

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

**Request for Grant Applications
(RFGA)**

**FROM
LICENSED FAMILY CHILDCARE
PROVIDERS**

**for
Infant & Toddler
Equipment & Materials Grants**

**Application Period:
April 1, 2015-August 13, 2015**

This Grant is funded by the Federal Child Care and Development Block Grant CFDA# 93.575.

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Licensed Family Child Care Infant/Toddler Materials Grant

Part One: General Information

Purpose

The Department of Workforce Services Office of Child Care (OCC) is releasing a non-competitive grant available to licensed family child care providers that meet the following criteria: (i) caring for children under the age of three; and (ii) child care fees are paid with child care subsidy funds. This non-competitive, statewide grant is available to licensed family child care providers that want to improve the quality of the infant and toddler care in their programs. Grant money may be used to purchase equipment and materials designed specifically for children under the age of three (3).

Applicants must be currently operating a family child care program holding a child care license from the Utah Department of Health, Bureau of Licensing.

The OCC will accept applications any time between April 1, 2015 - August 13, 2015. Applications will not be accepted before the opening date or after the closing date of the application period.

Eligibility Requirements

Each eligible program may receive one grant. The following programs are eligible to apply for this grant:

Eligible Programs

1. Family child care programs holding a current child care license issued by the Utah Department of Health, Bureau of Child Care Licensing; and
2. Providing full-time, year-round, daily child care to children under the age of three.
3. Currently caring for at least one child under the age of three whose child care fees are paid for with subsidy dollars.

Programs that 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 OCC or its predecessor, the Office of Work and Family Life.
2. Family Child Care Programs with a conditional license (a license issued by the Bureau of Licensing, Department of Health for continuing or chronic failure to comply with the licensing rules or for serious breaches of the rules that results in potential or actual harm to children).
3. Family Child Care Programs not receiving a subsidy payment for any child in their care under the age of three.

Funding Levels

Each licensed family child care program may request up to \$500 for each child meeting all of the following criteria: (i) child is under the age of three; (ii) same child is paid for with child care subsidy funds; and (iii) child is currently enrolled and attending the program.

In addition, an eligible program may request \$250 per child for any children in the care of the provider meeting the following criteria: (i) child is under the age of three; (ii) same child is **not** paid for with child care subsidy funds; and (iii) child is currently enrolled and attending the program.

Limitations on funding are as follows:

(1) Licensed for eight (8) Children or Less:

Programs licensed for eight children or less may apply for funding for up to a maximum of three children.

(2) Licensed for twelve to sixteen children:

Programs licensed for between 12 and 16 children may apply for funding for up to a maximum of six children.

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 parental responsibilities.

Programs must spend the 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 received by a grant recipient.

Matching Funds

This grant requires **No Cash Matching Funds.** The match will be the provider's time to find and order materials, gather receipts, and complete documentation.

Evaluation and Award

This is a non-competitive grant process and all eligible programs that submit a complete application will be considered.

Submission of a Grant Application does not guarantee an award. Applications will be evaluated by DWS for accuracy, completeness and compliance with requirements.

DWS reserves the right to reject any and all applications, withdraw this offer at any time, or reduce funding amounts.

Grantee Requirements

The Grantee shall:

1. Provide a copy of their current child care license issued from the Bureau of Child Care Licensing.
2. Provide a copy of their current business license.
3. Provide DWS access to the program for site visits.
4. **Complete all purchases as specified in the application.**
5. **Submit copies of receipts to document all purchases made with grant funds within SIX WEEKS of the date stamped on the grant check.**

6. **Any funds not spent within the specified six-week period must be returned to DWS.**
7. **Scan and email receipts to jorobbins@utah.gov or fax to 801-526-4432.**
 - a. If the Grantee does not have the ability to do either of the above, receipts may be mailed to:
 - JoEllen Robbins
 - Department of Workforce Services
 - Office of Child Care
 - 140 East 300 South
 - Salt Lake City, UT 84111
 - b. Note that failure to submit required documentation may result in suspension from participation in future grant programs administered by the OCC.**
8. Not discriminate against children, families or staff based on age, disability, national origin, pregnancy, race/color, religion, or sex.
9. Grantees must meet all Terms and Conditions of this grant, including but not limited to Attachment B – Grant Terms and Conditions. Failure to meet the Terms and Conditions of this grant may result in suspension from participation in future grant programs administered by the OCC.

Part Two: How to Apply

General Information

1. Copies of this application form are available online at jobs.utah.gov/edo/rfp. If you have any questions regarding this grant application, please contact:
 - JoEllen Robbins
 - OCC Infant Toddler Program Specialist
 - 801-526-4386
 - jorobbins@utah.gov
2. Costs incurred in the preparation and submission of the application are the responsibility of the individual submitting the application and will not be reimbursed.
3. Eligible programs may apply any time between April 1, 2015 and August 13, 2015. **Applications MUST be received before 5:00 P.M. on Thursday, August 13, 2015. Applications received after 5:00 P.M. on August 13, 2015 will not be accepted.**
4. **Applications must be submitted by mail or hand delivery. Applicant must submit one (1) original and (1) copy of the application (a total of two copies) to:**

JoEllen Robbins
Office of Childcare
Department of Workforce Services
140 East 300 South, Salt Lake City, Utah, 84111

NOTE: Faxed copies or emailed copies of the application will not be accepted!!!!

5. **Applications missing any of the components listed in Part Three: *Instructions for Completing the Grant Application* or that contain any 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 stapled 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 & Sign the Grant Application

- Fill out the application cover sheet completely.
- Be sure to enter the legal business name (the name used to report federal taxes).
- Be sure to enter the correct Tax ID number associated with your program. The Tax ID number **MUST** match the **BUSINESS** name that you use to report federal taxes. DWS will not be able to issue grant funds without the correct number. To create your State Vendor Code, we must have the business name that matches the Tax I.D. number on the IRS database.
- If the business name has changed, please double check with the IRS to see if the change has been made with them. If the name does not match, your contract and/or payments will be delayed.
- If you use the Tax I.D. number from your spouse's business, use this tax ID number. Your family child care business would then be a DBA (Doing Business As) under your or your spouse's Tax ID number.
- Applicants must **SIGN** and date the cover sheet. DWS will also sign the cover sheet. Once signed, the document becomes a legally binding contract. It is the Applicant's responsibility to review all RFGA documents before signing.

2) Complete Worksheet 1: Funding Worksheet to Calculate Funding Amount

Use Worksheet 1, included with this application, to determine the amount of funding for which you are eligible. To determine the number of children for which applicant will request funds, applicant must use the program attendance of the month preceding the month of application for this grant. For example, if the application is submitted in May, Applicant shall use program attendance for the month of April to determine funding.

The following guidelines apply:

- Children under the age of three who are currently enrolled and who attended the program 10 or more working days of the previous month may be included.
- Children for whom child care is provided without charge may not be included.

- Children living in the provider's home on a full-time basis, and for whom the provider has legal parental care responsibilities, may not be included.
- If two children share one full-time slot, only one child may be counted.

3) Complete Form A-1 or A-2: Equipment & Materials Inventory

The following provides guidelines for determining the equipment and materials needs for your program. Complete the appropriate Inventory form, depending upon program licensed capacity.

- Write the number of items you currently have on each line. **Do not just put a checkmark on the line; a number is required.** For items containing large numbers (i.e. blocks, board books, etc.) estimate the number. It is not necessary to count every item when you clearly have more than the number listed on the Equipment & Materials and Inventory List.
- A crib or porta-crib is required for each infant (children under the age of one). If you do not already have an actual crib or porta-crib for each child under age one, you must purchase them with these grant funds before purchasing any other items.
- Please note that some items are considered "optional". If you already have **all** other items in **all** of the different areas of the Equipment & Materials Inventory List, you may request optional items.
- 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 A-3: Equipment & Materials Request Form or create a totaled "shopping cart" from the internet for each of the vendors selected

- a. If a shopping cart is used as the materials list, the total will automatically show at the bottom. The total from all vendors cannot exceed the amount that is being requested. If the total amount is less than the dollar amount a provider is eligible for, only the total of purchases may be requested.
- b. If the attached Form A-3: Equipment & Materials Request Form is used, totals must be reflected 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 a provider is eligible for, only the grand total amount may be requested. See "Form A-3 Sample," for an example of a completed form.

The following provides guidelines in determining the equipment and/or materials to be purchased with the grant money.

NOTE:

- **Grant funds may only be used to purchase items from the Equipment and Materials Inventory List that the provider does not already have, in the recommended quantities shown in the description column.**

- **All receipts will need to be gathered and submitted to the OCC to close out the grant and meet contract requirements. The more companies selected, the more time this will take.**

Requirements for spending are listed below:

Funding may be requested to purchase furniture and learning and activity materials for children under the age of three (3) 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 section, all items must be purchased from early childhood education catalogs and vendors.

- a. A crib or porta-crib is required for each infant (children under the age of one). If you do not already have an actual crib or porta-crib for each child under age one, you must purchase them with these grant funds before purchasing any other items.
- b. Shelving units or other appropriate toy storage must be available. If shelving is chosen, the height may not exceed 24". Toy boxes are not considered appropriate storage and may not be purchased with grant funds.
- c. Every item on the materials list must be safe and appropriate for a child under the age of three. Anything that presents choking hazards or is not sized for children under the age of three may not be purchased. Items that are designated by the catalog for "children three and up only" may not be purchased. Should non-allowable items be included on the request form, the OCC will disallow those items and deduct the amount of those items from the grant check.

The following **may not** be purchased with grant funds:

- a. Infant swings and exersaucers
- b. Second hand items
- c. Media items such as computers, iPads, gaming systems, DVD and Blue Ray players

Other recommendations when making materials selections and choosing vendors:

The OCC strongly encourages programs to talk with companies before completing the grant application to find out what kind of discounts they may be willing to provide. The grant funds may be used to pay for tax and shipping costs, though shipping may often be waived if purchases are limited to one or two vendors, which will allow a provider to purchase more materials for their program. If requesting grant funds to include tax and shipping charges, the amount needs to be included on the equipment and materials request form.

5) Look back over all items you have prepared and double check that you have included all required documentation and paperwork.

Part Four: Order of Application Paperwork/Checklist

The following documents must be placed in the application packet in the order listed below.

1. **Application Cover Sheet:** Fill out the application completely. Read the terms and conditions before signing it. All applications must have an original signature to be valid.
2. **Licensing Status:** A copy of your current child care license from the Bureau of Child Care Licensing, Department of Health.
3. **A copy of your current Business License.**
4. **Worksheet 1:** Completely filled out and totaled at the bottom.
5. **Form A-1 or A-2, Equipment & Materials Inventory List:** Completely filled out in all areas.
6. **Form A-3, Equipment & Materials Request Form or a "Shopping Cart" printed from internet.** If using Form A-3, the bottom of each sheet must be totaled, with a grand total on the final page.