



# FY 2020-2021 FORMULA FUNDING GRANT APPLICATION

## PARTNERSHIP

County First Steps

BOARD CHAIR:

EXECUTIVE DIRECTOR:

MAILING ADDRESS:

PHONE:

FAX:

EMAIL:

**APPLICATION DEADLINE**

FRIDAY, MAY 15, 2020, 5:00 PM

*Email this completed application cover sheet and ALL required documents to your assigned Program Officer.*

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## REQUIRED ATTACHMENTS CHECKLIST

*The FY21 Formula Funding Grant Application, including the following required attachments, must be submitted by May 15, 2020.*

**For all partnerships:**

- Proposed Program Strategies (Appendix B)
- Fiscal Signatories Form (Appendix D) – print, sign and scan this attachment as a PDF file
- Certification Form (Appendix E) – print, sign, and scan this attachment as a PDF file
- FY21 Budget Spending Plan – with summary page signed by the board chair
- (Optional) Community Education & Outreach Plan (Appendix C)

**For partnerships contracting with one or more school districts:**

- Letter from school board chair(s) certifying:
  - the need for First Steps funding for the 2020-2021 school year
  - that partnership funds will be used to supplement, not supplant, other federal/state local funding; and
  - what matching resources will be provided to the partnership's strategy/strategies

**For partnerships funding Early Education strategies in one or more school districts:**

- Letter from the school district(s) certifying:
  - that the Power School file of each child enrolled in a First Steps funded 4K classroom during FY21 (2020-21) has been flagged to reflect (as appropriate) that his/her classroom was fully/partially funded by SCFS; and
  - the need for First Steps funding to provide/maintain services to children qualifying for free-or reduced-lunch and/or Medicaid during FY21 (2020-21)

# YEAR-END GRANT REPORT CHECKLIST

*The Resource Development Plan and all required governance documents must be submitted by July 15, 2020. All data must be entered completely and accurately in the First Steps Data Collection system by July 31, 2020.*

## **Due July 15, 2020:**

- Resource Development Plan (Appendix A)
- FY20 Board Membership & Attendance Form (Appendix F)
- FY20 Board Minutes – *Submit this attachment as a PDF file containing the minutes of each partnership board meeting held between July 1, 2019 and June 30, 2020. The first page should be a summary listing the date of each meeting.*

## **Due July 31, 2019**

- Program Outcomes – *Complete and accurate data must be entered in the First Steps Data Collection system. Program performance findings will be based on FSDC system data and reports.*



*Several resources are available to assist you with this requirement:*

- Instructions for Checking Program Minimum Qualifications in the First Steps Data Collection System (Appendix G)
- First Steps Program Accountability Standards (each program has a Data Submission section detailing what should be entered)
- Data check results from your Program Officer

*NOTE: It is highly recommended that EDs review data system reports with their program staff in July 2020 after data entry is complete. Contact your program officer for assistance.*

- Additional Program Outcome Summary (Appendix H) – *Many programs are not able to enter pre/post tests or assessments in the First Steps Data Collection system, and the system cannot track survey results. Use this form to provide a summary of pre-to-post change and client satisfaction results from your FY20 (2019-20) programs that are NOT captured in the FSDC system.*

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## FY21 FORMULA FUNDING GRANT APPLICATION

# INTRODUCTION

The Formula Funding Grant Application is the process that each First Steps local partnership must complete in order to receive an annual grant from South Carolina First Steps.

The amount that each local partnership is eligible to receive is based on the total amount appropriated to South Carolina First Steps within the state budget for partnership grants, upon which a funding formula is applied as approved by the South Carolina First Steps State Board of Trustees. The funding formula adopted by the First Steps state board beginning with the 2019-20 fiscal year (FY20) includes the option of a “noncompliance penalty” in the event that a local partnership fails to meet one or more minimum qualifications to receive a grant, as defined by the First Steps legislation.

The funding formula grant application process is designed to:

1. Assess partnership compliance with **minimum qualifications** for formula grant funding that correspond to § 59-152-90 and §59-152-70 of the First Steps legislation (excerpted language is included as Appendix I to this application).  
  
Unmet minimum qualifications will become part of a state board approved Corrective Action Plan to the local partnership. Unmet qualifications that are not resolved within the timeframe specified in the partnership’s Corrective Action Plan may result in a future noncompliance penalty to the local partnership’s formula funding amount, to be determined by the state board.
2. Evaluate local partnership performance in meeting the **best practices** contained within the First Steps Partnership and Program Accountability Standards for the year ending June 30.
3. Document the local partnership’s plans for meeting minimum qualifications and best practices for the upcoming program year.
4. Connect the local partnership’s current year activities and plans for the coming year to the goals and objectives of its Comprehensive Plan.
5. Identify priorities for how South Carolina First Steps can support the local partnership in the coming year.

Like last year, the FY21 Formula Funding Grant Application will be due in two phases:

### **Phase 1:**

Grant application and required attachments listed on page 3 of this application must be submitted electronically to the partnership’s assigned program officer by the published deadline (May 15, 2020 at 5:00 pm).

### **Phase 2:**

Additional documentation on program outcomes and local board activity, described on page 4 of this application, must be submitted electronically to the partnership’s assigned program officer. Local board information will be due July 15, 2020 at 5:00 pm, and program outcomes information will be due July 31, 2020 at 5:00 pm.

# FY21 FORMULA FUNDING GRANT APPLICATION

## GOVERNANCE

### MINIMUM QUALIFICATIONS

Check the boxes below to indicate compliance with the Minimum Qualifications for Governance in FY19 (2018-19) and FY20 (2019-20):

FY19 FY20

#### Board Composition

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Membership between 12-30 members   |
| <input type="checkbox"/> | <input type="checkbox"/> | Elected and appointed members constitute majority of board membership          |
|                          |                          | Designated membership includes one member from:                                |
| <input type="checkbox"/> | <input type="checkbox"/> | · County DSS   |
| <input type="checkbox"/> | <input type="checkbox"/> | · County library   |
| <input type="checkbox"/> | <input type="checkbox"/> | · County DHEC  |
| <input type="checkbox"/> | <input type="checkbox"/> | · Each school district in the county   |
| <input type="checkbox"/> | <input type="checkbox"/> | · Head Start or Early Head Start   |
| <input type="checkbox"/> | <input type="checkbox"/> | Board membership includes no more than 4 elected members from any one category |
| <input type="checkbox"/> | <input type="checkbox"/> | Officers include a Chair, Vice Chair and Secretary                             |

#### Board Term Limits

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | No members have served more than 8 consecutive years (two 4-year-terms)                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Board Chair has not served in this office for more than 4 consecutive years (four 1-year terms)      |
| <input type="checkbox"/> | <input type="checkbox"/> | Board Vice Chair has not served in this office for more than 4 consecutive years (four 1-year terms) |

#### Board Meetings

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Meetings held at least quarterly, including a designated Annual Meeting   |
| <input type="checkbox"/> | <input type="checkbox"/> | Attendance policy (no more than 3 consecutive unexcused absences) enforced and, if necessary, members in violation of attendance policy were removed/replaced           |
| <input type="checkbox"/> |                          | Board Minutes for FY19 (2018-2019) were submitted to SC First Steps<br><i>NOTE: Board Minutes for FY20 must be submitted as part of the year-end report due July 15</i> |

**FY19 FY20 Legal and Ethical Requirements**

- Board meetings follow FOIA requirements
- Board follows the COI Policy contained in the FY20 grant agreement, including COI recusals reported in board minutes

Use the space below to explain any unmet Minimum Qualifications for Governance, including efforts to address vacant positions on your board:

**BEST PRACTICES ALIGNED TO FIRST STEPS GOVERNANCE STANDARDS**

**Board Composition**

It is important that the local partnership board reflects the community it serves. In what areas does your board need to improve its membership in terms of diversity, equity and inclusion (including race/ethnicity, gender, age, geography within the county, area(s) of expertise, etc.)?



To address this issue with your board, consider utilizing the board matrix worksheet and associated 10 Minute Tip.

**Policies**

Summarize actions taken by your board and staff to review, adopt, and sign—if applicable—the following key policies:

**Conflict of Interest Policy - from FY20 grant agreement**

- Reviewed by staff in FY20
- Signed by staff
- If signed, indicate how often:*
  - upon hiring
  - annually
  - other (please specify):

Date last adopted:

- Reviewed by full board in FY20
- Signed by board members
- If signed, indicate how often:*
  - upon joining the board
  - annually
  - other (please specify):

**Whistleblower Policy**

- Reviewed by staff in FY20
- Signed by staff

*If signed, indicate how often:*

- upon hiring
- annually
- other (please specify):

Date last adopted:

- Reviewed by full board in FY20
- Signed by board members

*If signed, indicate how often:*

- upon joining the board
- annually
- other (please specify):

**Confidentiality Policy - from FY20 grant agreement**

- Reviewed by staff in FY20
- Signed by staff

*If signed, indicate how often:*

- upon hiring
- annually
- other (please specify):

Date last adopted:

- Reviewed by full board in FY20
- Signed by board members

*If signed, indicate how often:*

- upon joining the board
- annually
- other (please specify):

**Document Retention Policy - from FY20 grant agreement**

- Reviewed by staff in FY20
- Signed by staff

*If signed, indicate how often:*

- upon hiring
- annually
- other (please specify):

Date last adopted:

- Reviewed by full board in FY20
- Signed by board members

*If signed, indicate how often:*

- upon joining the board
- annually
- other (please specify):

**Practices**

Do your board members sign a board member agreement or commitment form?  YES  NO

*Indicate how often:*

- upon joining the board
- annually
- other (please specify):

Does your board use a consent agenda?  YES  NO

Does your board have a policy for excused vs. unexcused absences?  YES  NO

If so, what are your board's definitions for excused and unexcused absences?



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## Board Engagement

How often did your board meet without a quorum in 2019-20?

Has your board adopted a giving and/or fundraising policy for its membership?  YES  NO

What committees are currently ACTIVE (met one or more times in FY20) on your board? *Check all that apply:*

- Executive
- Governance
- Finance
- Program
- Development/Fundraising
- Other (please specify):

Has your board within the past 2 years (2018-19 or 2019-20) conducted a self-assessment (board survey or other means not including the Wilder Collaboration Factors Inventory) of its functioning and performance?  YES  NO



*The Wilder Collaboration Factors Inventory and a SCFS board survey are available as resources to all local partnerships. Contact your program officer for assistance.*

Use the space below to discuss any successes and/or challenges related to board engagement:

## Board Development

What types of board education took place in FY20 (2019-20)?

- New member orientation
- Small-scale training during meetings (e.g. 10 Minute Tips)
- Full board training

Did your board view one or more 10 Minute Tips provided by SC First Steps?  YES  NO

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What are your priorities for board education and training in FY21 (2020-21), and how can SC First Steps assist?

# FY21 FORMULA FUNDING GRANT APPLICATION OPERATIONS & ACCOUNTABILITY

## MINIMUM QUALIFICATIONS

Required documentation must be submitted by the published deadline using the format provided by SC First Steps, be complete and accurate, and be suitable for sharing with external audiences—including publication on the SC First Steps website. Check the boxes below to indicate compliance with the following requirements:

- Submit every 3 years a local (county level) needs and resources assessment.
- Submit for publication to the SCFS website a local partnership comprehensive strategic plan, based on local needs and resources.  
*Upcoming deadline: December 31, 2020*
- Participate and cooperate with all internal and independent evaluations of the First Steps initiative.  
*(Completed 2019)*

Check the boxes below to indicate compliance with the Minimum Qualifications for Operations and Accountability in FY19 (2018-19) and FY20 (2019-20):

### FY19 FY20

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a complete and accurate Formula Funding Grant Application by the published deadline.<br><i>Upcoming deadline: May 15, 2020</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Enter data in First Steps Data Collection system for each required strategy, following the data requirements and deadlines contained in the First Steps Partnership and Program Accountability Standards.<br><i>Upcoming deadline: July 31, 2020</i>     |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit for publication to the SC First Steps website a complete and accurate partnership Annual Report.<br><i>Upcoming deadline: October 1, 2020</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Regularly attend local partnership director meetings and webinars hosted by SC First Steps   |
| <input type="checkbox"/> | <input type="checkbox"/> | Be familiar with and comply with all federal and state laws and First Steps policies pertaining to hiring, discrimination, workplace policies, nepotism, dual employment, conflict of interest, whistleblower, and confidentiality of client information |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintain comprehensive general liability insurance, officers and directors liability insurance, and worker's compensation employee insurance in accordance with the terms of the grant agreement   |

Use the space below to explain any unmet Minimum Qualifications for Operations & Accountability, including steps that were taken or will be taken to meet the requirement(s):

**BEST PRACTICES ALIGNED TO FIRST STEPS OPERATIONS & ACCOUNTABILITY STANDARDS**

What are the partnership's priorities for improving partnership operations? Examples may include employee benefits, facilities and office space, technology, etc.

Do you have a registered domain name with the county name followed immediately by "firststeps" (e.g. smithcountyfirststeps.org) and an email address at this domain (e.g. director@smithcountyfirststeps.org)?

- YES       NO

# FY21 FORMULA FUNDING GRANT APPLICATION FISCAL & RESOURCE DEVELOPMENT

## MINIMUM QUALIFICATIONS

*NOTE: Submit your partnership's FY21 Resource Development Plan (Appendix A) as part of the year-end grant report due July 15, 2020.*

*Check the boxes below to indicate compliance with the Minimum Qualifications for Fiscal & Resource Development in FY18 (2017-18), FY19 (2018-19) and FY20 (2019-20) to date:*

FY18	FY19	FY20	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exercised appropriate fiscal stewardship at the staff and board level, including adhering to policies and procedures outlined in the SC First Steps Operations Manual and SC First Steps legislation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did not exceed the maximum administrative overhead rates for local partnerships, set by the SC First Steps Board of Trustees effective July 1, 2017 as 13% of expenditures of state funds allocated to the local partnerships by SC First Steps. <i>Per the South Carolina First Steps to School Readiness Act § 59-152-70(A): "Once the overhead rates are established, the rates may not be amended or revised for at least five years, and the board may not grant a waiver from this provision to the local partnership. <b><u>Local partnerships that are not part of a multicounty partnership and exceed the overhead cost rate are ineligible to receive state funds.</u></b>"</i>
	<input type="checkbox"/>	<input type="checkbox"/>	Limited expenditures of state funds for Core Functions to no more than 12% of total state fund expenditures within a fiscal year.
	<input type="checkbox"/>	<input type="checkbox"/>	Within expenditures of state funding for programs, a minimum of 75% was spent for programs designated by the SC First Steps Board of Trustees as evidence-based.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented a minimum 15% match (cash and/or in-kind) to state funds appropriated to the partnership by SC First Steps.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited carry forward percentage of state funds to 15% or less.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complied with fiscal year-end deadlines for obligating funds (June 30), submitting invoices and reallocations (July 31), and documenting in-kind match (July 31).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Received no audit findings from the contracted independent auditors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exercised appropriate stewardship and due care in the selection, implementation, and monitoring of all contractors, including competitive bidding for all contracts of \$10,000 or more and no bid awards exceeding a total of 5 years.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of local school district resources was approved by the school district's board of trustees, via a signed letter submitted annually either as part of the partnership's grant application or upon receipt, prior to any services provided.

**FY18 FY19 FY20 Minimum Qualifications (cont.)**

- Submit a completed Time Study for a minimum 12-week period to SC First Steps by the published deadline (upcoming: April 15, 2020).

Use the space below to explain any unmet Minimum Qualifications for Fiscal & Resource Development, including efforts to address vacant positions on your board:

**FY21 Budget Spending Plan**

*A board-approved Budget Spending Plan for FY21 (2020-21), with summary page signed by the board chair, must be submitted as a required attachment to this grant application. Check the boxes below to confirm that your FY21 Budget Spending Plan complies with the following requirements:*

- Fund 55 total equals the partnership's proposed allocation amount for FY21
- All proposed strategies for FY21 are included
- The percentage of state funds allocated to Evidence-Informed Programs does not exceed 25% (consider the impact of adding Fund 56 later in the fiscal year)
- Cost allocation percentages align with the partnership's Time Study on file with SC First Steps
- The percentage of state funds budgeted to Administration (1012) does not exceed 13% (consider the impact of adding Fund 56 later in the fiscal year)
- The percentage of state funds budgeted to Core Functions (1802) does not exceed 12% (consider the impact of adding Fund 56 later in the fiscal year)

**FY21 Budget Spending Plan – Fund 56**

*Partnerships may include up to 50% of their anticipated carry forward in their budget spending plan for spending beginning July 1, 2020. A partnership that overspends their carry forward for any year will not be eligible for using this process in the future. As soon as the partnership determines that anticipated carry forward varies from their estimate, they should do appropriate budget adjustments so as not to overspend. Once carry forward amounts have been certified, all partnerships can budget and expend all of their carry forward funds. If the partnership board chooses to approve the use of carry forward at this time, the board must specifically approve this decision and acknowledge that the partnership assumes sole responsibility for the accuracy of their estimated carry forward amount. Please check one of the boxes below:*

- Fund 56 is included in the partnership's FY21 Budget Spending Plan
- Fund 56 is NOT included. The partnership will wait to budget Fund 56 until the carry forward amount is certified by SC First Steps

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**BEST PRACTICES ALIGNED TO FIRST STEPS FISCAL & RESOURCE DEVELOPMENT STANDARDS**

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Briefly describe your progress towards meeting your resource development goals for FY20 (2019-20):

Does your partnership request assistance from SC First Steps with fiscal requirements or resource development? If so, describe your specific needs:

## FY21 FORMULA FUNDING GRANT APPLICATION PROGRAM STRATEGIES

### MINIMUM QUALIFICATIONS

As a condition for receiving a South Carolina First Steps Formula Funding Grant, First Steps partnerships are required to comply with the requirements outlined in the First Steps Program Accountability Standards for each strategy operated by the partnership, regardless of the funding source or whether the program is vendor operated or in-house.

The following table lists the selected indicators that are used to assess minimum program performance. Check the boxes below for any standard **NOT** met by the partnership in FY18 (2017-18), FY19 (2018-19) and FY20 (2019-20) to date:

	QUALIFICATION	Did NOT meet in FY18 for one or more strategies	Did NOT meet in FY19 for one or more strategies	Anticipate NOT meeting in FY20 for one or more strategies
CLIENTS SERVED	All strategies must serve at least 75% of projected clients or offer at least 75% of projected training hours.  Service slots that are purchased in advance (i.e., scholarships operated through SCDSS) must be used to a) renew a slot for an existing client, or b) serve a new client for the majority of the program year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TARGETING CLIENTS AT RISK FOR EARLY SCHOOL FAILURE	Min. 100% 1 risk, 60% 2+ risks (exceptions: Family Literacy 100% 1 risk, 80% 2+ risks; Scholarships: 100% 2+ risks unless a waiver is granted by SCFS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAFF QUALIFICATIONS	Staff must be certified in the program model and all required screenings and assessments. These certifications must be entered in the FSDC system.  Quality Enhancement staff must be a certified TA Provider with CCCCD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE DELIVERY (frequency of client visits, group meetings or trainings)	Average home visits per client: min. 1.8 per month (exception: Parent-Child Home min. 6 visits per month). Home visit duration: min. 30 minutes PCH, 45 minutes all other models.  Child Care TA visits: min. 2.0 per month for each active provider.  Group meetings and trainings: program must offer the min. required by the model or as outlined in the partnership's Child Care Training Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONNECTIONS TO OTHER SERVICES (serving as a local portal for client families)	Intensive parenting support, family literacy, EI&R, and scholarship programs: min. 60% of clients must have at least one connection or attempted connection entered in the FSDC system. Connections can include participation in additional programs offered by the partnership or services provided to the child and/or caregiver by outside organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	QUALIFICATION (cont.)	Did NOT meet in FY18 for one or more strategies	Did NOT meet in FY19 for one or more strategies	Anticipate NOT meeting in FY20 for one or more strategies
SCREENINGS	Programs that require developmental screenings (ASQ3, ASQ:SE2) must screen at least 80% of active clients (exception: EI&R strategies must screen all clients with the ASQ3). PAT programs must also document Health Screenings and Well-Child Visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENTS (per the assessment schedule outlined in the program standards)	HV programs (PAT, PCH, Early Steps) must assess at least 75% of active, eligible clients for changes in parenting skills (KIPS). PAT and PCH programs must assess at least 75% of active, eligible clients for changes in interactive literacy skills (ACIRI). PAT programs must also administer the LSP to at least 75% of active clients.  Quality Enhancement programs must assess using the ERS at least 90% of classrooms targeted for TA visits during the program year, or at least 1/3 of all 0-5 classrooms if providing TA center-wide. The ERS assessor cannot be the TA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROVIDER STANDARDS	Child care providers serving scholarship children must be rated B or higher by ABC Quality or participate in the partnership's QE strategy, unless a waiver is obtained by SCFS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOLLY PARTON IMAGINATION LIBRARY	At least 87% of strategy funds must be spent on the purchase of books.  At least 25% of strategy funds must be non-state funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNTDOWN TO KINDERGARTEN	At least 75% of parents, home visitors and 5K teachers must complete program surveys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Program performance for FY20 will be assessed based on data entered in the First Steps Data Collection system by July 31 and the attached Additional Program Outcome Summary, due July 31.**

Do you have program results that are not captured in the FSDC system?  YES  NO  
If yes, see appendix H.

Do you anticipate NOT meeting one or more program standards for FY20?  YES  NO

If so, what are your plans for meeting those standards next year?

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## BEST PRACTICES ALIGNED TO FIRST STEPS PROGRAM STANDARDS

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Consider the overall effectiveness of your programs, and indicate how well your programs are performing at the following levels of implementation:



Refer to the self-assessment documents from the Comprehensive Plan process.

### **Client Level**

*recruiting clients, client participation in services, retaining clients in the program*

How are you recruiting, serving, and retaining families and children most in need of services?



Useful First Steps Data Collection system reports for answering this include the Demographics Report and the Risk Factor Report.

### **Organization Level**

*staff qualifications, staff retention, and resources*

Describe how your infrastructure and staffing (i.e. staff qualifications, staff retention, resources) supports your programs?

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## Community Level

How well does your community (including partners and the general public) understand and support your programs? Describe any recent successes and/or challenges with community understanding and support:



*Refer to the Social Network Analysis from the Evaluation of South Carolina First Steps (2019).*

Do you currently keep waiting lists for any of your programs?

YES

NO

If so, indicate the number of clients that could NOT be served in FY19 to date:

PROGRAM	# OF CLIENTS ON WAITING LIST

Comments (optional):

After completing your needs and resources assessment, are there any program strategies that your staff and board may need to consider for implementation or improvement? Please describe.

Does your partnership request assistance from SC First Steps with selecting, implementing or improving programs? If so, describe your specific needs:

*NOTE: Submit your partnership's FY21 Program Strategies (Appendix B) as an attachment to this grant application.*

Identify and briefly describe one goal from your FY17 comprehensive plan that you have completed.

Do any specific objectives from your Comprehensive Plan require additional funding to implement? (If yes, please specify.)

YES

NO

# FY21 FORMULA FUNDING GRANT APPLICATION

## CORE FUNCTIONS

### MINIMUM QUALIFICATIONS

Check the boxes below to indicate your compliance with the following requirements:

- The partnership's Comprehensive Plan includes objectives, success metrics, and action items for Core Functions.
- The partnership documented numbers served for Core Functions in FY19 (2018-19), as reported in the Numbers Served Spreadsheet submitted as part of the partnership's 2018-19 Annual Report.
- The partnership shared local school district Kindergarten Readiness Assessment (KRA) results with stakeholders, including teachers and parents of programs supported with First Steps funds, in FY20.

### BEST PRACTICES ALIGNED TO FIRST STEPS CORE FUNCTIONS STANDARDS



*Refer to the self-assessment documents from the Comprehensive Plan process, as well as the Core Functions section of the First Steps Partnership Accountability Standards.*

Consider the overall effectiveness of your core functions, and indicate how your partnership is performing in the following roles:

#### Community Convener

List the names and types of convener activities that occurred (or are planned) during FY20 (2019-20), including any local team meetings:

ACTIVITY	# OF TIMES	LOCAL PARTNERSHIP ROLE

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## Local Portal

Describe how your partnership serves as a local portal for connecting families of preschool children to community-based services:

## Support for State Level Priorities

How has the partnership presented or shared KRA results in FY20? *Check all that apply:*

- Partnership board meetings
- Meetings with stakeholder organizations
- Parent meetings or trainings
- Training sessions for teachers (childcare, preschool, or Head Start)
- Training sessions for K-12 educators or staff
- Other (please specify):

How does your partnership support 4K enrollment in your county?

## Community Education & Outreach

Did your partnership submit a Community Education and Outreach Plan for FY20 ?     YES         NO

What strategies for community education and outreach did your partnership implement in FY20? *Check all that apply:*

- Developed, produced and/or distributed public education materials to promote the partnership's mission and inform the public of available resources
- Sponsored, co-sponsored and/or participated in community events that reached our target audience and encouraged community engagement
- Utilized website and/or social media to communicate, inform and activate
- Educated/engaged local and state policymakers and other community leaders on the local impact of First Steps and the importance of early care and education
- Networked, coordinated and/or convened local stakeholders to collaboratively build a system of care for early childhood.
- Other (please specify):

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## Volunteer Mobilization

Does your partnership utilize volunteers outside of board functions?  YES  NO

If so, in what ways? Check all that apply:

- Program support
- Special events
- Fundraising
- Office assistance
- Other (please specify):

Number of volunteers who served once or more in FY20 to date:

Would you like to review the draft of the SCFS Core Functions Guidelines to be released in July 2020?  YES  NO



*An FY21 Community Education and Outreach Plan template is available as Appendix C and may be submitted as an optional attachment to this grant application.*