



**Chicago Public Schools
Office of Early Childhood Education
Community Partnership Program
Guidelines for Collaboration with Community Agencies
Parental Training Model**

The Chicago Public Schools (CPS) will be receiving funds from the Illinois State Board of Education for the 2009-2010 program year. The Office of Early Childhood Education (OECE) will continue partnering with community agencies providing high quality parental training services for families with children birth to three. There are no new or additional funds for distribution for parental training initiatives. No new agencies may apply for this program. Current agencies may reapply to serve the same number of children for the same dollar amount received in the previous program year. Agencies may consider additional applications for a prevention initiative model.

Partnership Specifications

Agencies should not propose subcontracting services for children served by any other CPS Early Childhood program.

An applicant requesting funds for this program must meet all specifications listed in these guidelines.

- A. This project will be conducted only with agencies that are licensed by the Department of Children and Family Services (DCFS) or the City of Chicago and meet school board regulations for nonpublic school sites.
 - B. Agencies wishing to participate must document their experience in providing services to young children and their families.
 - C. Agencies should submit proposals to serve residents of the City of Chicago in facilities located within the city limits.
 - D. For profit agencies must demonstrate that they comply with the provisions of the Plan for Minority and Women Business Enterprise Contract. More information is available online at: <http://www.csc.cps.k12.il.us/purchasing/index.php@tab=1&id=46.htm>.
 - E. Agencies wishing to continue the partnership must include a completed application form. The following attachments should be submitted with the application:
 - 1. Program Abstract
 - 2. Program Evaluation
 - 3. Professional Development Plan
 - 4. Application
 - 5. Early Childhood Accreditation Form
 - 6. Budget/fiscal Information
 - 7. CPS Program Agreement Form
 - 8. Certifications and Assurances
 - 9. M/WBE Forms (for profits only)*
 - 10. Contractor's Disclosure Forms*
 - 11. Taxpayer ID and Certification*
- * (Available online at <http://www.csc.cps.k12.il.us/purchasing/index.php@tab=0&id=34.htm>)

- F. The Chicago Public Schools Community Partnership staff will be responsible for monitoring the program to ensure compliance with program specifications.

Certifications and Assurances

The applicant is required to submit certifications and assurances for application exactly as they appear on the form attached to these guidelines. **The official legally authorized to submit the proposal must sign certifications and assurances.**

Grant Period

The grant period will begin no sooner than July 1, 2008, and will extend from the beginning date of the grant until June 30, 2009. Funding in the subsequent years will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period. Agencies will have an opportunity to reapply as a continuing program for two years after the grant begins, but after the third year (2012-2013), all participants must reapply with a full proposal.

Submission of Application

The original and one copy of the proposal (exclusive of forms) must be received by 4:00 P.M. on Friday, May 22, 2009. Proposals should be typewritten and double-spaced. Submit an original and one copy to:

Christine Ryan
Community Partnership Program
400 West 69th Street
Chicago, Illinois 60621

Proposal Format (Parental Training)

No new providers will be accepted.

Proposals must be submitted in the format outlined below:

A. Proposal Abstract

Briefly describe (200 words or less) the program, including the anticipated outcomes. Include the process for screening, the name of the curriculum, and activities provided. Indicate whether the proposed program will be a new program or an expansion of existing services.

B. Agency/Organization Background and Structure

Give a brief history of your agency. Describe the past experience and accomplishments of your organization in providing service to young children and their families. Include any accreditations or other standards that your organization meets. Describe the organizational structure of your agency, including the board of directors. Attach a roster of current board members or other individuals legally responsible for the agency and indicate their occupations and home addresses. A copy of your state/city license must be submitted with the proposal.

C. Population to Be Served

Only parents of children from birth to five years old may be served in this program. Special emphasis should be given to single and married parents who are expecting their first child within three months, and/or who only have children less than three years of age.

List all sites available for program/expansion on the application form.

D. Staff Qualifications

Appropriately qualified personnel must be employed for the parental trainings, including but not limited to, early childhood teachers, counselors, psychiatrists, psychologists and social workers.

List all staff who will participate in the project and briefly outline their job responsibilities.

E. Seven Designated Areas of Instruction

Parent education activities requiring substantial parent participation must occur. Activities such as discussion groups are encouraged. The seven (7) designated areas of instruction must be included in the description.

Describe the activities that will be included and how they will address each of the following seven areas of instruction and training:

- ▶ Child growth and development, including prenatal development.
- ▶ Childbirth and child care.
- ▶ Family structure, function and management.
- ▶ Prenatal and postnatal care for mothers and infants.
- ▶ Prevention of child abuse.
- ▶ The physical, mental, emotional, social, economic and psychological aspects of interpersonal and family relationships.
- ▶ Parenting skill development.

F. Parent-Child Interactive Activities

Activities requiring substantial participation of and interaction between parent and child must occur. These activities must be designed to teach parents new ways of supporting and enhancing their children's development. The following points must be included in the description:

- ▶ The family activities, such as workshops, field trips and child/parent events that will be provided.
- ▶ A schedule for the proposed activities.

G. Community Collaboration

The parental training initiative should be coordinated with other initiatives funded through the Early Childhood Block Grant (Preschool for All and Prevention Initiative) operating in the proposed service area, as well as with other early childhood programs (Head Start, Even Start, Birth to three, etc.) The following points must be included in the description:

- ▶ Indicate cooperation and linkages with other community agencies and local Chicago Public Schools.
- ▶ Describe how the program will encourage parents and families to make decisions regarding their parenting skills and their children's development.
- ▶ Describe the procedures to be used to move children into other early childhood programs that address the unique needs and situations of the children and their families.

H. Professional Development

Outline the staff development plans for your program. The following points must be included in the narrative:

- ▶ Describe how the staff development needs will be determined.
- ▶ Describe the staff in-service training program that will be conducted to meet the individual staff needs.
- ▶ Describe other professional development activities that will be provided.

I. Evaluation

- ▶ Describe the process to be used to determine whether progress is being made toward achieving the goals and objectives of the program.
- ▶ Describe procedures to be used to determine the success of the initiative, including measurable outcomes for family participation.

Program Evaluation

The Illinois State Board of Education mandates that both formative and summative evaluations are conducted to provide continuous, systematic information on program implementation and to assess the accomplishment of the program's objectives. The CPS Office of Early Childhood Education, with the assistance of ISBE, is responsible for the collection and reporting of evaluation data.

Funded projects will be evaluated using the program design. The assessment will include information documenting the degree of program implementation, baseline data on the children served, children's attendance reports, evidence of children's developmental progress, methods and extent of parent involvement, and feedback from staff and parents regarding the helpfulness and success of the program. Funded projects must provide assessment data on all children served in a format according to the guidelines and timelines determined by the CPS Office of Early Childhood Education.

- A. Evaluators will conduct observations of program activities with structured instruments reflecting the goals and procedures suggested in the proposal and emphasized in the inservice sessions.
- B. Parents, staff, and administrators will be surveyed and/or interviewed to determine their reactions to the program and to gather suggestions for improvement.
- C. Family attendance, health data, and parent involvement records will be collected and reviewed.
- D. Inservice sessions will be observed and evaluated for content, delivery, and applicability to the program's goals.
- E. CPS reserves the right to do an independent evaluation of child and family outcomes.

Facilities

- A. The environment must be culturally sensitive and reflect developmentally appropriate practices. Describe how the agency will meet these requirements.
- B. The location and nature of the classrooms/space to be used by the program must be in compliance with DCFS or ISBE standards. Indicate ownership and/or terms of the lease of facilities to be used.
- C. For the duration of this project, funds will **not** be provided for renovation or rehabilitation.

Budget/Fiscal Information

Applicants must submit a budget for the proposed program utilizing the Budget Summary and Payment Schedule found in the appendix. All budget amounts should reflect the approved budget for the previous year. All activities for the program must be completed within the program beginning date and the ending date. Liquidation of all obligations, including the current year's audit fee, should be completed no later than 90 calendar days after the project ending date.

Criteria for Selection

- A. The Chicago Public Schools' Office of Early Childhood Education will review submitted applications based on the following criteria:
1. The program proposal reflects consideration of recommended program elements specified in the Request for Proposals; contains developmentally appropriate practices and an evaluation process identifying measurable outcomes that are appropriate for the population to be served and complies with all other requirements specified in these guidelines.(maximum of 50 points)
 2. The program proposal clearly indicates that a significant need exists because a disproportionate number of children in the applicant's population are at risk, and demonstrates that program funds could help alleviate educational problems which exist in the school district. Priority will be given to proposals, which address the needs of underserved areas of the city. (maximum of 20 points)
 3. The program proposal shows how salaries are aligned with teacher qualifications and/or a plan for how teacher salaries are in alignment with CPS salaries. (maximum of 15 points)
 4. The program is cost-effective, as evidenced by the cost of proposed services in relation to the numbers to be served and the services to be provided. (maximum of 15 points)
- B. Proposals will be evaluated in accordance with the criteria listed above. The Chicago Board of Education will make final determination for selection.
- C. All programs accepted under the Terms of the Grant will be required to enter into a legal agreement with the Chicago Board of Education.