534
		$0
		$0
		$0

	Total Supplies & Operating Expenses	**$1,034**
Training and Technical Assistance		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
		$0
	Total Training and Technical Assistance	**$0**
	TOTAL DIRECT COSTS	**$30,000**
	MODIFIED TOTAL DIRECT COSTS (MTDC) Uniform Guidance § 200.68 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.	**$30,000**
Indirect Costs **[not to exceed 10% unless Negotiated Federal Indirect Cost rate or Negotiated State Indirect Cost rate is attached]**		**FY 2020-2021**
Item	**Description of Item**	**Total Amount Requested from CDHS**
Negotiated Federal Indirect cost rate	N/A	
State Federal Indirect cost rate	N/A	
10% de minimis Indirect rate:		
	Total Indirect	**$0**
	TOTAL	**$30,000**

***Figures are rounded using basic accounting standards. (0.00-0.49 = 0; 0.50-0.99 = 1.0)**

EXHIBIT A

Statement of Work (SOW) Systems Building, Colorado Shines Quality Improvement Supports, and Expanding Quality in Infant Toddler Care

Gunnison County
220 N. Spruce Street
Gunnison, CO 81230

1-Feb-20

Introduction/Background

The primary goal of the Expanding Quality in Infant Toddler Care Initiative (EQ Initiative) is to increase the quality and availability of responsive group care for infants and toddlers across Colorado. The EQ Initiative focuses on providing infant toddler caregivers evidence-based professional development they need to ensure each child has access to the responsive relationships that define quality early care and learning, encouraging programs to meet the full range of developmental needs for infants and toddlers. This initiative works through the EQ Infant Toddler Specialist Network and in partnership with local communities to increase the quality of caregiver interactions with infants and toddlers in child care settings.

The primary evidence-based professional development activities carried out by local, approved EQ Infant Toddler Specialists are the 48-hour EQIT course of training offered in local communities across the state and Coaching with the EQ RELATE. All individuals teaching the EQIT course must have completed the state-level Infant Toddler Specialist Foundations course and possess a Colorado Trainer Credential or Trainer Approval. All individuals conducting EQ RELATE Coaching must adhere to the EQ model, utilizing the EQ RELATE Coaching tools, and hold a Colorado Coaching Credential. Additional activities include the fidelity implementation of evidence-based professional development for infant and toddler early care educators and the capacity-building of infant toddler specialists and local communities.

Scope of Work

The EQ Initiative supports Early Childhood Councils to increase the quality of infant and toddler child care through the provision of evidence-based training and coaching for infant and toddler early care educators, deployed by EQ Infant Toddler Specialists and other approved individuals. EQIT training and coaching seek to increase the quality and availability of responsive, relationship-based infant toddler care in local communities across Colorado. The Early Childhood Council will offer the approved 48-hour EQIT course of training and individualized EQIT Coaching, following all EQ Initiatives guidelines.

Period of Performance

July 1, 2020 - June 30, 2021

Work Plan

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible. ***(This part of the SOW should be completed using the provided work plan template and integrated as part of the SOW) [The instructions are in red – please remove the instructions from completed document. General Instructions: Complete the Work Plan Template. All categories must contain content. Additional rows can be added as needed in any section. If awarded, OEC staff will review the contents of the proposed Work Plan table and will contact the Offeror to discuss concerns, revisions, or to request clarification.]***

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	***Individuals caring for infants and toddlers are confident and competent in their ability to engage in the responsive relationships with infants, toddlers, and their families that result in infants and toddlers experiencing secure attachments in all care settings. Infant Toddler Specialists are qualified and competent to enhance the relationships around infants and toddlers.***				
Key Activity A: Collaboration with key stakeholders and systems partners, specific to infants, toddlers, and their caregivers					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Connect, coordinate and collaborate with local key stakeholders and efforts concerned with quality of infant toddler care and enhancing the relationships around infants and toddlers.	*July 1, 2020-June 30, 2021*	*The EC Council and/or EQ team members will contact and collaborate with key stakeholders to include the community college, local infant toddler initiatives, and Colorado Shines Quality Improvement.*	*EQ and ECC staff will contact, coordinate, and collaborate with key stakeholders to hold a Community Baby Shower. Council staff will outreach to Red Rocks Community College and continue to talk to Technical College of the*	*Co-Coordinator or EQ Staff.*	*Personnel*
Key Activity B: Fidelity Implementation of Evidence-based, Infant Toddler Specific Training					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**

Fidelity implementation of EQIT, an evidence-based, infant and toddler-specific course of training	July 1, 2020-June 30, 2021	Contingent on capacity and community need, completion of EQIT 48-hour course of training which fully meets EQ Initiative requirements as outlined in the business rules for EQ Initiative Activities. Each Infant Toddler Specialist who teaches part or all of an EQIT course completes an annual fidelity video self-reflection on their teaching and maintains a Trainer Credential.	By July 30, 2020 provide annual course plan with advertising By July 30, 2020, whenever they change and at least quarterly, primary contact and registration contact for EQIT provided to EQ Initiative Materials are requested at least 2 weeks before start date of EQIT course. Infant Toddler Specialists who provide EQIT course have completed Infant Toddler Specialist Foundation Course and hold a current Trainer Credential by July 1, 2021	EQ Staff	Personnel
Fidelity implementation and course outcome data collected	July 1, 2020-June 30, 2021	• Course participants complete EQ Initiative online data collection survey	100% of course participants will complete	EQ Staff	Personnel
Key Activity C: ***Fidelity implementation of Evidence-based, Infant Toddler Specific Coaching***					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Fidelity implementation of EQ RELATE Individualized Reflective Coaching, an evidence-based, infant and toddler specific coaching model	July 1, 2019-June 30, 2020	Contingent on capacity and community need, infant toddler early care educators participating in EQIT courses receive between 8 or more hours of EQ RELATE Coaching implementated to fidelity as described in the business rules for EQ Initiative Activities. Each Infant Toddler Specialist providing EQ RELATE Coaching maintains a Colorado Coaching Credential	Update of reporting spreadsheet quarterly October 31, 2020, January 31, 2021, April 30, 2021 and June 30, 2021, and each time coaching is reimbursed/invoiced Description of efforts to ensure coachees receive 8 or more hours of coaching.	EQ Staff	Personnel

Schedule/Milestones

Systems Building: The Gunnison Hinsdale Early Childhood Council will obtain a new MOU with the seven Mandatory Stakeholders by June 30th, 2021.

Systems Building: The GHECC will update and approve the strategic plan, evaluation plan, and evaluation report by June 30th 2021.

Systems Building: The GHECC will hold an annual Nurturing the Young Child Conference with at least 50 attendees attending the conference and 3 obtaining 0.5 CEU by December 31st 2020.

Quality Improvement: Increase or maintain Colorado Shines Quality Rating and Improvement System Engagement at 69%. Engagement is defined as Level 2 or higher.

Quality Improvement: Maintain the percentage of children on CCCAP who are in a high quality program at or above 80%.

EQIT

• The GHECC will submit a detailed plan for FY 20 EQIT course(s) and coaching to include tentative dates and instructors/coaches by July 30, 2020. This plan will include documentation of Training Credentials for all instructors and Coaching Credentials for all coaches.

•The GHECC will order materials for FY 20 Fall EQIT course(s) by July 30, 2020.

• The GHECC will submit information on any EQIT student fees charged, plan to ensure that no student will be denied entry due to inability to pay, and anticipated use of revenues for EQ-related activities by July 30, 2020.

• The GHECC will submit required quarterly reports by October 31, 2020, January 31, 2021, April 30, 2021 and June 30, 2021.

Acceptance Criteria

The acceptance of all deliverables will reside with the Office of Early Childhood (specific program). The designated program manager will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program manager will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.

COLORADO
Office of Early Childhood
Department of Human Services

Colorado Department of Human Services
Office of Early Childhood
BUDGET WITH JUSTIFICATION FORM

Contractor Name	Gunnison County
Budget Period	July 1, 2019 - June 30, 2020
Project Name	Expanding Quality in Infant and Toddler Care

Program Contact Name, Title **Phone** **Email**	Margaret Wacker, Co-Coordinator of the Early Childhood Council 970-641-7913 mwacker@gunnisoncounty.org
Fiscal Contact Name, Title **Phone** **Email**	Jody Wise, Accountant 970-641-7679 jwise@gunnisoncounty.org

PLEASE READ INSTRUCTIONS INCLUDED IN TAB A OF THIS SPREADSHEET PRIOR TO COMPLETING TAB B TEMPLATE

Expenditure Categories						
Personnel Services - Salaried Employees					**FY 2019-2020**	**FY 2019-2020**
Position Title/ Employee Name	**Description of Work and What is Included in Fringe Benefits**	**Gross or Annual Salary**	**Fringe**	**Percent of Time on Project**	**Total Amount Requested from CDHS**	**Total Amount Collected in EQIT Fees**
Corrine Jaeger	Teach 16 modules of EQIT, conduct 24 hours of coaching	$57,491	$4,597	6%	$3,601	
Margaret Wacker	Teach 16 modules of EQIT	$73,278	$32,926	1%	$850	
					$0	$0
					$0	$0
					$0	$0
					$0	$0
					$0	$0
					$0	$0
					$0	$0
Total Personnel Services (including fringe benefits)					**$4,451**	**$0**

Contractors/Consultants (payments to third parties or entities)		FY 2019-2020	FY 2019-2020
Position Title/ Contractor Name	**Description of Item**	**Total Amount Requested from CDHS**	**Total Amount collected in EQIT Fees**
Infant Toddler Specialist 1	*Describe the work this contractor will complete, i.e. Teach 16 modules of EQIT, conduct 45 hours of coaching (all approved EQIT courses and Coaching Hours must be included in the budget); also include the rate of pay for the*	$0	$0
Infant Toddler Specialist 2		$0	$0
Infant Toddler Specialist 3		$0	$0
Infant Toddler Specialist 4		$0	$0
Infant Toddler Specialist 5		$0	$0
Infant Toddler Specialist 6		$0	$0
		$0	$0
		$0	$0
		$0	$0
	Total Contractors/Consultants	**$0**	**$0**

Travel		FY 2019-2020	FY 2019-2020
Item	**Description of Item**	**Total Amount Requested from CDHS**	**Total Amount Collected in EQIT Fees**
Travel to coaching sites	8 trips to Crested Butte for a total of 582 miles @ $ 0.575 = 335	$335	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
	Total Travel	**$335**	**$0**

Supplies & Operating Expenses		FY 2019-2020	FY 2019-2020
Item	**Description of Item**	**Total Amount Requested from CDHS**	**Total Amount Collected in EQIT Fees**
Supplies needed to replicate EQIT courses	Paper products, flip chart paper, markers, laminating materials.	$111	$0
Operating Expenses needed to ensure EQIT enrollment and course replication		$0	$0
Other: Please Describe		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
	Total Supplies & Operating Expenses	**$111**	**$0**
Training and Technical Assistance		**FY 2019-2020**	**FY 2019-2020**
Item	**Description of Item**	**Total Amount Requested from CDHS**	**Total Amount Collected in EQIT Fees**
Infant Toddler Specialist Travel to EQ Initiative Professional Development Events	EQ Initiative annual statewide meeting, mileage 400 miles @.575 = $230, 3 days at $66 per diem = 198 , $125 lodging. = 375, total = 803	$803	$0
Infant Toddler Specialist Time to attend a minimum of 6 hours of EQ Initiative-sponsored events		$0	$0
Infant Toddler Specialist Reflective Supervision/Consultation	*Describe the individual(s) who will provide coaching and require RS/C, include a description of costs.*	$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
		$0	$0
	Total Training and Technical Assistance	**$803**	**$0**
	TOTAL DIRECT COSTS	**$5,700**	**$0**

MODIFIED TOTAL DIRECT COSTS (MTDC) Uniform Guidance § 200.68 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.	**$5,700**	

Indirect Costs **[not to exceed 10% unless Negotiated Federal Indirect Cost rate or Negotiated State Indirect Cost rate is attached]**		**FY 2019-2020**
Item	**Description of Item**	**Total Amount Requested from CDHS**
Negotiated Federal Indirect cost rate	N/A	
State Federal Indirect cost rate	N/A	
10% de minimis Indirect rate:		
	Total Indirect	**$0**
	TOTAL	**$5,700**

***Figures are rounded using basic accounting standards. (0.00-0.49 = 0; 0.50-0.99 = 1.0)**