



COMPETITIVE APPLICATION FOR
THE VIRGINIA INFANT AND TODDLER
SPECIALIST NETWORK
REGIONAL OFFICES

Deadline for Applications: January 13, 2023

Contact Information:
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CHILD DEVELOPMENT RESOURCES (CDR) COMPETITIVE APPLICATION PACKET

Issue Date: December 1, 2022
Title: Virginia Infant and Toddler Specialist Network Regional Offices

Issuing Agency: Physical Address:
Child Development Resources
Training Department
210 Packets Court
Williamsburg, Virginia 23185

Issued to: Eligible applicants include non-profit organizations, collaborative partnerships, faith-based organizations, for-profit organizations, governmental entities, and institutions of higher education. Applicants must be located in Virginia. For-profit organizations may not realize a profit from any agreement resulting from this solicitation. Applicants must be located in designated regions in Virginia and may not sub-contract out any portion of the work with another agency/organization. Only one application per agency/organization will be accepted. Applicants may only apply for the region in which they are located.

Purpose of Subaward: The purpose of this application is to solicit applications to award funds to nine entities located in designated regions of the state that will serve as Virginia Infant and Toddler Specialist Network (VA ITSN) regional offices and employ and support infant and toddler specialists and infant and toddler behavior consultants. The VA ITSN will empower and strengthen care and education programs to enhance the healthy growth and development of infants and toddlers (0-36 months of age). The VA ITSN is to be implemented in collaboration with families and the community.

Funding Authority: The Virginia Department of Education (VDOE) is the Grantee of federal funds to implement a Virginia Infant and Toddler Specialist Network. The Virginia Infant and Toddler Specialist Network is supported by the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$5,350,000 with 100% funded by ACF/HHS.
Federal Awarding Agency: Administration for Children & Families, Department of Health and Human Services Federal Award Identification Number (FAIN): 2202VACCCDD
Federal Award Date: October 1, 2021 CFDA Number: 93.575
Federal Award Project Description: Child Care Development Fund (Discretionary Funds)
Note: This is not a Research and Development Grant.

Subaward Period: Initial Award: July 1, 2023 -June 30, 2024
Opportunity to extend initial award annually through June 30, 2025, pending available funding and successful meeting of performance measures within the initial Grant Subaward.

Application Submission Deadline: 5 p.m., January 13, 2023

SUBMISSION OF APPLICATION:

In order to be considered for selection, applicants must submit a complete response. The application and any corresponding attachments must be submitted via email to micheleb@cdr.org. The subject line in the email should read: Application for VA ITSN Regional Office. Please note: The application must be received by Child Development Resources, no later than 5 p.m., Eastern Standard Time, on January 13, 2023. Applications received after the deadline will not be accepted.

Please direct all inquiries, questions, and requests for information to Amy Stutt, Director of Training and Professional Development, at amys@cdr.org.

Note: Child Development Resources does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

COMPETITIVE REQUIREMENTS

I. PURPOSE AND BACKGROUND

This application process is to select regional VA ITSN offices to establish regional service coverage, aligned with the Ready Regions geographical footprints, to ensure all areas of the state have access to the VA ITSN services. This includes hiring highly qualified infant and toddler specialists (ITS) and infant and toddler behavior consultants (ITBC) who are familiar with the region to provide training, coaching, and technical assistance to infant and toddler child care providers, with programs participating in VQB5 receiving priority. In the event of an extended absence of an ITS or ITBC or a position vacancy, the option of contracting to provide services can be requested for approval.

II. PROGRAM REQUIREMENTS

The objective of the VA ITSN is to collaborate closely with the Ready Region staff to facilitate the social, emotional, cognitive, and physical growth and development of infants and toddlers. Using Ready Region structure, the regional offices will collaborate with families and the community to empower and strengthen child day centers and family day homes to enhance the healthy growth and development of infants and toddlers. VA ITSN regional offices will be the on-the-ground supports for participation in VQB5 and VA quality initiatives in collaboration with Ready Regions and other improvement partners. Services offered under this project must be available to the public, with a prioritization for programs participating in VQB5.

The goals of the VA ITSN are to:

1. improve the quality of care and education that infants and toddlers receive while in child day centers and family day homes, with a focus on supporting success in the VQB5, unified measurement and improvement system;
2. increase the educational level and competencies of infant/toddler caregivers/teachers/directors through technical assistance, training and connections to existing relevant opportunities to support quality of care and education;
3. increase caregivers/teachers/directors and families use of strategies and practices to promote the social emotional development of infants and toddlers thereby reducing challenging behaviors;
4. implement an effective, efficient and accountable VA ITSN that meets the determined measures of success.

The specific activities for these four goals for 2022-2023 are included in Appendix A: VA ITSN Scope of Work. This includes the specific program requirements detail for the regional offices. The primary focus of the Scope of Work is to support quality of care, with a focus on supporting success in VQB5. Models and plans referenced in Appendix A are available upon request. The following sections in Appendix A do not apply to VA ITSN Regional Offices: 5.1, 5.2, 9.1, 9.2, 9.4, 10.1, 10.2, 11.2, and 11.3. Subaward agreements will provide more information such as procedures, job descriptions, and any changes to the scope of work for the 2023-2024 program year.

Designated Regions: Nine regions have been designated as follows aligning with the [Ready Regions](#):

REGION	COUNTIES AND CITIES
1-Southwest	Bland, Bristol, Buchanan, Carroll, Dickenson, Floyd, Galax, Giles, Grayson, Lee, Montgomery, Norton, Pulaski, Radford, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe
2-West	Alleghany, Bath, Botetourt, Buena Vista, Covington, Craig, Franklin, Henry, Highland, Lexington, Martinsville, Patrick, Roanoke City, Roanoke County, Rockbridge, Salem
3-Southside	Amelia, Amherst, Appomattox, Bedford, Brunswick, Campbell, Charlotte, Cumberland, Danville, Halifax, Lunenburg, Lynchburg, Mecklenburg, Nottoway, Pittsylvania, Prince Edward
4-Central	Charles City, Chesterfield, Colonial Heights, Dinwiddie, Emporia, Goochland, Greensville, Hanover, Henrico, Hopewell, New Kent, Petersburg, Powhatan, Prince George, Richmond City, Surry, Sussex
5-Southeastern	Accomack, Chesapeake, Franklin, Isle of Wight, Norfolk, Northampton, Portsmouth, Southampton, Suffolk, Virginia Beach
6-Chesapeake Bay	Essex, Gloucester, Hampton, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, Newport News, Northumberland, Poquoson, Richmond County, Westmoreland, Williamsburg, York
7-Capital Area	Alexandria, Arlington, Fairfax, Falls Church
8-North Central	Caroline, Culpeper, Fauquier, Fredericksburg, King George, Loudoun, Manassas, Manassas Park, Prince William, Spotsylvania, Stafford
9-Blue Ridge	Albemarle, Augusta, Buckingham, Charlottesville, Clarke, Fluvanna, Frederick, Greene, Harrisonburg, Louisa, Madison, Nelson, Orange, Page, Rappahannock, Rockingham, Shenandoah, Staunton, Warren, Waynesboro, Winchester

III. FUNDING AND EXPENDITURE REQUIREMENTS

Funds are specifically for establishing regional VA ITSN offices and hiring and supporting ITSs and ITBCs. No funds can be used for any activity or purpose not specified in subaward budgets approved in advance. Funds are limited to services for child care providers who care for children birth-36 months. All expenditures must be allowable under federal and state regulations, must be reasonable and necessary, and must apply directly to the tasks stated in the subaward. Funding may not be used to supplant other funds. Funds may not be used for:

- subsidy payments to child care providers;
- purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility;
- sectarian purpose or activity, including sectarian worship or instruction;
- purchase of vehicles;
- any non-federal share for federal grant programs;

- lobbying activities;
- computers, tablets, printers, and other devices for child day programs including sectarian worship or instruction.

IV. SPECIFIC APPLICATION INSTRUCTIONS

Applicants are required to submit the following items as a complete application:

- A. APPLICATION COVER SHEET and ASSURANCES: The Application Cover Sheet must be completed and signed in ink by an authorized representative of the organization (Appendix B).
- B. APPLICATION NARRATIVE: Each section of the narrative should be clearly labeled as written below and must cover the following components in the order listed below. See Section V Evaluation and Award Criteria to guide your completion of the application.
1. Organizational Capacity
 - a. Current track record of positive impact, and how this aligns with the VA ITSN Scope of Work (Appendix A) and goals for the project. Include how each of the four key goals has been addressed in prior organization experiences, as well as any specific activities that your organization is particularly experienced with.
 - b. Plan and approach/process to accomplish the goals, activities, and deliverables with an emphasis on VQB5 support and coaching, as well as identification of areas where additional capacity would be needed
 - c. Financial track record and strength
 - d. Plan for hiring ITSs and ITBCs by July 2023. Include the number of positions you anticipate needing to serve the region from page 6 you are applying to serve.
 2. Infant and Toddler Knowledge and Experience—Leadership
 - a. Capacity, skills, and experience of leadership who would be involved with oversight or implementation of the responsibilities and requirements of the regional office
 - b. Organization’s level of expertise related to serving infants and toddlers. Include level of involvement in VQB5.
 - c. Organization’s knowledge of and work with center-based programs and family day homes serving infants and toddlers in your region.
 3. Professional Development Expertise
 - a. Organization’s role in the training and professional development opportunities currently available within your region for early care and education staff.
 - b. Previous experience your organization has in coaching and training center-based and family day home providers, including training diverse populations.
 4. Collaborative Partnerships
 - a. Organization’s current partnership with Ready Region lead agencies and how its evolution will be supported
 - b. Organization’s work with other key stakeholders including families and other state improvement partners in your region.
 - c. Evidence of collaboration and support from other early care and education organizations.
 - d. Plan and approach/process to serve the proposed region and the unique qualifications to do so successfully

- e. Geographic proximity to programs serving infants and toddlers located throughout your region and your capacity to reach out to and work with those programs

- C. ASSURANCES and TERMS AND CONDITIONS: Sub-recipient agrees to follow the (i) terms and conditions outlined in Appendix C Special Terms and Conditions and Terms, except that regional offices will follow CDR's reimbursement process and amendment requests instead of E.2 of Appendix C, and (ii) Conditions in 2 CFR Part 200 and 2202 VACCDD.
- D. LETTERS OF SUPPORT: Current letters of support are required from a minimum of three agencies or organizations that demonstrate a commitment and collaboration with other agencies or organizations in the community that reflect the services specifically proposed in your application.

Additional Notes Regarding the Submission of the Application:

- Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the subaward. Emphasis should be placed on completeness and clarity of content.
- All pages of the application should be numbered. The application should contain a table of contents. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the application and designated as additional material. Applications that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.
- Applications should be as thorough and detailed as possible so that Child Development Resources may properly evaluate the applicant's capabilities to meet the requirements of the subaward. Submission guidelines are as follows:
 - Applicants are required to return an Application Cover Sheet (Appendix B), Application Narrative, any assurances/certifications, and a minimum of three letters of support. Any additional requested or volunteered attachments should follow these items.
 - Applications should not be mailed.
 - Applications should be typed, double-spaced, with a one-inch margin on all sides, and a standard 12-point font, such as Times New Roman or Arial, should be used for the application and any appendices. Application narrative and letters of support combined are suggested to be no more than 30 pages.
 - Boldface type, underlining, and italics may be used. However, do not use color text.

Subaward budgets will be requested from selected applicants following recommendations from the review panel.

The application process is competitive and the award will be given based on a review of the criteria defined, responses to clarifications if needed, and negotiations of final terms. The Virginia

Department of Education must approve all awards. CDR may withdraw or reject applications at any time prior to the award. It is CDR's intent that successful applicants will be notified by email within 30 days of application due date. Applicants not selected will be notified by email. Selected applicants will be required to sign an agreement.

V. EVALUATION AND AWARD CRITERIA

- A. Review Process: As applications are received, they will be reviewed by staff for completeness. If, in the judgment of CDR, an application is late or significantly incomplete, the application will be omitted from the competition. The decision of CDR is final. Applicants submitting applications that are withdrawn due to incompleteness or ineligibility will be notified by email.

A review panel will evaluate eligible applications based on the required application components and the established criteria. The review panel's scores and recommendations will be a primary determinant of successful applications and will form the basis for negotiation and final selection. Following the review, applicants may be contacted to discuss any modifications of the application that may be required.

B. Applications will be evaluated by CDR using the following criteria.

The maximum number of points that an application can receive is 100 based on the following distribution.

<i>ITEM</i>	<i>AWARD CRITERIA</i>	<i>POINT VALUE</i>
1.	<p><u>Organizational Capacity</u></p> <ul style="list-style-type: none"> a. evidence of ability to implement the proposed plan (e.g., past experience managing and/or implementing the activities outlined in the application such as managing regional programs or collaborating with other entities, having a positive impact) b. comprehensive approach for recruiting and selecting highly qualified ITS and ITBC c. demonstrated history of effective financial management and sound fiscal stewardship d. letters of support indicate confidence that organization can carry out the proposed project 	25
2.	<p><u>Infant and Toddler Knowledge and Experience— Leadership</u></p> <ul style="list-style-type: none"> a. evidence of organizational infant and toddler expertise b. identification of appropriate, knowledgeable, and experienced staff to supervise ITS and ITBC c. practical, well-conceived plan for monitoring and supervising the work of the ITS and ITBC within the organizational structure of the agency d. commitment, skills, and experience of leadership/key stakeholders e. qualified and knowledgeable staff with responsibility for oversight or implementation of the plan (e.g., knowledge and experience specific to the needs of infants and toddlers) f. evidence of success providing services to or collaborating with center-based programs and family day homes serving infants and toddlers 	35

3.	<u>Professional Development Expertise</u> a. evidence of involvement in early childhood training and professional development opportunities b. demonstrated history of coaching and training early care and education staff c. success in reaching diverse populations and articulated understanding of their needs	20
4.	<u>Collaborative Partnerships</u> a. evidence of strong relationship with Ready Region lead agencies and a plan to expand the relationship so it is central to the operations and planning of regional offices b. evidence of organization's work with key stakeholders including families within designated region and other state improvement partners c. demonstrated history of collaboration and support from other early care and education organizations d. capacity to serve infant and toddler programs located throughout the region	20
	<i>Total</i>	100

Anticipated Announcement and Award Dates

Application Due Date	January 13, 2023 5:00 pm EST
Applicants Notified of Selection	No later than February 28, 2023
Subaward Begin Date	July 1, 2023

VI. METHOD OF PAYMENT

- A. Fiscal Administration: These funds are not intended to supplant existing resources or to duplicate existing funds.

An agreement will be signed between CDR and an authorized representative of the applying organization upon granting of an award. Upon approval of the agreement, the sub-recipient will be reimbursed for expenses on a monthly basis according to the terms of the agreement. Therefore, the applicant organization must be prepared to pay expenses as they are incurred and then submit expenditure statement/request for funds on a monthly basis to CDR for reimbursement. The sub-recipient should allow 30 days from the time expenditure statement/request for funds are received by CDR until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.

The sub-recipient will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by CDR and the VA

Department of Education.

Payment will be made via check.

- B. Compensation: Compensation to the sub-recipient for delivered services shall be as follows:
1. The sub-recipient shall be paid on a cost reimbursable basis for actual expenses incurred.
 2. Actual expenditures shall be invoiced pursuant to approved line item budget categories.
 3. No amendments to the approved budget may be made without the prior written approval of CDR.
 4. The invoice period shall be monthly. The sub-recipient shall invoice CDR each month on forms supplied by CDR and shall submit an expenditure statement/request for funds and financial report. Invoices must be received by CDR on or before the 6th day of each month. CDR shall not be obligated to pay for services when the sub-recipient's monthly expenditure statement/request for funds and a financial report for such services are not received within 6 calendar days after the close of the month in which services were delivered unless other provisions are agreed to by both parties in writing. Expenditure statements/requests for funds which are valid and correct shall be processed and paid no later than 30 calendar days after receipt of the complete expenditure statements/requests for funds and all supporting documentation.
 5. If the sub-recipient fails to correctly provide any services and/or reports as specified in the terms and conditions of the agreement, and in the time period specified, CDR may withhold payment of expenditure statements/requests for funds until said services and/or reports are provided. Failure to submit required reports within the specified time period may result in revocation, termination or suspension of the agreement. All services provided by the sub-recipient pursuant to this agreement shall be performed to the satisfaction of CDR, and in accord with applicable federal, state, and local laws, ordinances, rules and regulations. The sub-recipient shall not receive payment for work found by CDR to be unsatisfactory, or performed in violation of federal, state, or local laws, ordinances, rules or regulations.

APPENDICES

Appendix A: VA ITSN Scope of Work

Appendix B: Application Cover Sheet

Appendix C: Special Terms and Conditions

VA-ITSN SCOPE OF WORK 2022-2023

1. ITSN will Support High Quality Care and Education in Infant and Toddler Classrooms through Coaching

Activity 1.1 In collaboration with VDOE, CDR will develop an *ITSN Coaching Model and Intervention Plan*, including description of any tools to be used, approaches for coaching and goal setting for Quality Improvement Plans (QIP), and method of recruitment and enrollment in coaching.

- a. Coaching model will be responsive to Classroom Assessment Scoring System (CLASS) data (either conducted by ITSN, or using most recent data)
- b. Coaching model will be responsive to curriculum use/experience with curriculum
- c. The model will include using various other tools to support improved instruction and interactions, for example Practice Based Coaching models, use of Language Environment Analysis (LENA) as an intervention, or include the use of other tools such as Infant/Toddler Environment Rating Scale/Family Child Care Environment Rating Scale (ITERS/FCCERS) to assess environmental needs
- d. The model will include at least 720 infant/toddler classrooms/sites, including FDH, for participation/enrollment (36 classrooms/sites per infant and toddler specialist)
- e. QIP will include the director when offered to a center based program

Activity 1.2 VA ITSN will recruit and select infant/toddler classrooms participating in VQB5 Practice Year 2 to receive intensive coaching services to improve the quality of teacher-child interaction.

- a. VA ITSN will use guidance provided by VDOE to prioritize VQB5 classrooms/sites with an average CLASS score of 3.99 or lower, focusing on those classrooms/sites that receive public funds
- b. VA ITSN will collaborate on outreach and recruitment approaches with Ready Regions and other Improvement partners who provide instructional coaching as appropriate

Activity 1.3 VA ITSN will provide ongoing coaching using finalized ITSN coaching model and intervention plan throughout the span of the agreement with a focus on teacher-child interactions and use of approved curriculum.

- a. Results from VQB5 fall and spring CLASS observations and curriculum use data will be used to measure progress and determine needs for future coaching
- b. Recruitment of possible new classrooms/sites for coaching services will occur after fall data collection

2. VA ITSN will support High Quality Instruction through Access and Implementation of Curriculum

Activity 2.1 VA ITSN will coordinate with Ready Regions to ensure VQB5 participating programs have access to a VDOE approved infant, toddler, and/or family day home curriculum and/or supplemental materials.

- a. VA ITSN will provide technical assistance to programs in choosing their best curriculum option, and how to best proceed in procuring

Activity 2.2 VA ITSN will support the implementation of high quality, approved curriculum for infant, toddler, or family day home settings through training, technical assistance, or coaching related to the basic principles of curriculum use as part of the *ITSN coaching model and intervention plan*.

- a. VA ITSN will support the acquisition of materials to support curriculum implementation and effective use as needed

Activity 2.3 VA ITSN will support the use of the STREAMin3 curriculum in infant/toddler or family day home classrooms.

- a. All infant and toddler specialists will be trained in STREAMin3
- b. VA ITSN will support coordination of STREAMin3 support with Ready Regions and the STREAMin3 team.

3. VA ITSN will support Effective Classrooms and Learning Environments through Training

Activity 3.1 VA ITSN will provide training on topics that support effective classroom and learning environments for caregivers, teachers, and directors, prioritizing publicly funded sites participating in VQB5, focusing on the following topics:

- a. Learning experiences and teacher child interactions
- b. Based on VQB5 or VDOE data, use of frequently utilized curriculum and instructional materials in an effective early learning classroom/environment, including classroom structures/schedules and routines/setting up an environment for infants and toddlers
- c. Promote the use of Virginia's Early Learning and Development Standards (ELDS)
- d. VA ITSN will provide the option to receive follow-up support to implement the information reviewed during the ITSN training or training from other entities

4. VA ITSN will provide Training and Technical Assistance to early care providers and directors on infant/toddler topics to support professional competency and effective program operations, based on regional and state needs.

Activity 4.1 In collaboration with VDOE, CDR will develop a *Professional Competency Training Plan*, including description of all topics to be covered throughout the year, the process to determine when, where, and how often to offer the training, and the method of recruitment.

- a. Training and technical assistance topics will focus on a variety of topics, including but not limited to the following: engaging parents and families, continuity of care, early

literacy, caring for infants and toddlers with disabilities/special needs, cultural and linguistic responsiveness, behavior management, health and safety including nutrition and physical activity, and brain development of infants and toddlers as well as consideration of offering training on topics of the competencies that are not already offered in the community

- b. VA ITSN will offer training on the VDOE Infant/Toddler Endorsement courses
- c. The model will include at least 1,000 hours (50 training hours per infant and toddler specialist) statewide of training for at least 2,600 infant/toddler providers for participation/enrollment and at least 800 hours (40 hours per infant and toddler specialist) statewide of technical assistance for at least 160 classrooms/sites including FDH, for participation/enrollment
- d. The data and metrics used to determine need and frequency of particular focus areas will be identified in the plan
- e. The competency training plan will address how participants are prepared to be successful in supporting quality infant/toddler care, and in succeeding in VQB5
- f. VA ITSN will offer trainings in collaboration with other entities

Activity 4.2 VA ITSN will recruit infant/toddler caregivers, teachers, and directors to receive training and technical assistance to improve professional competency and effective program operations.

- a. ITSN will collaborate on outreach and recruitment approaches with Ready Regions and other Improvement partners who provide training as appropriate

Activity 4.3 VA ITSN will provide ongoing training and technical assistance using the finalized ITSN Professional Competency Training Plan throughout the agreement.

- a. VA ITSN will provide opportunities for both training in a group setting as well as technical assistance
- b. VA ITSN will provide the option to receive follow-up support to implement the information reviewed during the ITSN training or training from other entities

5. VA ITSN will support infant/toddler caregivers, teachers, and directors in obtaining courses toward endorsements, certificates, and credentials.

Activity 5.1 VA ITSN will promote and advise at least 150 infant and toddler providers for participation/enrollment regarding obtainment of courses toward endorsements, certificates, and credentials including IT Endorsement or other professional career pathways.

- a. VA ITSN will encourage use of current scholarship programs such as Virginia Child Care Provider Scholarship program and Project Pathfinders
- b. VA ITSN will advise providers of opportunities to take coursework that will support promotion of quality teacher-child interactions and use of quality instructional materials

Activity 5.2 VA ITSN will track obtainment of credentials and endorsements, retention in field, and provide support for obtaining training for the CDA.

Activity 5.3 VA ITSN will provide additional supports to promote infant and toddler providers' obtainment of endorsements, credentials, and community college certificates that are focused on infant and toddler care or care in the family child care setting.

- a. Supports may include but are not limited to consultation on obtainment of an endorsement, credential, or certificate and awareness materials or activities

6. VA ITSN will provide resources and linkages to professional development opportunities via email, website support, and/or in-person events that are relevant to infant/toddler caregivers, teachers, and directors.

Activity 6.1 VA ITSN will provide access to quality resources and guidance documents including information related to the statewide VQB5 system and related supports via a frequently maintained website or newsletter for infant/toddler caregivers, teachers, and directors.

Activity 6.2 VA ITSN will plan and conduct infant and toddler sessions/tracks at a minimum of 2 statewide conferences and act as a representative of statewide initiatives or goals that may impact infant/toddler caregivers, teachers, and directors, such as VQB5.

7. VA ITSN will provide consultation on promoting the social emotional development of infants and toddlers that include ensuring that the parents or family of the infant or toddler are informed of screening options for the child.

Activity 7.1 In collaboration with VDOE, CDR will develop an *ITSN Behavior Consultation Model*, to provide recommended strategies to caregivers, teachers, directors, and families to reduce challenging behaviors which includes processes for intake, evaluation, and determination of services to be provided. Parent and family participation in any planned services and the process for referral as appropriate to community resources will also be included.

- a. The model will include specific tools that will be used such as Ages and Stages Questionnaire (ASQ), Teaching Pyramid Infant-Toddler Observation Scale (TPITOS), or Center on the Social Emotional Foundations for Early Learning Pyramid Model (CSEFEL/Pyramid Model) as well as other data indicators that may be referenced (CLASS scores, curriculum use, etc)
- b. The model will include development of specific goals to be accomplished during the consultation model
- c. The model will include involvement of the director when offered to a center-based program
- d. The model will include at least 360 infant/toddler classrooms/sites, including FDH, for participation/enrollment (36 classrooms/sites per infant and toddler behavior consultant)
- e. VA ITSN will collaborate to ensure statewide coverage and that appropriate referrals are made between services where other such models exist such as the current

Virginia pilot of a coordinated Early Childhood Mental Health Consultation Model

Activity 7.2 VA ITSN will recruit child care providers in family day homes and centers to receive behavior consultation services.

- a. VA ITSN will collaborate on outreach and recruitment approaches with Ready Regions and other Improvement partners who provide training or have existing relationships with programs to provide referrals, as appropriate
- b. VA ITSN will use guidance provided by VDOE to prioritize VQB5 classrooms/sites with an average CLASS score of 3.99 or lower, focusing on those classrooms/sites that receive public funds and those programs with specific referrals for children demonstrating need

Activity 7.3 VA ITSN will provide ongoing consultation using the finalized ITSN Behavior Consultation Model throughout the span of the agreement.

- a. Results from VQB5 fall and spring CLASS observations and curriculum use data will be used to measure progress and determine needs for future coaching
- b. Recruitment of possible new classrooms/sites for coaching services will occur after fall data collection

8. VA ITSN will provide training on implementing strategies for promoting the social emotional development of infants and toddlers, and training or technical assistance on the screening of infants and toddlers on a classroom or family day home level and the program/director level.

Activity 8.1 VA ITSN will provide training on topics that prepare caregivers, teachers, and directors to promote the social emotional development of infants and toddlers such as CSEFEL/Pyramid Model and topics to support the well-being of infant/toddler caregivers, teachers, and directors in order to better support the needs of the children in their care.

- a. VA ITSN will provide at least 500 hours (50 hours per infant and toddler behavior consultant) of training statewide for at least 1,300 infant/toddler providers for participation/enrollment and at least 400 hours (40 hours per infant and toddler behavior consultant) statewide of technical assistance for at least 80 classrooms/sites including FDH, for participation/enrollment in a variety of formats and incorporate other state partners where applicable

Activity 8.2 VA ITSN will offer training on the screening of infants and toddlers either in-person within each region, online, or collaborate with applicable state or regional partners to ensure infant/toddler caregivers, teachers, and directors have access to information on screening tools.

- a. VA ITSN will provide technical assistance on using particular screening tools where needed
- b. VA ITSN will provide resources for child/family referrals following screenings, when applicable

9. VA ITSN will establish regional service coverage, aligned with the Ready Regions geographical footprints that ensure all areas of the state have access to the VA ITSN services. Regional offices will be selected via a competitive and objective process, and past involvement or existing regional relationships with providers will be prioritized.

Activity 9.1 VA ITSN will establish a competitive RFA process for selecting regional ITSN offices that result in MOUs or contracts effective no later than July 1, 2023, that detail all responsibilities and requirements for the regional offices. Current Network regional offices and their regions will be used until these new MOUs or contracts are effective.

- a. VA ITSN will ensure procedures and/or subrecipient agreements/contracts address responsibilities of regional VA ITSN offices

Activity 9.2 VA ITSN will ensure a framework exists for services and provide leadership and oversight of regional VA ITSN offices and the provision of services so similar services exist across the state yet variations exist to support individual regional needs based on data, incorporating new approaches to service delivery will be considered, as appropriate, to help ensure best practices with service delivery.

- a. VA ITSN will ensure each regional entity has a plan to hire or contract with highly qualified infant and toddler specialists who are experienced in requisite skills and familiar with the region
- b. VA ITSN will ensure each regional entity has a plan to hire or contract with highly qualified infant and toddler behavior consultants who are experienced in requisite skills and familiar with the region
- c. VA ITSN will establish a process for continually using data to drive improvement at the regional and state level, ensuring there is sufficient capacity within each region to gather, analyze, and effectively use local data
- d. VA ITSN will establish a process for managing and monitoring regional agreements, including a process, in consultation with VDOE, for canceling or revising services for regional offices, when the office is not performing responsibilities as determined or expected/outlined in the agreement

Activity 9.3 VA ITSN will expand as feasible to offer more services to providers based on data through frequent assessment of regional offices in meeting target goals throughout the term of service for the ITSN award.

Activity 9.4 VA ITSN will convene the Leadership Council quarterly and serve on state and regional ECE leadership groups as applicable.

- a. VA ITSN will include VDOE on the Leadership Council, with convenings to serve as a component of regional entity monitoring of progress and activities

10. VA ITSN will develop professional standards and practices for maintaining a highly qualified and efficient central and regional office network staff.

Activity 10.1 VA ITSN will ensure adequate and highly-skilled staff are in place to oversee

implementation of the VA ITSN at the central and regional offices.

- a. VA ITSN will determine the quantity, roles, and professional competencies or qualifications for staff in the central office, including establishing high-standards for operational and financial roles
- b. VA ITSN will collaborate with determined regional offices to identify the number of staff or contractors necessary to provide coordination and delivery of VA ITSN services

Activity 10.2 VA ITSN will assess and address the professional development needs of the infant and toddler specialists and infant and toddler behavior consultants and provide training and on-going support.

- a. VAITSN will provide professional development to central office staff
- b. VA ITSN will develop and implement a plan for on-going support/assistance to the infant and toddler specialists that promotes maintaining and improving the competencies of specialists, incorporates best practices for implementation of initiatives, provides opportunities for specialists to network and receive feedback about VA ITSN activities, and considers feedback from specialists
- c. VA ITSN will develop and implement a plan for on-going support/assistance to infant and toddler behavior consultants that ensures supports to obtain professional training or certifications required, provides opportunities for the consultants to network amongst themselves to share and receive feedback about VA ITSN activities, and considers feedback from the consultants
- d. VA ITSN will include in the plan a description of any training certificates for all positions that must be maintained, including Infant and Toddler CLASS. VA ITSN will monitor and assist with completion of ITS inter-rater reliability checks

11. VA ITSN will maintain accurate data and reporting practices to support evaluation of services and all necessary protections for records collected and participants.

Activity 11.1 VA ITSN will complete all annual reporting requirements, including annual, mid-year, and monthly measures described in scope of work. An annual summative report will also be completed at the end of the period of the subrecipient agreement. The final requirements for the summative report will include:

- a. Summary of successes, challenges, and proposed solutions within each high-level outcome and goals
- b. Summative data demonstrating progress in supporting quality classrooms, as defined in Goal 1
- c. Summative data, as collected, related to all other goals within the report

Activity 11.2 VA ITSN will support monitoring requirements for both central and regional offices.

- a. VA ITSN will participate and fully support programmatic and fiscal monitoring requirements as determined by VDOE or by the US Administration of Children and

Families, for both central and regional offices

- b. VA ITSN will develop and complete internal monitoring protocols and procedures for maintaining accuracy of expenditures, program activities and requirements, and data security

Activity 11.3 VA ITSN will establish secure practices for collecting and maintaining any agreement related data, including any reporting data or program-level data. VA ITSN will complete data sharing agreements with VDOE annually and provide any data collected as requested.

- a. VA ITSN will complete requested protocols for research security, including compliance with requirements to protect human research subjects

Activity 11.4 VA ITSN will support transition of services at the completion of award period, as needed.

- a. At completion of the award period, VA ITSN will support transition of services to any future subgrantee selected, as requested VDOE

Appendix B: Application Cover Sheet

Request for Application: VA ITSN Regional Office Subaward

Region: _____

Subaward Program:	VA ITSN Regional Offices
Applicant Name:	
Applicant Mailing Address: Physical Location: (if different from mailing address)	
Applicant Federal Tax ID Number:	
Subaward Period:	Upon subaward through June 30, 2024
Program Director/ Administrator	
Name:	
Title:	
Address (if not the same as above):	
Phone:	
E-mail:	

CERTIFICATION: I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this subaward.

Typed or Printed Name of Organization Authorized Representative

Title

Signature of Organization Authorized Representative

Date

ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS FOR GRANT AWARDS OR COOPERATIVE AGREEMENTS

A. Intellectual Property

(i.e. papers, reports, forms, materials, creations, or inventions (intangible property))

Federally funded grants or cooperative agreements must meet the requirements of the specific federal grant, such as making any work (e.g., materials, tools, processes, systems) developed freely available to the public, ensuring any websites developed meet government or industry recognized standards for accessibility, and the requirements of 2 CFR §200.315 Intangible Property, are met.

SECTION I. Not applicable]

SECTION II. Grants or Cooperative Agreements which include creation of Intellectual Property that VDOE will/should Own

If grant or cooperative agreement deliverables include creation/development of Intellectual Property that should be owned by the Virginia Department of Education (for example, the intellectual property deliverable will be used long term, and/or will be built on in the future), the following special terms are applicable to the grant or cooperative agreement:

INTELLECTUAL PROPERTY: All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this grant or cooperative agreement (“the Intellectual Property”) shall become the sole property of the Virginia Department of Education. The grant or cooperative agreement recipient hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grant or cooperative agreement recipient may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grant or cooperative agreement recipient. The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property. Upon request, the grant or cooperative agreement recipient shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education’s sole ownership of the Intellectual Property.



SUBGRANT OR SUBCONTRACTS: No portion of the work shall be sub granted or contracted without prior written consent of the Virginia Department of Education. In the event that the grant or cooperative agreement recipient subgrants or contracts any part of the work specified herein, the grant or cooperative agreement recipient shall include the term above in the subgrant(s) or contract(s) with the subgrantee(s) or contractor(s), shall remain fully liable and responsible for the work to be done by its subgrantee or contractor(s), and shall assure compliance with all requirements of the grant or cooperative agreement. The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property.

SECTION III. [Not Applicable]

B. Suspension and Debarment Compliance – Non-Procurement Covered Transactions

According to 2 CFR §200.213, non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

All recipients of federal funds through this transaction must comply with 2 CFR 180, Subpart C as a condition of participation in this transaction, and must include similar terms or conditions in lower-tier covered transactions.

C. Federal Funding in Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal funding, U.S. Department of Education sub-grantees shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal funding;
2. the dollar amount of Federal funds for the project or program; and
3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76. Consolidated Appropriations Act, 2014.

D. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

E. Monitoring and Reporting

1. VDOE and auditors shall have access to sub-recipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing VDOE's automated system Online Management of Education Grant Awards (OMEGA). Exceptions may be granted by VDOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.