

**STATE OF UTAH
DEPARTMENT OF WORKFORCE SERVICES
OFFICE OF CHILD CARE**

REQUEST FOR GRANT APPLICATIONS (RFGA)

**NON-COMPETITIVE
QUALITY IMPROVEMENT GRANT
FOR
NEW* LICENSED FAMILY CHILD
CARE PROVIDERS**

**Applications Accepted From
February 1, 2016
through
Thursday, May 12, 2016**

Applications may be mailed or hand-delivered to the Department of Workforce Services, 140 East 300 South, Salt Lake City. Applications must be hand-delivered by 5:00 PM Thursday May 12 or postmarked by that date.

**New programs are those that were not in operation before October 1, 2013.*

New Licensed Family Child Care Quality Improvement Grant

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Part One: General Information

Purpose

The Department of Workforce Services (DWS), Office of Child Care (OCC) is releasing a non-competitive grant to improve the quality of care provided by licensed family child care programs that were not operating prior to October 1, 2013. Applicants must meet the qualifications listed below under "Eligibility Requirements" and submit a complete application in accordance with this RFGA to be considered for a grant. Grant money may be used to purchase equipment, learning materials, better prepare for emergencies, and acquire informational resources on children and families.

Eligibility Requirements

Applicants **MUST** meet all of the following requirements in order to qualify for this grant:

1. A family child care provider holding a current child care license issued by the Utah Department of Health, Child Care Licensing and **not in operation before October 1, 2013** (*NOTE: Only one grant per license/tax ID is allowed*);
2. Currently providing full-time child care to children, year round on a daily basis;

Applicants who may not apply:

1. Family child care programs currently suspended from grant eligibility, due to failure to perform under the terms and conditions of a prior grant administered by the Office of Child Care or its predecessor, the Office of Work and Family Life.
2. Family child care programs with a conditional license.
3. Family child care programs that were operating prior to October 1, 2013.
4. Family child care programs that are receiving the Rural Provider Quality Improvement grant released in February 2016.

Application Period

Applications Accepted From: February 1, 2016 through Thursday, May 12, 2016.
*Applications may be mailed or hand-delivered to the Department of Workforce Services, 140 East 300 South, Salt Lake City. **Applications must be hand-delivered by 5:00 PM Thursday May 12 or postmarked by that date.***

Incentive bonuses are available for early applicants (see "Early Application Bonus" under "Funding Details" below).

Funding Details

Each qualified applicant can receive only one grant. Only one application per license and tax ID number is allowed.

Grantees must spend all grant funds and **return receipts documenting all purchases, within six weeks of receiving the grant check.** Purchases cannot be made until after notification of receiving a grant has been sent.

Base Award: The maximum number of children for whom an applicant may request funding is determined by the number of children for whom the provider is licensed.

- If licensed for 1-8 children, maximum funding (excluding early application and subsidy bonuses) is \$1,000.
- If licensed for 9-16 children, maximum funding (excluding early application and subsidy bonuses) is \$2,000.

NOTE: Funding is NOT available for children living in the provider's home on a full-time basis, and for whom the provider has legal parent or guardian responsibilities.

In programs with part-time children who share a spot, the maximum funding will be the licensed capacity.

For example, if a program is licensed for eight children and it has ten children enrolled, the applicant may request up to \$1,000 for the eight children for whom the applicant is licensed.

Subsidy Bonus: In addition, an applicant may request \$250 for each child in its care (up to the licensed capacity) according to the all of the following criteria:

1. Child is paid for with child care subsidy funds.
2. Child is currently enrolled and attended the program ten (10) or more working days the previous month;
3. If two (2) children share one full-time slot, only one child may be counted.
4. Children living in the provider's home on a full-time basis and for whom the provider has legal parental or guardian responsibilities **may not be counted.**

Early Application Bonus:

To qualify for a bonus, applications must be hand-delivered by 5:00 PM or postmarked on the dates listed below.

- \$300 bonus for applications hand-delivered by 5:00 PM Monday, February 29, 2016 or postmarked by that date
- \$200 bonus for applications hand-delivered by 5:00 PM Thursday, March 31, 2016 or postmarked by that date
- \$100 bonus for applications hand-delivered by 5:00 PM Saturday, April 30, 2016 or postmarked by that date

No bonus will be given for applications postmarked after April 30. Applications will not be accepted before the February 2, 2016 opening date or hand-delivered after Thursday, May 12, 2016 at 5:00 PM or postmarked after that date.

Grantee Responsibilities

A Grantee is defined as an eligible applicant, who submits a complete application and receives a grant through this application. A Grantee must meet all of the following requirements:

1. Spend the grant funds and **return receipts documenting all purchases, within six weeks of receiving the grant check.**
 - a. **Copies** of receipts for all purchases made with grant funds **must be emailed to OCC within six weeks of receiving the grant check.** *Failure to submit copies of receipts may result in suspension from participation in future grant programs administered by OCC.*
 - b. **Scan and email receipts** to vbecker@utah.gov, or fax to 801-526-4432.
 - c. Grantees who do not have access to email or fax, shall mail receipt copies to: Department of Workforce Services, Office of Child Care, Attn. Vickie Becker, 140 East 300 South, Salt Lake City, UT 84111.
2. Await notification from OCC of receiving a grant prior to making any purchases.
3. Complete all purchases specified in its application.
4. Agree to put all purchased items to immediate use in its program. Grantee may not return items to the vendor, unless a substitute item is purchased. Grantee must not give items to anyone else for any purpose.
5. Serve all families regardless of race, religion, sex, age, national origin, disability or sexual orientation. Discrimination based on any of these classes is prohibited.
6. Allow OCC staff access to the program for site visits and monitoring.

7. Comply with all requirements, terms and conditions specified in the Grant Application and Contract. Failure to comply may result in demand for the return of funds and/or suspension/debarment from participation in future DWS grants and contracts. Non-compliance may also result in the cancellation of other agreements between the Grantee and DWS.
8. Grant funds must be spent on the applicant's program and may not be used to purchase items for any other purpose or program.

Part Two: Application Process

General Information

1. Copies of this Request for Grant Applications, and all attachments, are available online at jobs.utah.gov/occ. Applicants are responsible for all costs incurred preparing and submitting the application. Grant funds may not be used to cover the costs of preparing and submitting the application.
2. If there are questions regarding this grant, please contact Vickie Becker at the Department of Workforce Services, Office of Child Care. Vickie can be reached at 801-526-4354 or by e-mail at vbecker@utah.gov.
3. **Applications MUST be hand-delivered by 5:00 PM Thursday, May 12, 2016 or postmarked by that date. Hand-delivered applications received after 5:00 P.M. will not be accepted. There are no exceptions.**
4. Faxed or emailed applications will not be accepted. Applicant must submit one original and one copy of the application to:

Department of Workforce Services
Office of Child Care
Attn: Vickie Becker
140 East 300 South
Salt Lake City, Utah 84111

5. Applications missing any of the components listed in *Part Three: Instructions for Completing the Grant Application* or that contain incomplete forms will be sent back to the applicant for correction and resubmission.

Format Requirements

1. Applications may be hand written or typed. If hand written, print clearly and legibly. If typed, use a 10-12 point type.
2. Application pages must be fastened together.
3. Documents must be placed in the application packet in the order listed in *Part Four: Order of Application Paperwork/Checklist*.

Part Three: Instructions for Completing the Grant Application

1. Complete the *Grant Application & Contract form*

- Fill out the *Grant Application & Contract Form* completely.
- ***Make certain to list Applicant's business name and the federal tax identification (ID) number exactly as on file with the IRS.*** DWS will not be able to issue grant funds without the correct business name and ID number. If Applicant's business name has changed, please check with the Internal Revenue Service (IRS) to confirm the name change. Applicant's grant check will be delayed if the business name listed on the application does not match the name on file with the IRS.

If Applicant files taxes under the tax ID number from a spouse's business, use that tax ID number on the application form. In this case, Applicant's child care business is considered a "Doing Business As" (DBA) under Applicant spouse's tax ID number. For example, "Smith Enterprises DBA Sunny Daycare".

- ***Applicant must sign the Grant Application & Contract form before submitting.*** Once signed by Applicant and DWS, the *Grant Application & Contract Form* becomes a legally binding contract.

2. Complete *Attachment A – Funding Worksheet*

Use *Attachment A – Funding Worksheet*, to determine the maximum amount of funding, for which Applicant is eligible. To determine the number of children for whom to request funds, Applicant must use the program attendance for the month preceding the month of the grant application. For example, if submitting the application in May, Applicants must use program attendance for the month of April to determine funding.

The following rules apply:

- Only include currently enrolled children who attended the program ten (10) or more working days, the previous month.
- If two (2) children share one full-time slot, count only one child.
- **Do not** include children for whom child care is provided without charge.
- **Do not** include children living in the provider's home on a full-time basis and for whom the provider has legal parental or guardian responsibilities.

3. Complete *Form A-1: Equipment & Materials Inventory for Family Child Care* or *Form A-2: Equipment & Materials Inventory for Family Group Child Care*

Follow the guidelines below to determine the material and equipment needs for Applicant's program. Complete the appropriate inventory form, depending upon licensed capacity.

- Write the number of items program currently has on each line. **NOTE: A number is required for each item. Do not put a checkmark on the line.** For items containing large numbers (i.e. blocks, board books, etc.), estimate the number. In those instances, it is not necessary to count every item.
- A crib or porta-crib is required for each child under the age of one. If Applicant does not have an actual crib or porta-crib for each child under age one, grant funds must be used to make these purchases.
- Please note, some items are considered "optional". Applicant may request optional items ONLY if it has **all** other items in **all** of the different areas of the Materials and Equipment Inventory List. If items are currently broken or worn out, do not count them on the list.
- Do not count plastic shelving units, unless they are made for group care use.

4. Complete *Form B: Materials and Equipment Request Form*, or create a totaled "shopping cart" from the website of each of the vendors selected.

a. Instructions for *Form B: Materials and Equipment Request Form*:

If using *Form B: Materials and Equipment Request Form*, write the page total at the bottom of each page, along with a grand total on the last page. If the grand total is less than the dollar amount for which Applicant is eligible, then Applicant may only request the grand total amount shown on *Form B*.

b. Instructions for internet "shopping cart:"

If Applicant uses internet shopping cart as the materials list, the total will automatically show at the bottom. The total from all vendors cannot exceed the amount being requested. If the grand total is less than the dollar amount for which Applicant is eligible, then Applicant may only request the grand total amount.

c. **Spending Guidelines and Restrictions**

Follow the guidelines below to determine equipment and/or materials to be purchased with grant money.

- **Grant funds may only be used to purchase items from the *Materials and Equipment Inventory List* Applicant does not already have, in the recommended quantities shown in the description column.**
- Funding may be requested to purchase furniture and learning and activity materials for children from nationally-known, early childhood education catalogs or vendors. With the exception of cribs or porta-cribs, and some items in the Outdoor Play and Nature Activities or Emergency Preparedness sections, all items must be purchased from early childhood education catalogs and vendors.
- If infants (i.e. children under the age of one) are enrolled, and Applicant does not have cribs available for these children, cribs or porta-cribs **must** be purchased for each infant before making any other selections.
- Shelving units or other appropriate toy storage must be available. If shelving is chosen, the height may not exceed 24 inches. Toy boxes are not considered appropriate storage and may not be purchased with grant funds.
- Every item on the materials list must be safe and age appropriate for all children in attendance. When prohibited items are included on the request form, the OCC will disallow those items and the cost of those item(s) will be *deducted* from the grant check.
- The following may not be purchased with grant funds:
 - infant swings and exersaucers;
 - second hand or used items;
 - large playground equipment; and
 - media items such as computers, iPads, gaming systems, DVD and Blue Ray players.
- *Other recommendations when making materials selections and choosing vendors:*
 - It is strongly encouraged to talk with companies before completing the grant application to find out what kind of discounts they may be willing to provide.
 - The grant will pay for tax and shipping, though shipping may often be waived if purchases are limited to one or two vendors, allowing Grantee to purchase more materials for their program.

If requesting grant funds to include tax and shipping charges, the amount must be included on the equipment and materials request form.

- **NOTE: Grantees must submit receipts for purchases to the Office of Child Care to close out the grant and meet contract requirements. The more companies selected, the more time this will take.**

Part Four: Order of Application Paperwork/Checklist

The following documents must be placed in the application packet, **in the order listed below**, to be considered for a grant:

1. Grant Application and Contract Form

Fill out the application completely. Read the terms and conditions before signing the application. All applications must have an original signature to be valid.

NOTE: The Grant Application and Contract Form is a legally binding agreement. Read through the entire document before signing. When signing the document, Applicant agrees to comply with all the terms and conditions stated in the contract.

2. Licensing Status

Submit a copy of Applicant's current child care license from the Utah Department of Health, Child Care Licensing.

3. Attachment A – Funding Worksheet

Worksheet must be completely filled out and totaled at the bottom, in accordance with the instructions provided in Part Three of this RFGA.

4. Form A-1: *Equipment & Materials Inventory for Family Child Care* or Form A-2: *Equipment & Materials Inventory for Family Group Child Care*:

Completely fill out the appropriate form based on licensed capacity, in accordance with the instructions provided in Part Three of this RFGA.

5. Form B: *Materials and Equipment Request Form*, or a totaled "shopping cart" printed from the internet:

Provide the appropriate form, in accordance with the instructions provided in Part Three of this RFGA. If using Form B, the bottom of each sheet must be totaled, with a grand total on the final page.

Part Five: Definitions

Conditional License: A license issued by the Utah Department of Health, Child Care Licensing for continuing or chronic failure to comply with licensing rules or for serious breaches of those rules that results in potential or actual harm to children.

Non-Competitive Grant Process: A non-competitive grant process accommodates all eligible programs. There is no required written proposal and programs do not have to compete with one another to receive funds. There are enough funds available to serve all eligible licensed family child care providers. Every eligible program that submits a **completed** application, with all requested supporting documentation, will receive some grant funds.