

Early Literacy Request for Proposals

If you would like this application in your preferred language or need assistance in reading or completing this application, please contact earlylearning@yamhillcco.org. Applicants are welcome to apply in their preferred language.

Vision and Mission

Our vision

The Yamhill County Early Learning Hub collaborates to align systems so that all children and families thrive.

Our mission

Resilient families, healthy children, limitless possibilities.

These 10 guiding principles keep our standards high

1. Health Education
2. Accountability
3. Innovation
4. Evidence-Based Clinical Care
5. Transparency
6. Shared Responsibility
7. Member Empowerment
8. Wellness Promotion
9. Equity
10. Stewardship

BACKGROUND

From its beginning in 2012, Yamhill Community Care has been a community-based, grassroots organization. When the call for CCO applications went out, the community decided it didn't want an outside agency making choices for those who live here. Instead, local health leaders came together and chose to form their own small CCO. YCCO is still led by the people in the community. Its governance and advisory boards are made up of a wide range of local sectors, including representation from area clinics and hospitals, local government, school districts, early childhood education and childcare, and Oregon Health Plan members.

YCCO serves as the Early Learning Hub (ELH) for Yamhill County and also engages in community outreach and support through its Community Prevention and Wellness Committee and Community Advisory Council.

Yamhill Community Care's Early Learning Hub has three goals:

- The early childhood system is equitable, integrated, accessible, inclusive, anti-racist, and family centered.
- All families with young children are supported to ensure their wellbeing.
- All children are thriving in early childhood and beyond.

PROPOSAL TOPICS

Project proposals must align with the vision and mission of Yamhill CCO’s Early Learning Hub. They must be targeted toward one or more of the ELH’s priority populations. This includes families that are:

- Latinx and/or Spanish-speaking,
- geographically isolated (West Valley),
- parenting one or more children with disabilities,
- experiencing houselessness,
- experiencing mental health challenges, and/or
- engaged with Child Protective Services.

Project proposals must address the development of literacy skills in children aged 0-6 in one or more of the following ways:

- establish or expand early literacy-focused professional development opportunities for early childhood educators,
- establish or expand parent/caregiver engagement opportunities focused on early literacy development,
- establish or expand Little Free Libraries in communities that have historically been underserved, and/or
- develop and/or distribute educational materials and resources that support literacy development and that are tailored to meet the diverse needs of the community.

All projects must be completed by June 30, 2025. . Grant funds may not be used for capital expenditures or to supplant existing federal or state funds.

ELIGIBILITY AND FUNDING REQUIREMENTS

Applicants must be 501(c)3 organizations, tribes, or public agencies. Multiple agencies may collaborate on a project or application, but only one agency may apply as the fiscal sponsor. YCCO staff will be available to answer questions and provide technical support in completing the application. Email earlylearning@yamhillcco.org with questions or requests for technical assistance.

Funding will not be awarded:

- i. To individuals or in the form of scholarships
- ii. For political purposes
- iii. To disburse subgrants
- iv. For any non-charitable purposes outside of the meaning of Chapter 65 of Oregon Administrative Rules regarding 501(c)3 corporations

- ii. Funding for projects must not supplant existing funding streams for systems or programmatic work

Applicants must submit a current W9 for the applying agency in order to receive payment. If personal health information (PHI) or other confidential information will be exchanged, awardees will sign a Business Associate’s Agreement with YCCO. Awardees may be required to submit other financial or organization-specific paperwork upon receipt of grant.

All applicants will be screened to determine eligibility for Medicaid funding through the Health & Human Services Offices of Inspector General List of Excluded Individuals/Entities.

FUNDING

Recipients may apply for \$500 - \$2,500. Payments will be issued upon receipt of a fully executed contract and invoice.

TIMELINE

Funding will be administered for the program as follows:

Monday, July 8, 2024	Request for Proposals released
11:59 pm, Thursday, August 15, 2024	Applications due
Tuesday, September 3, 2024	Awards announced
Tuesday, October 1, 2024	Funding agreements effective

REPORTING

YCCO will provide templates and technical support for completing reports, including one in-person or phone meeting before the project begins, if requested. Reporting will be submitted online with YCCO staff support, if requested. Reports will include a narrative summary of activities held during the reporting period, an expense report, and tracking of children age 0-6 and adults served by ethnicity and primary language (when possible). Grantees should be prepared to evaluate program activities for success and submit documentation of expenses (receipts, pay stubs, etc.), if requested.

Reports and invoices will be submitted quarterly by the following dates:

- January 15, 2025
- April 15, 2025
- July 15, 2025

SUBMISSION

Submit completed applications in provided grant submission platform, or email to earlylearning@yamhillcco.org. Applications must be received by Thursday, August 15, 2024 at 11:59pm to be considered for funding. Please direct questions to earlylearning@yamhillcco.org

APPLICATION

1) Organizational Detail

Legal business name and any DBAs:	
Business address:	
Main point of contact name:	
Contact email address:	
Contact phone number:	
Board of Directors or secondary staff contact name:	
BoD or staff email:	
BoD or staff phone:	
EIN:	

2) PROJECT TITLE

What is your project title? Please use this in any communication with the Early Learning team regarding your application

3) PROJECT INFORMATION (2-4 paragraphs)

Describe your project. Share how your project aligns with the ELH mission and vision, and the proposal topics listed above. Demonstrate how this project will target and engage one or more of the ELH’s priority populations.

4) PROGRAM CONTACTS

Complete the table below to indicate main points of contact and roles for members of the project team.

	Name and title	Email address	Phone number
Project sponsor/oversight			
Project lead			
Reporting			
Budget and finance			

5) SUSTAINABILITY PLAN (1 paragraph)

Describe how you intend to continue the work or mission of your project and strategies for future funding, if any, after the award has been spent.

6) IMPLEMENTATION PLAN AND TIMELINE (1 paragraph)

Include a timeline of events and milestones required to complete your project

7) BUDGET

See attached budgeting template. Awards will require a 25% match. Match funds can be in-kind, cash, or cash equivalent. Awarded entities may be asked to produce financial statements reviewed or audited by an external accounting firm upon request. Please limit administrative expenses to 10% or below. If you have concerns about your agency’s ability to provide a 25% match or limit your admin costs, please contact YCCO staff at earlylearning@yamhillcco.org.

Budget must include fees to background check employees if project includes elements where employees will have unsupervised contact with children (see Exhibit C) and agency does not have documentation of background checks for staff.

8) DATA COLLECTION AND REPORTING CAPACITY (1 paragraph)

What is your agency’s ability to collect and evaluate data? If personal health information (PHI) or individual-level data may be shared, agency may be required to sign a Business Associate Agreement.

9) OUTCOME MEASURES (1-2 paragraphs)

To be good stewards of our grant dollars, YCCO must collect information about the projects it funds to prove positive outcomes in the community. Please list at least three outcomes you plan to track. Include goals that have a baseline (where are you starting from) and a measurable goal and have a timeline for success.

10) TECHNICAL ASSISTANCE (up to 1 paragraph)

If applicable, list any support needs you anticipate in implementing, monitoring, or evaluating the proposed project.

11) DISCLOSURES

List any conflicts of interest you may have if you receive funds from YCCO. This may include any professional or personal relationship between members of your organization and YCCO, including staff or committee members.

12) ATTACHMENTS

An updated W9 for agency is required. Other attachments are optional and may include letters of support or other organizational information.

13) STATE REQUIREMENTS

Indicate YES or NO if your agency meets the listed requirements. If your agency is awarded, you will be required to submit documentation of these requirements being met.

1. Insurance liability must include at least \$1,000,000 per occurrence and at least \$3,000,000 annually in commercial general liability. Automobile insurance for business use must be at least \$3,000,000 for bodily injury and property damage. Professional	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

liability must cover any damages at least \$1,000,000 per occurrence and \$3,000,000 aggregate annually. For complete insurance requirements, see Exhibit B attached. Include proof of insurance in application.	
2. All providers who will have unsupervised contact with children must be subject to a background check, including FBI fingerprinting. Prior enrollment in the Office of Child Care, Central Background Registry will be accepted. If applicant indicates "NO" on this item, cost of federal background check should be included in proposed budget. For complete background check requirements, see Exhibit C attached. Background check documentation must be provided to YCCO for any providers included in proposed project.	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. In compliance with state and federal laws and regulations, contracted agencies will not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status in any of their policies, procedures, or practices. Include anti-discrimination policy in application.	YES <input type="checkbox"/> NO <input type="checkbox"/>

EXHIBIT A – Medicaid Exclusion Testing

It is the policy of YCCO to ensure that representatives and subcontractors are screened against the U.S. Department of Health and Human Services Office of the Inspector General (OIG) List of Excluded Individuals/Entities (LEIE), and Excluded Parties List System (EPLS), also known as the U.S. Government Services Administration System for Award Management (SAM) listings in order to prevent doing business with or billing for any item or services provided by a sanctioned, excluded individual, or entity during the period of exclusion.

If exclusions occur, the delegate is to immediately notify YCCO. All YCCO subcontractors conduct their own exclusion screenings of employees, subcontractors, and participating providers per federal and state regulations.

OAR 410-180-0326; 42 CFR 1001.1901

EXHIBIT B – Insurance Requirements

Required Insurance: Contractor shall obtain, at Contractor's expense, the insurance specified in this **Exhibit C** prior to performing under this Contract and shall maintain it in full force and at its own expense throughout the duration of this Contract, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Contractor shall obtain the following insurance from insurance companies or entities authorized to transact the business of insurance and issue coverage in State and are acceptable to ODE. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Contractor shall pay for all deductibles, self-insured retention and self-insurance, if any.

1. Workers' compensation & employers' liability

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure each of its subcontractors complies with these requirements. If Contractor is a subject employer, as defined in ORS 656.023, Contractor shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident.

2. Commercial general liability:

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that is satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under this contract. Coverage

shall be written on an occurrence basis in an amount of not less than **\$ 1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$ 3,000,000.**

3. Automobile liability insurance:

Automobile Liability Insurance covering Contractor's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than **\$ 3,000,000** for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

4. Professional liability:

Professional Liability insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Contractor and Contractor's subcontractors, agents, officers or employees in an amount not less than **\$ 1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$ 3,000,000.** If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or the Contractor shall provide Tail Coverage as stated below.

5. Excess/umbrella insurance:

A combination of primary and excess/umbrella insurance may be used to meet the required limits of insurance.

6. Additional insured:

The Commercial General Liability insurance and Automobile liability insurance required under this Contract must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent.

7. Tail coverage:

If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of (i) Contractor's completion and ODE's acceptance of all Services required under this Contract, or, (ii) ODE or Contractor termination of contract, or, iii) The expiration of all warranty periods provided under this Contract.

8. Certificate(s) and proof of insurance:

Contractor shall provide to ODE Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Contract. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance ODE has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract. Contractor shall furnish acceptable insurance certificates to: **Oregon Department of Education. Attn: Amy Fowler, 255 Capitol St NE, Salem OR 97310** prior to commencing the work.

9. Notice of change or cancellation:

The contractor or its insurer must provide at least 30 days' written notice to ODE before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

10. Insurance requirement review:

Contractor agrees to periodic review of insurance requirements by ODE under this Contract and to provide updated requirements as mutually agreed upon by Contractor and ODE.

11. State acceptance:

All insurance providers are subject to ODE acceptance. If requested by ODE, Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to ODE's representatives responsible for verification of the insurance coverages required under this Section.

EXHIBIT C – Background Check Requirement

Background Checks. Contractor and its subcontractors shall conduct a criminal background check, including FBI fingerprinting, of any officers, employees, volunteers or agents of Contractor or its subcontractors who will have unsupervised contact with children. Contractor shall pay all fees assessed for processing the background checks. Contractor may accept criminal background checks for subject individuals already enrolled in the Office of Child Care, Central Background Registry under Oregon Administrative Rules (OAR) 414-061-0000 through 414-061- 0120, (OAR) 414-180-0005 through 414-180-0100, OAR 414-205-0000 through 414-205-0170; OAR 414-300-0000 through 414-300-0410, and OAR 414-350-0000 through 414-350-0405.