



DEPARTMENT OF SOCIAL SERVICES

CHILD CARE SERVICES

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TO: Health & Safety Grant Applicant

RE: **Health & Safety Grant Application Form (July 1, 2000 – June 30, 2001)**

You have recently requested information on funds that may be available to assist you in making required changes to your child care facility in order for you to come into compliance with health and safety regulations.

The intent of the Health & Safety grants is to assist child care providers in meeting the current State, local, and tribal health and safety standards to maintain or obtain licensure or registration. Only those minor remodeling projects or item requests *required to meet health and safety requirements* for the provider will be considered, such as egress windows, fire alarm/smoke detection systems, fences, safety railing, etc. Documentation of the need for projects necessary to be done due to compliance reasons **are required** and should be attached, eg. letters from the Fire Marshall, inspector, or licensing worker. New licensed facilities, and those planning to expand (GFDCs and DCCs only) may also submit a limited request for start-up equipment, limited to such equipment as cribs, mats or cots, cubbies, storage units, child-size tables and chairs, etc. (Does not include toy items or outdoor play equipment/jungle gyms) Funds under this grant may not be used for:

- land or building purchases;
- construction of a building;
- any major remodeling projects (such as additions, or complete building or basement renovation);
- projects that have already been completed prior to application being filed with licensing worker.

It is important to note the following:

- **Limitations** – For all projects, which includes compliance items and start-up equipment (equipment limited to Group and Center facilities only), there is a maximum grant amount available, based on facility type, and need:
 - Family Day Care – up to \$1000 maximum;
 - Group Family Day Care – up to \$2000 maximum; and
 - Day Care Center – up to \$5000 maximum.

Maximum funding amount allowed for any fence projects will be \$1000, and is figured into the total award allowable (see above). Heavy gauge chain link fencing is recommended, to cut costs.

Brand new *licensed* group family and day care center programs may also request funds for needed start-up equipment, such as cubbies, cribs, child-sized tables & chairs, etc.; no outdoor playground sets or toy items). Funding will be limited to \$800 for Group Family Day Care programs and \$2000 for Day Care Centers. **These amounts will figure into the total maximum for the potential award (see above).**

- **No guarantee of award** - Awards are contingent on available funds, and whether or not the request meets our grant criteria.
- **Awards are “reimbursed”** - If awarded a grant, you will not receive the award “up front”, but will be reimbursed after submission of required documentation of project completion. Billing information will be sent to you if you are awarded a grant.
- **Match required** - Also, keep in mind that awards under the *compliance* grants are allocated on a maximum of 75/25 percent (state/grantee) matching-fund basis. The Department will reimburse **up to 75%** of the approved project cost **after** the grantee has submitted proof of expenses incurred by

the project, and it is completed, or partially completed. Awards for *start-up equipment* for new and expanding programs are allocated on a maximum of 50/50 percent (State/grantee) matching fund basis. The Department will reimburse **up to 50%** of the approved project cost. Projects may receive a partial grant, rather than the full request.

- **Minor Remodeling/Renovation** – In projects involving minor renovation (installation of fence or smoke detection system, etc.), labor costs **will not** be reimbursed to the husband or partner or volunteer friends of the day care provider. Grants are based on bids received with the application. In a case where the provider is planning on doing the project themselves with relatives or friends, the only bids attached should be those of materials cost. The only time labor may be reimbursed is when a contract labor/materials bid has been attached; and you are using the contractor to install. If your grant amount is based upon a bid to a contractor to include labor; and the provider decides then to “do it themselves” to save costs; the grant may be adjusted down due to only allowing 75% of materials cost.
- **What to expect** - A decision will be made on your request within 60 - 90 days from when the completed application has been received by the licensing worker at State Office. If you are approved for a grant, you will receive an award letter, and instructions on requesting reimbursement for your project. Your project will also need to be completed within a specified period of time. **Do not** begin your project unless you are willing to pay for the complete project yourself, even if you do not get a grant; and only after you have submitted a complete application form with required attachments to your regional licensing worker.
- **Four year contract** - You will also be required to sign a contract and agree to remain in the child care business as stated on your application form for a period of up to 4 years. Failure to remain in the child care business *as intended* in your grant application before the contract ends will obligate you to repay all or a part of the grant award. If you terminate your business or are no longer doing business as originally intended, you must contact Child Care Services of your target close date within 30 days of closure.

Please 1) complete the attached application form (giving as much detail as possible - you may attach extra sheets as needed); 2) attach required project bids, inspection reports, etc.; and 3) send or take the form **to your regional licensing worker** (see attached map/licensing worker listing). She/he, in turn, will refer the form to the State Office of Child Care Services for final review. Your grant request will be considered only if you have fully completed the application with your signature, and sent it to your licensing worker for comment and recommendation. **Keep a copy of your application** and attachments for your records as it will not be returned to you. A decision on your request will be made within 60-90 days from the application date. If you have questions about what may be considered under the grant, please contact your licensing worker.

Child Care Services Quality Improvement Grant

(July 1, 2000 to June 30, 2001)

Health & Safety Category

Name of Child Care Facility		
Street Address		
PO Box		
City/State/Zip Code		
Contact Person		
Telephone Number(s)	Work:	Home:
Total Amount Requested (add compliance request + start-up request)	\$	

1. **Project Description:** Please describe the project you are requesting funds for in as much detail as possible, and give reasons why you feel it is necessary to apply for these funds:

2. **Provider Status:** Is your facility currently licensed or registered, or have you submitted an application for licensure or registration to the licensing worker in your region? Yes / No (circle one)

- I am a "registered" family day care provider (1-12 children).
- I am a "licensed" group family day care provider (13-20 children).
- I run a "licensed" day care center (over 21 children)
- I am "in the process" of becoming: registered or licensed

How long have you been registered/licensed? _____

If you are a new facility, or in the process of becoming licensed or registered, please give details about the plans for your facility (contacts with licensing, projected opening date, etc.).

3. **Need or Requirement for Project:** Has your licensing worker or a Dept. of Commerce Inspector recommended that you complete this project to meet regulation requirements? Yes / No (circle one)
(Please attach copy of the floor plan review letter, inspection report, or other documentation from the licensing official citing requirements that need to be met.)

4. **Facility:** Is your facility rented or leased? Yes / No (Circle one) If so, please keep in mind that the contract obligation for improvements made to the facility funded by the grant are the responsibility of the applicant, not the landlord. Please list landlord name/address/telephone number.

5) **Business Hours/Numbers Served:** What hours/days of the week are you open? _____
 What is your current registration or license capacity? _____ slots How many children are currently enrolled? _____ Please give a breakdown of the age groups, and numbers in each age group; and specify if any are your own children:

Number of children up to age 3 enrolled:	
Number of children age 3 up to age 5 enrolled:	
Number of children age 5 and up enrolled:	
Are any of the above children your own? How many?	

6) **Community Need:** What is the need for child care in your community? (Are there any special community needs we should know about, that your facility addresses? Do you have a waiting list? Are you the only facility or one of only a few providers in your community?) If you are a new facility, have you assessed the community to see if there is a real need for the type of care and number of slots you will have available? Are you planning to expand? Explain.

7) **Grant Request-Compliance Only Projects:** If funded, you will be required to pay at least 25% of the total project cost. The State will pay up to 75% of the total “approved” project. Please provide details of the costs to this project, and attach at least two bids for compliance projects if you must hire a contractor to do this work, or for materials only if you are planning to do the work yourself.

Compliance Project:	Total Cost:
Example: Installation of fire alarm system	\$???????
TOTAL PROJECT COST:	\$
Total Compliance Grant Requested (Up to 75% of project cost)	\$
Total Provider Match (Minimum: 25% of project cost)	\$

8) **Grant Request- for Start-Up Equipment:** If you are a **new** Group Family Day Care or Day Care Center program (or current one, but expanding your program to serve more children) and are also requesting funds for needed start-up equipment, please list all items individually along with their cost (include tax and shipping costs, if needed), and attach copies of pictures/prices from catalogs or ads showing costs. Use a separate sheet, if needed. Computers, printers, TVs, VCRs, walkers, laminators, toys, outdoor playgrounds or swing sets, and copiers are items that will not be funded. The provider must match at least 50% of the approved total; the State will fund up to 50%, if approved.

Needed Start-Up Item:	Total Cost:
Example: 4 Cribs	\$???????
TOTAL PROJECT COST:	\$
Total Equipment Start-Up Grant Requested (Up to 50% of project cost) Note: GFDC max. allowed: \$800; DCC max. amt. allowed: \$2,000	\$
Total Provider Match (Minimum: 50% of project cost)	\$

I hereby apply for a Health and Safety grant from the Office of Child Care Services to assist financially in upgrading my facility to meet health & safety compliance issues. I understand that I will be obligated to repay all or a portion of the grant I may receive if I do not stay in the child care business **as stated and intended within this application form**. Repayment of the grant would be required within the following increments, if my child care business closes (*from the award date*):

- Less than one year 100% of the Grant Amount
- One year, less than two 75% of the Grant Amount
- Two years, but less than three 50% of the Grant Amount
- Three years, but less than four. 25% of the Grant Amount

I also understand that if I receive a grant, it will be paid to me on a “reimbursement” basis, after I provide verification of payments made on the approved project. I certify that the information I have provided in the application is correct.

 Authorized Signature Date

 Provider/Facility Name (please print or type)

Licensing worker comments:

Please verify that the provider's request is part of a compliance plan, and/or the project requested is required, or needed due to start-up costs. Make additional comments about the facility, if possible, to help us in the review process.

Licensing Worker Signature

Date

Note to licensing worker: Please check the application and all attachments to make sure it is complete, before signing. Copy and send complete form to State Office.

- Inspection Report Attached
- Floor Plan Review Letter Attached
- Other Documentation From Licensing Official Verifies Need