

EIEP: Biennial Application Timeline and Process

July 2021

Executive Summary

In response to the meeting held on April 5, 2021 between Governor’s Office staff and Department of Health staff, a timeline has been developed to not only depict the steps and time needed to open Part C and Part B/619 service provisions to entities other than existing Child Development Centers (CDCs) but to also satisfy the need to utilize a Request For Applications (RFA) for the FY23 regional developmental preschool contract cycle.

Following that meeting, the Governor’s Office confirmed that four parameters, listed below, should be part of any RFA process for FY23:

1. Contracts with CDCs will be opened for bidding through the RFA process to ensure transparency in the process.
2. Contracts will require that applicants serve both the Part B and Part C populations.
3. Contracts will be utilized to direct compliance with IDEA and promote consistency between programs.
4. Discussions with WDH, WDE, and the Governor's office will continue on strengthening the MOU between the agencies to ensure compliance with IDEA and coordination between programming, particularly regarding transitions from Part C to Part B and Part B to kindergarten.

Provided below is a draft timeline for the RFA and selection process¹, as well as a listing of each region by county, a summary of the RFA and contract requirements, and a discussion on the WDH/WDE MOU. Finally, some outstanding policy questions are provided for further discussion.

Draft Timeline and Process

A summary of the draft timeline is provided in Table 1, below.

Table 1: Timeline and process for EIEP Request for Applications, award year FY23

Date	Milestone
August 2, 2021	EIEP to publish the Letters of Intent invitation on the EIEP webpage and in no less than two Wyoming newspapers with statewide circulation
August 31, 2021	Letters of Intent due to EIEP
September 7, 2021	EIEP notifies potential applicants of Letter of Intentreceipt
September 10, 2021	EIEP disseminates applications to all potential applicants who submitted a Letter of Intent and who have indicated they can satisfy all assurance requirements
October 29, 2021	Applications due to EIEP for review
November 30, 2021	Applications formally reviewed and 1 applicant per Region selected and notified by EIEP

¹ Competition for the 14 regional contracts will be facilitated through a standard Request for Application (600 series grant award) process.

Date	Milestone
December 1, 2021	The current contractor completes the legislatively required December 1 Child Count (W.S. § 21- 2-706(b))
February 1, 2022	Selected applicants and EIEP begin contract negotiations
March 22, 2022	Selected applicants receive finalized funding information required for drafting Part C and Part B/619 contracts
April 15, 2022	EIEP finalizes draft contracts with selected contractors
July 1, 2022	Contracts fully executed; services begin

EIEP Regions, by County

Table 2: EIEP Regions, by County

Region	County / Counties		County/Counties
1	Big Horn, Hot Springs, Park, Washakie	8	Carbon
2	Johnson, Sheridan	9	Natrona
3	Crook, Weston	10	Converse, Goshen, Platte, Niobrara
4	Sublette, Teton	11	Albany
5	Lincoln, Uinta	12	Laramie
6	Fremont	13	Campbell
7	Sweetwater	14	Wind River Reservation



RFA/Contract Requirements

All applicants must meet assurances to include the ability to provide **both** Part C and Part B/619 services in the service areas listed above upon submission of Letter of Intent to apply for respective contract awards. A full list of [assurances](#) and applicable references are provided. Service requirements based on the [Biennial Application](#).

Current Contract Language

For reference, current contract language for both Part C and Part B/619 contracts is provided in Table 3, below. This language is in direct compliance with IDEA. Contracts for each service area share the same deliverables and expectations to ensure consistency across the state. Monitoring is conducted by EIEP to ensure conformance with IDEA.

Table 3: Current contract “Purpose” language

Program	Current Contract Purpose Language
Part C	The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide early intervention to children ages birth through two (2) and their families including a comprehensive system of personnel development activities to ensure the services are in conformity with 34 CFR Part 303, Early Intervention Program for Infants and Toddlers with Disabilities Part C of Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and subsequent revisions.
Part B/619	The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide preschool, special education, and related services to children ages three (3) through five (5) years with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C § 1400, et seq., and regulations 34 C.F.R. Part 300, to include Subpart G Authorization, Allotment, Use of Funds, and Authorization of Appropriations (Section 611 of Part B of IDEA), Subpart H Preschool Grants for Children with Disabilities (Section 619 of Part B of IDEA) and subsequent revisions, and Wyo. Stat. § 21-2-706. The funding for this Contract comes from the Preschool IDEA Part B/619 and Part B/611 budget funded by an inter-agency grant from the Wyoming Department of Education and state general funds.

