

WAKE COUNTY



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

### I. Initial Log-In

- Website: <https://agency.e-cimpact.com/login.aspx?org=WCSS>
- If you are new to the site, you will first create an agency account and your own password. If you have used the site previously and cannot remember your previous login information click on "Forgot your password?" link to create a new password.

The logo for e-IMPACT Community Impact Management. It features a stylized green 'e' with a circular arrow around it, followed by the word 'IMPACT' in blue. Below this, the text 'Community Impact Management' is written in a smaller font, and 'AGENCY SITE' is written in a purple font.

**WAKE COUNTY SMART START**  
**Sign In**  
Please sign in to your account.  
  
  
**Sign In**  
[Having trouble signing in?](#)

A large, light green arrow pointing to the right, with the text 'New to e-IMPACT?' in a purple font.

**Create an e-IMPACT account**  
To create a new account select the link below:  
**Click here to create a new e-IMPACT account**



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

### II. Main Page

- On the left side of the main page, find and click on the link for “WCSS FY24-25 Application”
- General instructions will be at the top of the first page of the application screen

FY 2023 - 2024

- [FY 23-24 Activity Application](#)
- [July 2023 Reporting](#)
- [August 2023 Reporting](#)
- [September 2023 Reporting](#)
- [October 2023 Reporting](#)
- [November 2023 Reporting](#)
- [December 2023 Reporting](#)

FY 2024 - 2025

- [FY 24-25 Activity Application](#)

**Historical Processes**

**Wake County SmartStart - FY 2022-2023**

**August 2022 Reporting**

Status: ● Submitted  
Last Updated: 9/12/2022 10:35:16 AM

[Click Here to View](#)

**Progress Summary**

- Not Started
- In Progress
- Allow Revision
- Completed
- Submitted

**Wake County SmartStart - FY 2022-2023**

**September 2022 Reporting**

#### Resource Center

[General Resources \(1\)](#)



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

### III. Application Packet

- Each Agency must complete: Agency Information, Board List and Audit/990 attachments
- Each Activity must complete: Application, Planning Budget
- Nothing needs to be added in the Attachment section. This section can be selected as “marked as completed” before work begins on the Application and Budget.
- Agency and Activity forms are submitted separately
- To switch to different forms, you can either click on the “WCSS FY24-25 Application” link to return to the main screen OR click “Switch Forms” at the top of the page

#### Wake County SmartStart


FY 2024 - 2025 - FY 24-25 Activity Application

SAFEchild






This is the application for funding for Wake County Smart Start FY 2024-2025. It is due at 5PM on Monday, March 4, 2024. **If you fail to submit your completed application before then, the system will lock you out.** NO LATE APPLICATIONS WILL BE ACCEPTED. We encourage you to complete the application early in case you encounter issues during the submission process and need technical assistance from Wake County Smart Start staff. Please email Bryce McClamroch with questions.

#### Assign Programs to this Application

 [Create a New Program and Assign it to this Form Packet](#)

 This requires that a minimum of 1 Activity is included, in Completed / Ready to Submit status before you may submit each Agency or Activity Packet. Please include 1 more Activity

[View Printable Version of this Entire](#)

Item (* indicates Required Item)	Last Updated	Status
★ SAFEchild		Not Started
<a href="#">Agency Information*</a>		 Not Started
<a href="#">Agency Attachments</a>		 Not Started
★ Crianza con Cariño: The Nurturing Program for Spanish Speaking Families		Not Started
<a href="#">Planning Budget*</a>		 Not Started
<a href="#">Activity Application*</a>		 Not Started
<a href="#">Activity Attachments</a>		 Not Started

### IV. Activity Application

- There are six total questions on the primary application



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

- Make sure to place your cursor over the green question mark next to each question, in order to see important additional information and context which will help with your response
- For the first question, please review the list of NCPC approved models in the Resource Center section of e-Clmpact (more on that below) and list the model which you are proposing for Smart Start funding
  - If you are unsure of which model to select or do not see a model you were expecting to find, please reach out to WCSS staff
- The second question is the best place to capture an overview of your proposed activity/model
  - Remember to provide enough detail that any person who is unfamiliar with your activity would be able to understand your proposed scope of services and why they are necessary
- The remaining questions concern alignment with the WCSS Strategic Framework key objectives

### Activity Details

1. Please indicate which evidence-based model from the NCPC Smart Solutions catalog (<https://www.smartsolutionscatalog.com/nc/browse>) you are proposing to implement.\*

Limit up to 4000 characters (0 used).

2. Describe how you will deliver this program to the community and your experience serving your target clients (children, families, child care, community organizations, etc.).\*

Limit up to 4000 characters (0 used).

### Strategic Framework Alignment

The WCSS Strategic Framework outlines the objectives and strategies that will support a transition to services which are rooted in culturally affirming services, racially equitable practice, family engagement and leadership, and data-informed decision-making. The following questions will ask you about your program implementation through the lens of our Strategic Framework's priorities and objectives.

3. Describe how you use, or plan to use, a culturally affirming approach in your work with families (or to support a culturally affirming approach in stakeholders working with families, if you do not directly serve families).\*

Limit up to 4000 characters (0 used).

4. Describe how you use, or plan to use, racially equitable practices in your service delivery.\*

Limit up to 4000 characters (0 used).

5. Describe how families (or stakeholders working with families, if you do not directly serve families) are empowered or could be empowered to be actively involved with the program beyond direct service delivery.

For example, child care providers are supported in developing strategies for encouraging parent participation, parents are engaged in discussions which change how services are delivered or a parent is an active member on a program planning or advisory committee.\*

## V. Application Resources


WAKE COUNTY



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

- Documents associated with the WCSS strategic framework, NCPC approved evidence-based models and budget preparation can be found in the “Resource Center” at the bottom left of the e-Clmpact site.
- If you encounter a question or issue that cannot be addressed by a resource document, please do not hesitate to contact a member of the WCSS staff (see contact info below)

FY 2024 - 2025

 **FY 24-25 Activity Application**

**Historical Processes**

 **Resource Center**

[General Resources \(1\)](#)

[Budget Preparation Resource Documents \(1\)](#)

[Budget Revision or Amendment \(1\)](#)

Connect with  [Wake County Smart Start](#)

 [e-Clmpact™ Community Impact Management](#)

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## VI. Budget



## Wake County Smart Start FY 2024-2025 Funding Application Guidelines

- Review Smart Start Cost Principles and Budget Line Item Descriptions before preparing budget (in Resource Center section, on left side of the screen)
- Planning budget and budget narrative are combined. Please treat the first column of the line item as the budget narrative and be as specific as possible.
  - Provide an adequate description for each line item expenditure requested
- For Personnel, list each position and the number of FTEs, (2080 hours = 1 FTE). Describe the composition of cost for positions – i.e. Program Coordinator 2 FTEs (Salary plus benefits at 25% of salary including Health Insurance, FICA, SUTA, Workers Comp).
- Limit Office Supplies to \$300 per FTE.
- Travel Expense reimbursement cannot exceed the State Mileage Rate, Per Diem, and Lodging Rate.
- For Communications and Postage include either the cost for phone land lines or cell phones.
- If including indirect expense on the Other Expense line please include an approved allocation plan with your submission.

### Wake County SmartStart

FY 2024 - 2025 - FY 24-25 Activity Application

Lucy Daniels Center - Social/Emotional Interventions for Young Children

Form: Planning Budget



Section: Personnel/Contracted Services

In the first column, please include detailed narrative for the expense (in lieu of budget narrative), please describe what the expense is (i.e. number of FTEs, salary and benefits for each staff position).

	FY24-25 Smart Start Funds Requested	Medicaid Budgeted Expenditures	Other Funding Sources	Total Funds Available for Activity
Personnel	0	0	0	0
<div>✖ <input type="text"/></div> <div> <a href="#">Add New Item</a></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### VII. Submission

- When ready, click “Save My Work and Mark as Completed” for all forms.



## **Wake County Smart Start FY 2024-2025 Funding Application Guidelines**

- The Activity Attachment section will be completed by WCSS staff. You must click the “Save My Work and Mark as Completed” link in this section as well before submitting all forms.
- Log into the authorized signer’s account
- Click Submit for the agency level forms
- Complete the Application Submission Details (in lieu of a signature)
- Click “Submit this Form Packet Now”
- Repeat for the activity forms
- Look for confirmation email

### **VIII. Contact Information and Miscellaneous**

- Please reach out to WCSS staff if you encounter an issue with the online portal, are looking for additional clarification on an application question or would like to discuss your responses
- Remember that the application is due by 5pm on Monday, March 4th
- Application questions or e-CImpact issues :
  - Bryce McClamroch – [bmccclamroch@wakesmartstart.org](mailto:bmccclamroch@wakesmartstart.org)
  - Kim McNeil – [kmcneil@wakesmartstart.org](mailto:kmcneil@wakesmartstart.org)
- Budget questions:
  - Gary Carr – [gcarr@wakesmartstart.org](mailto:gcarr@wakesmartstart.org)