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State of Wisconsin

Department of Workforce Development

ECONOMIC SUPPORT
201 East Washington Avenue
P.O. Box 7935
Madison, WI 53707-7935
<http://www.dwd.state.wi.us/>

Date: December 20, 1999

TO: Current Quality Improvement or Staff Retention Grantees

FROM: Laura Saterfield, Child Care Grant Administrator
L. Saterfield

RE: Request for Proposals for Continuation Child Care Quality Improvement and Staff Retention Grants

Enclosed is a 2000 Child Care Quality Improvement/Staff Retention Grant Report and Application. If you have ever received a Child Care Quality Improvement Grant or Staff Retention Grant, you must return the Report and Application. If you are not requesting additional funds at this time, you will only need to complete the Report portion.

As part of the agreement you signed with the State when you first received a grant, you were required to submit program reports and meet the High Quality Standards. The only exception to the program reporting requirement is if you have met all the High Quality Standards **and** you have sent me a letter stating, in writing, that you do not wish to receive an application.

Even if you have only received one grant or partially used the grant, you are required to meet the High Quality Standards for training and accreditation. If you have not met the High Quality Standards by the date that you agreed to in your contract, please explain in the program report. Please comment on what steps you are taking to meet the standards if you are behind schedule. If the standards are not met in a timely fashion, you will be required to pay back the grant funds.

If you have met the Wisconsin's High Quality Standards, including the accreditation and staff qualification standards, you are eligible for a Staff Retention Continuation Grant. If you have not yet achieved the standards, you are eligible to apply for a Quality Improvement Continuation Grant. A Continuation grant means if you have ever received Quality Improvement or Staff Retention grant and are requesting new funds for either a quality improvement or staff retention grant.

We ask you to read all the materials carefully before calling.



Please respond to the Child Care Quality Grant Report and Application in the following ways:

- Grantees who are working to achieve the High Quality standards may use this packet to submit their report and apply for a Quality Improvement Continuation grant. If you are eligible, a grant for either one or two more years may be requested. **You are eligible for a total of four years of funds for center grantees.**
- Grantees who have already achieved the High Quality Standards may use this packet to submit their program report and apply for a Staff Retention Continuation Grant. A grant for one or two more years may be requested. You must meet all of the High Quality Standards by May 31, 2000, to be eligible for the grant. **There is currently no time limit for Staff Retention grants.**
- Grantees whose grant periods are ending in May 2000 who do not want to apply for additional funds at this time, but who want to extend their current grant period for one year may use this packet to request a grant extension. For a grant extension, applicants must submit all continuation application materials. The one-year extension cannot include any additional funds. It allows grantees an extra year to spend their current grant. The one-year extension will count as one of the four years allowed for Quality Improvement grants.
- All Grantees, past and current must use this packet to submit a Program Report. (If you have a two-year grant that ends in May 2000, you are not eligible for any additional funding, but you must submit pages 1-7 of the Program Report.)

The application packet includes due dates, amounts available, eligibility, uses of funds, and other information needed to complete the packet. Please read the materials. The due date for the complete packet is **February 7, 2000.**

Bonus Progress Amount

We have added a bonus progress amount for grantees that have received accreditation or have met the high quality training standards for the first time. Please read page 6 of the RFP carefully.

- This is a one time amount.
- It is only for first time accreditation and meeting the High Quality Standards. It is not for reaccreditation.
- Your program needs to qualify for a Quality Improvement or Staff Retention grant to be eligible.
- The standard must be met by February 7, 2000, and verification must be submitted with the application.
- It is your responsibility to submit proper documentation with the application when you apply. If you submit incorrect verification the request will be denied.

Budget

Please provide a detailed justification for your budget. Under supplies and equipment, any request for computer, laminators, carpet appliances, remodeling, fences, or smoke alarms will not be approved.

Accreditation Schedule

- The following is a schedule of when accreditation and the High Quality Standards need to be met:

<u>Year Received Grant</u>	<u>Accreditation</u>	<u>Training Standard</u>
1992	May 1995	1996
1993	May 1996	1997
1994	May 1997	1998
1995	May 1998	1999
1996	May 1999	2000
1997	May 2000	2001
1998	May 2001	2002
1999	May 2002	2003

- If you are behind on meeting the High Quality Standards, we highly recommend requesting your funds for training, staff time to work on the accreditation and hiring a consultant from WCCIP to help you. If you are behind schedule, we will not approve any funds for equipment, supplies, staff bonuses, or out-of-state travel.

Application on the OCC WEB Page

The application can be produced on the OCC web page. See instructions in the packet for more information on page 12. Please call Gigi if you have any questions in completing the form from the web site. The application will be available toward the end of December.

Grant Writing Sessions

You are not required to attend a grant writing session but we have two meetings scheduled if you would like to attend. See page 16 for more information.

Infant/Toddler Credential

Teachers in your program can obtain the Infant/Toddler Credential to meet the Level 2 High Quality Standards for teachers. You can use the quality improvement funds to match your required expenses. Please call WECA at (800) 783-9322 for more information.

Questions

Good luck with the process. The packet contains most of the information you will need, but should you have any questions or problems, please contact me at (608) 266-3443, or email me at saterla@dwd.state.wi.us or Gigi Trebatoski at (608) 261-5820 or email her at trebagi@dwd.state.wi.us or you can fax your questions at (608) 267-3240.

**CHILD CARE QUALITY GRANTS
PROGRAM REPORT AND APPLICATION INFORMATION
FOR QUALITY IMPROVEMENT CONTINUATION
AND STAFF RETENTION CONTINUATION GRANTS
FOR GROUP CENTERS**

**WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT
DECEMBER 1999**

**Child Care Quality Continuation Grants
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ANTICIPATED TIMETABLE FOR QUALITY CONTINUATION GRANTS

Program Report and Application Packet Mailed	approx. December 15, 1999
Grant Technical Support Meetings	January 12, 2000 and January 19, 2000
Program Reports and Applications Due	February 7, 2000
Grant Agreements Issued to Grantees	May 1, 2000
Grant Period Begins	June 1, 2000
First Grant Funds Disbursed	June 1, 2000
Grant Period Ends	May 31, 2001 or May 31, 2002

CHILD CARE QUALITY CONTINUATION GRANTS

PART 1: GENERAL INFORMATION

1.1 BACKGROUND AND PURPOSE

Grantees that received Child Care Quality Improvement or Staff Retention Grants for a grant period which began in 1992, 1993, 1994, 1995, 1996, 1997, 1998, or 1999, and which ends May 31, 2000 or an earlier date, are required to submit a program report now and are invited to apply for a Continuation Grant.

Grantees that received Child Care Quality Improvement or Staff Retention Grants for a grant period which ends May 31, 2001, are not eligible to apply for a Continuation Grant at this time, but are required to submit a program report now.

The purpose of the Continuation Grant is the same as the original Quality Improvement Grant--to help group centers achieve the High Quality Standards in Attachment 1 and maintain the standards by keeping skilled staff or by helping skilled family child care providers continue. These standards include accreditation and staff training qualifications. If you are using this packet only to submit a Program Report and are not requesting additional funds or a grant extension, you may skip Sections 1.2 - 1.6 and 1.8 -1.11. Please read Section 1.7.

1.2 FUNDING AVAILABLE AND MATCH REQUIREMENT

Single-site applicants may request either a one-year or a two-year grant. Multi-site agencies may only request a one-year grant, due to the complexities of contract administration. Grantees must make a matching contribution for quality improvement or staff retention purposes. The match may be cash or donated goods and services equal to 25 percent of the amount awarded.

A. Funds Available for Quality Improvement Continuation Grants

The maximum annual grant awards are \$2,250 for a center enrolling sixty or fewer children; \$5,000 for a center enrolling 61 to 200 children; \$9,000 for a center enrolling more than 200 children; and \$30,000 for a multi-site organization or for a group of child care centers and/or homes. A multi-site applicant may not receive more than \$2,250 for a center enrolling sixty or fewer children, \$5,000 for a center enrolling 61 to 200 children, or \$9,000 for a center enrolling more than 200 children per year. Applicants may request either a one-year or a two-year grant. Two year maximums are double the annual maximum. Multi-site agencies may only request a one-year grant.

GRANTEES ARE LIMITED TO FOUR YEARS OF QUALITY IMPROVEMENT GRANTS.

B. Funds Available for Staff Retention Continuation Grants

Staff Retention grantees may receive either a **base grant** or a **per child grant**, whichever is larger.

1. For a **per child grant**, the amount available to each grantee is based on the number of low-income and special needs children served in the prior calendar year. The maximum grant award for a twelve-month grant period is \$200 per child (based on the number of **full-time equivalent children** - 52 weeks x 40 or more hours per week for calendar year 1999). Full Time Equivalent Children is the number of enrolled children converted to equal full-time enrolled children. Full-time means more that six hours a day, five days a week, 52 weeks a

year. For example: one full-time child = 1 FTE; one child enrolled full days for 26 weeks = .5 FTE; one child enrolled less than six hours a day, five days a week, 52 weeks = .5 FTE; one child enrolled all year, full days, three days a week = .6 FTE.

There is a ceiling on grant awards, regardless of the number of children. The ceilings for a twelve-month period are \$5,000 for a center enrolling 60 or fewer children, and \$30,000 for a center enrolling more than 60 children or for a multi-site organization.

NOTE: A child who is both low-income and special needs may only be counted once. Documentation must be on file in your center and available if requested.

2. For a **base grant**, the maximum annual grant amount is \$1,500 for a small center enrolling sixty or fewer children, and \$3,000 for a large center enrolling more than sixty children. These amounts are available to programs enrolling few or no low-income or special needs children.

Applicants may request funds for one year or two years. Two year maximums are double the annual maximum. Multi-site agencies may only request funds for one year.

C. Staff Retention Documentation

1. **For a Staff Retention Continuation Grant, all high quality standards must be met by May 31, 2000.** Verification of accreditation must be submitted with the grant application. Verification that all teachers and program directors meet the High Quality Standards qualifications standards for staff or provider must also be submitted. This verification must be obtained from *The Registry*, and requires participation in *The Registry*.
2. **If you plan to meet the Staff Retention standards by May 31, 2000, but are still waiting to hear about accreditation or CDA awards,** you must submit proof that the appropriate documents have been submitted prior to the time of grant application to demonstrate that you will in fact receive notification PRIOR to May 31, 2000. For proof of pending accreditation, you should submit a copy of a receipt from the Post Office or courier showing the date that the materials were submitted to NAEYC. For proof of pending CDA applications, you should submit a copy of a receipt from the Post Office or courier showing the date that the materials were submitted to Council for Childcare Professional Recognition. For teachers expecting to complete a degree, you should submit a copy of a letter from an advisor verifying that teacher is expected to receive their degree prior to May 31, 2000.

For those applicants that have not yet met the standards but plan to meet the standards by May 31, 2000, your grant award decision will not be made until the Office of Child Care has received documentation that you have met the standards (i.e., until you have submitted copies of your accreditation award letter or certificate, copies of the CDA award or degree). The delay in the award decision could result in a delayed contract and delayed start to your grant period. All documentation must be received no later than Monday, July 3, 2000 to be eligible for a grant award during this grant period.

NOTE: Sites with validation visits scheduled in May will generally **not** receive their notification until mid-July or later.

THERE IS CURRENTLY NO LIMIT ON THE NUMBER OF STAFF RETENTION GRANTS AVAILABLE TO APPLICANTS.

D. Progress Bonus Award

A grant progress bonus may be awarded to grantees that have received accreditation for the first time and/or for grantees that have, for the first time, met the training standard for all of their teachers and program director. Grantees that have received accreditation, for the first time, or have, for the first time, had all their staff meet the training standard since their last grant application are allowed to "add-on" a progress amount to their Quality Improvement or Staff Retention grant request. Grantees are eligible for one progress bonus award for having achieved first-time accreditation since their last grant application. Grantees are also eligible for one progress bonus amount for having met, for the first time, the high quality training standard for all their staff. A maximum of two progress bonus amounts may be awarded to a site.

The grant progress bonus amounts allowed are \$750 for a center enrolling sixty or fewer children; \$1,000 for a center enrolling more than sixty children. The maximum bonus amount per site is \$1,500 for a center enrolling sixty or fewer children, and \$2,000 for a center enrolling more than sixty children. Sites may only receive each progress bonus amount once. Re-accreditation does not qualify for a progress amount.

For a multi-site organization, each qualifying site is eligible for the progress amount(s).

Applicants which have received accreditation since their last grant application are eligible for one progress amount. Applicants which have met, for the first-time, the high quality training standard since their last application also qualify for one progress amount. Applicants who have both met the high quality training standard and accreditation may request to add-on two progress bonus amounts to their Staff Retention grant request. For example, if you have a center enrolling sixty or more children, your center has received accreditation for the first time (\$1,000 progress bonus) and your staff have just met the high quality training standards also for the first time (\$1,000 progress bonus), you can add-on \$2,000 to your total grant request for the 2000 application. If you have only received accreditation and not the high quality training standard, you are eligible for a \$1,000 add-on to your grant request.

For grantees requesting the progress amount to be added on to the grant request, the high quality standard must be met by the date of the application. Verification must be submitted with your application.

In order to qualify for the add-on you must:

1. Be eligible to apply for a Staff Retention or Quality Improvement Continuation Grant.
2. You must have met the High Quality Staff Training Standard and/or achieved accreditation, for the first time, since your last grant application.
3. For grantees requesting the progress amount to be added on to the grant request, the high quality standard must have been fully met by the date of the application, Monday, February 7, 2000.
4. **Verification must be submitted with your application.** Requests for the progress bonus amounts submitted without the proper verification attached will be turned down. For the accreditation, a copy of your accreditation certificate or award letter must be submitted. For verification that the high quality training standard is met, a copy of the Registry certificates for each qualifying staff member must be submitted. (If you are waiting for a Registry certificate, you may submit a degree transcript showing the degree awarded or a copy of the CDA certificate.)

5. The progress bonus amounts should be included your total budget request. The funds may be used only for expenses directly related to maintaining the high quality standards. Refer to Section 1.4 for uses of funds.

1.3 ELIGIBLE APPLICANTS

- A. Individuals and organizations eligible to receive funding through the Application Process must have received a Quality Grant for a period ending May 31, 2000, or earlier. Eligible applicants must have complied with the terms and conditions of the original grant and demonstrated progress toward meeting the High Quality Standards.
- B. Eligible applicants also must not have had serious non-compliances with day care licensing requirements which led to enforcement actions since June 1, 1997.
- C. Multi-site center organizations which did not receive funds for all of their sites in the initial grant and want the non-funded sites to be added to this application must apply for a new Quality Improvement grant. The Requests for Proposals (RFP) for new grant sites were due November 22, 1999.
- D. Child care centers which are working toward the High Quality Standards are eligible for a Quality Improvement Continuation Grant. Child care centers which already meet the High Quality Standards are eligible for a Staff Retention Continuation Grant. This means all of the items in the High Quality Standards have been achieved.
- E. For grantees requesting the progress amount to be added on to the grant request, the high quality standards must have been met by February 7, 2000. Progress amounts are one-time awards only.

1.4 USES OF FUNDS AND STANDARDS REQUIREMENTS

- A. The funds may be used only for expenses directly related to achieving or maintaining the high quality standards listed in Attachment 1. These expenses are:
 1. Application and validation fees for accreditation for centers;
 2. Staff planning time to complete the accreditation or CDA process and to reach the other high quality standards, including staff time to participate in groups which are working toward the high quality standards together;
 3. Staff training costs, to achieve the staff qualifications standards listed in Attachment 1, including the cost of substitutes when staff attend training during normal working time hours;
 4. Fees for consultants or mentors and salary increases for experienced staff to become mentors or master teachers, to help the program become accredited and/or to reach the staff qualifications standards;
 5. The funds may also be used for expenses directly related to the state Child Care Mentor Teacher Training program described in Attachment 5. These expenses are:
 - salary increases upon successful completion of the state Child Care Mentor Teacher Training program for both mentors and protégés if applicable;
 - approval of funds for substitute costs, if not covered by child care mentor project;
 - CDA costs for second year plans. This could cover the costs of the Child Care Mentor Teacher Training program to be continued or begin as the protégés CDA advisor;

Centers which receive a Quality Improvement grant and are working on the personnel policy standard and staffing improvement standard of the High Quality Standards are encouraged to use the guide, Model Work Standards For Child Care Teaching Staff in Center-Based Care, in achieving the standards.

A truly high quality child care program needs to carry two marks of distinction: one that recognizes an excellent learning environment for children, and one that recognizes a high quality working environment for the adults caring for and educating them. National accreditation standards identify the type of environment and activities necessary to promote children's optimal development, and set forth the qualifications that adults should have to meet children's needs. The Model Work Standards have been developed to complete the picture of a high-quality early care and education program, by articulating the components of the adult work environment which enables teachers to do their jobs well.

The Model Work Standards (see Attachment 6) establish criteria to assess child care work environments and to identify areas of improvement in order to assure good jobs for adults *and* good care for children. The standards acknowledge:

- the complexity of child care jobs which demands education and training, physical and emotional strength, constant vigilance and creativity, intense human interaction every day all day long, a high level of self esteem and self confidence in order to instill the same in children, and a commitment to fostering human development in children and the many adults involved in child care; and
- child care work for what it is: the responsibility and challenge of nurturing the future of our society.

AND

B. Centers who demonstrate in their application that they will achieve the standards in Attachment 1 by May 31 of the fourth year after their grant award or sooner, may also use a portion of the funds for the following expenses:

1. Planning and implementing improved staff wages, benefits, and incentives, such as staff bonuses upon completion of training;
2. Advanced professional development and continuing education;
3. Application and validation fees for re-accreditation;
4. Staff planning time to complete the re-accreditation process;
5. Staff training costs for new staff, to achieve the staff qualifications standards listed in Attachment 1, including the cost of substitutes when attending training during normal work time hours;
6. Fees for consultants or mentors and salary increases for experienced staff to become mentors or master teachers, to help the program become re-accredited and/or to help new staff reach the training qualifications standards.
7. Equipment and supplies necessary to achieve re-accreditation.

No more than 25 percent of the maximum grant award amount may be used for equipment and supplies.

- C. Organizations which are submitting an application on behalf of a group of group centers may request up to an additional ten percent of the amounts requested for the centers. These additional funds may be used to employ a project coordinator, contract with a trainer or mentor, or for other purposes to help the centers reach the high quality standards.
- D. No more than five percent of the funds requested may be used for general administration. General administration includes: indirect costs or salaries of non-teaching staff not directly involved in the grant activities; accounting, legal and audit fees; space and other overhead costs.
- E. The grant funds may only be used for expenses which are incurred and activities which are performed within the grant award period (June 1, 2000, through May 1, 2001, or June 1, 2000, through May 31, 2002). Funds may not be used to pay off prior debt, activities performed, expenses incurred or items acquired before or after the grant period.
- F. Staff Retention Continuation Grant applicants are reminded that the purpose of staff retention grants is to maintain the high quality of child care programs by helping to retain skilled staff, help skilled continue to provide child care, and help child care programs continue to meet High Quality Standards. While funds may still be used for training and costs associated with re-accreditation, Grant Budget Requests should reflect initiatives to increase benefits and compensation of staff.

1.5 ADDITIONAL REQUIREMENTS

All Quality Improvement Continuation Grant applicants, which received their first Quality Improvement grant award in 1999, are required to have a WCCIP consultant sign-off on their Quality Improvement application. If you are applying for a Staff Retention Continuation Grant or for a third or fourth year Quality Improvement Continuation Grant, WCCIP does not need to sign off on your application.

1.6 DEFINITIONS

Continuation Grant	<p>For the purposes of this RFP, a continuation grant refers to all Quality Child Care grants issued to a particular site other than its first year of funding. Any grantee that has a site which has previously received a Quality Improvement or Staff Retention grant may apply for a Continuation Grant.</p> <p>Currently or previously funded sites which recently met the high quality standards and now applying as a Staff Retention grantee for the first time, apply for a Staff Retention Continuation grant under this RFP.</p>
Eligible for publicly funded child care	<p>For eligible recipients, the family income is at or below 200 percent of the Federal Poverty Level (FPL). Eligible recipient is defined as receiving child care funding. New applicants must have met at or below 200 FPL, eligibility is up to 165 percent of the Federal Poverty Level (FPL). Parents are eligible for Wisconsin Shares Child Care Program. For purposes of a per child grant, documentation of family income must be on file at the child care program. See Attachment 2.</p>
Full-time-equivalent (FTE)	<p>Enrolled children converted to equal full-time enrolled children. Full-time means more than six hours a day, five days a week, 52 weeks a year. One full-time child = 1 FTE; one child enrolled full days for 26 weeks = .5 FTE; one child enrolled less than six hours a day, five days a week, 52 weeks = .5 FTE; one child enrolled all year, full days, three days a week = .6 FTE. A child who is both low-income and special needs may only be counted once.</p>
In-Kind	<p>Donated goods or services, such as free or reduced-price space, volunteer time, or donated supplies.</p>
Low Income	<p>For purposes of a per child grant, documentation of family income must be on file at the child care program. For eligible recipients, the family income is at or below 200 percent of the Federal Poverty Level (FPL). Eligible recipient is defined as receiving child care funding. New applicants must have met at or below 200 FPL, eligibility is up to 165 percent of the Federal Poverty Level (FPL). Parents are eligible for the Wisconsin Shares Child Care Program. Other calculations for the low income per child grant, must meet the guidelines in Attachment 2.</p>
Serious non-compliance	<p>Actions by the Department of Health and Family Services, Office of Regulation and Licensing causing surrender of license due to threat of revocation, significant conditions placed on license, license denial or non-renewal, second provisional license issued, license revocation, forfeiture, referral to law enforcement, or emergency closing.</p>
Special needs	<p>A child under the age of 13 who has cognitive, emotional, behavioral, or physical and personal needs that require more than the usual amount of care and supervision. This includes children with developmental disabilities. For purposes of a per child grant the special need must be documented by a physician, psychologist, special educator, or other qualified professional.</p>

1.7 SUBMITTAL OF APPLICATION

Please note: Program Reports and Applications are subject to the same submission requirements.

Due to the volume of grant applications, applications which do not comply with the following requirements will not be eligible and will be returned to the applicant,

1. Appearance. All reports and applications must be typed or produced on a word processor and clearly readable. Do not use type size smaller than that which you are now reading (10 point). Applications must be stapled in the upper left hand corner. Do **not** use binders or folders.
2. Number of Copies. Applicants for Continuation Quality Improvement or Staff Retention grants or for grant extensions must submit **one** stapled original and **three** stapled copies of the entire Quality Continuation Grant Program Report and Application and required appendices to the Office of Child Care. Copies must also include all Registry certificates and accreditation materials that are attached to the original.

Grantees which are only filing a program report must submit one stapled original copy of the Program Report Section.

Please remember to keep a copy for your files.

3. Attachments. No attachments, enclosures or additional pages beyond the appendices required or requested in the application will be accepted.
4. Due Date. The due date for the receipt of all reports and applications under this solicitation is Monday, February 7, 2000. Materials may be mailed or hand delivered. No fax material will be accepted. A proposal will be accepted and considered received on time if
 - a. The report and/or application is mailed to the individual listed below and is received in the Division of Economic Support mail room by 4:00 p.m. Central Standard Time (CST) on Monday, February 7, 2000. Allow sufficient time for delivery by the U.S. Postal Service, because it can take three to five days to receive mail from some areas.

Laura Saterfield
Office of Child Care
201 E Washington Ave Room A100
PO Box 7935
Madison WI 53707-7935

If mailing the proposal or program report via a courier other than the UPS, use the address listed in (b) below.

OR

- b. The report and/or application is hand delivered to the person listed below by 4:00 p.m. CST on Monday, February 7, 2000.

Laura Saterfield
Office of Child Care
GEF 1, Room A100
201 E Washington Ave
Madison WI 53702

5. Program Reports

Any program which has ever received a Quality Improvement grant, regardless of the amount or number of years received, is required to submit a program report. Incomplete and late reporting has been the basis for denial of some continuation grant applicants. If you do not submit the required program report on Monday, February 7, 2000, we will begin collections on the grant funds you have received.

You do not need to submit program reports if you have previously demonstrated that you met all the high quality standards and you have requested in writing that you do not wish to receive further application materials.

1.8 REVIEW AND AWARD PROCEDURES

Applications meeting eligibility criteria will undergo administrative review. The applications will be evaluated according to the following criteria:

- | | |
|------------------|---|
| <u>5 points</u> | <u>Summary and Site Information</u> <ul style="list-style-type: none">-Site profile(s) is completed correctly.-Summary Information is completed correctly. |
| <u>25 points</u> | <u>Quality Standards Checklist</u> <ul style="list-style-type: none">-Checklist is complete and includes information about qualifications for all teachers.-Projected completion dates are within the time frames indicated in Section 1.4, under Uses of Funds and Standards Requirements.-Accreditation and training activities are scheduled as early as possible. |
| <u>25 points</u> | <u>Program Report Narrative</u> <ul style="list-style-type: none">-Changes in the Checklist are described and consistent with the purposes of the grant.-Objectives are consistent with the purpose of the grant program and address achievement of the high quality standards. Objectives must include accreditation and staff or provider qualification standards. Objectives are measurable, describe outcomes, and are achievable. Project effectiveness can be assessed based on the objectives. Accreditation and staff training will be accomplished at the earliest possible completion dates. |
| <u>25 points</u> | <u>Budget</u> <ul style="list-style-type: none">-Proposed uses of the requested funds are allowable.-Budget request is clear and accurate.-Proposed uses and amount of requested funds are reasonable for the scope of the project and number of staff and children at project sites.-Funds requested are specifically for reaching the high quality standards.-No more than five percent of the total request is for administration.-Match of 25 percent of grant request is indicated. |
| <u>20 points</u> | <u>Other Criteria</u> <ul style="list-style-type: none">-Program Reports have been completed in a timely fashion.-CARS reports have been completed in a timely fashion.-Attachments are completed and attached. |

The maximum points which an applicant can score is 100 points. An applicant must score a minimum of sixty points. The Division Administrator will make the final decisions on awards. DES reserves the right to negotiate the award amount, authorized budget items, and specific activities with the selected applicants prior to entering into a grant agreement. Awards will be made through grant agreements, except that an award to an Indian tribe will be made through the State/Tribal contract.

1.9 ELECTRONIC APPLICATION

Applicants may use the application on the Office of Child Care web site found at <http://www.dwd.state.wi.us/des/childcare/applications.htm>. The application may be completed

online and then printed. It will still need to be signed, copied and submitted according to the guideline previously outlines in Section 1.8.

The application is available on the web site as a PDF file. If you do not already have Adobe Reader 3.0 loaded on your PC, you will need to download a free copy of Adobe Reader before you will be able to view the application. Please follow the directions on the web page for obtaining your copy of Adobe Reader 3.0.

The application is a fill-in form which can only be saved if you have Abode Acrobat 4.0 or similar software. Most users do not have this type of software. We suggest that you use one of two methods when completing the application form online. One method is to print each page or set of pages as you complete them. Then you will not lose the work that you have already completed should you be interrupted. The other method is to create a draft of the application text by hand and type the finalized version into the online form. Additional hints and suggestions are available on the web site.

1.10 GRANT AGREEMENT OBLIGATIONS AND PAYMENT OF GRANTS

1. Nondiscrimination / Affirmative Action.

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than twenty-five (25) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

2. Assignment.

No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of the State of Wisconsin.

3. Audit.

Grant awards of \$25,000 and over require an independent certified audit of the grant expenses. The cost of the audit may be built into the applicant's budget expense. The grantee is required to cooperate in any financial or operational audit required by the Department of Workforce Development.

4. Allowable Costs.
Grant recipients will be required to comply with the Department of Workforce Development Allowable Cost Policy.
5. Disclosure.
If a state public official (s. 19.42, Wis. Stats.), a member of a state public official's immediate family, or any organization in which a state public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000) within a twelve (12) month period, this contract is voidable by the state unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract. Disclosure must be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison, Wisconsin 53703 (Telephone 608-266-8123). State classified and former employees and certain University of Wisconsin faculty/staff are subject to separate disclosure requirements, s. 16.417, Wis. Stats.
6. Promotional Advertising/News Releases.
Reference to or use of the State of Wisconsin, any of its departments, agencies or other sub-units, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.
7. Hold Harmless.
The contractor will indemnify and save harmless the State of Wisconsin and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.
8. Dual Employment.
Section 16.417, Wis. Stats., prohibits an individual who is a State of Wisconsin employee or who is retained as a consultant full-time by a State of Wisconsin agency from being retained as a consultant by the same or another State of Wisconsin agency where the individual receives more than \$12,000 as compensation for the individual's services during the same year. This prohibition does not apply to individuals who have full-time appointments for less than twelve (12) months during any period of time that is not included in the appointment. It does not include corporations or partnerships.
9. Employment.
The contractor will not engage the services of any person or persons now employed by the State of Wisconsin, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.
10. Conflict Of Interest.
Private and non-profit corporations are bound by ss. 180.0831, 180.1911(1), and 181.225, Wis. Stats. regarding conflicts of interests by directors in the conduct of state contracts.
11. Monitoring and Reports.
Grant recipients will cooperate with on-site monitoring visits and other monitoring activity by Department staff and Department agents to review activities and expenditures. Brief reports of both programmatic and fiscal activity will be required to document that the grantee met proposed objectives and conditions of the grant agreement. Reporting requirements will be specified in the agreement between the successful applicant and the Division of Economic Support. Failure of

the successful applicant to meet reporting obligations may result in withholding of grant funds until the requirements are met or cancellation of the award by DES.

12. Payment Procedures.

A schedule of pre-payments and reimbursement payments will be provided in the grant agreement.

13. Return of Grant Funds or Equipment.

If a grant recipient fails to address high quality standards as described in the application and grant agreement, DWD may reclaim all or a portion of the grant award and/or any equipment and materials purchased with grant funds. If a grant recipient ceases operation of the child care program within three years of the grant award, DWD may reclaim a prorated share of the grant award and/or equipment and materials purchased with the grant.

14. RFP Specifications as Contractual Obligations.

The contents of this RFP and the application will become contractual obligations if a grant is awarded. The Division of Economic Support reserves the right to negotiate grantees' activities and expenditures with the selected applicants prior to entering into a grant agreement. Modifications may be made in the course of the grant period only through prior consultation with and written approval of the Division of Economic Support. Failure of the grantee to accept these obligations may result in cancellation of the grant award.

15. Termination of Agreement.

DES may terminate this agreement at any time at its sole discretion by delivering seven days written notice to the grantee. Upon termination, DES's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of DES. In the event that the grantee terminates this agreement, for any reason whatsoever, it will refund to DES within 14 days of said termination, all payments made hereunder by DES to the grantee for work not completed. Such termination will require written notice to that effect to be delivered by the grantee to not less than seven days prior to said termination.

16. State Employment.

The grantee will not engage the services of any person or persons now employed by the state, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employer of such person or persons and of the Division of Economic Support.

17. Proprietary Information.

Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of this grant award cannot be copyrighted or patented without written authorization from the Department of Workforce Development (DWD). All data, documentation, and innovation become the property of the State of Wisconsin, Department of Workforce Development. Any copyright material authorized by DWD or distribution of material developed through this agreement will acknowledge use of DWD funds.

18. Assurances.

An authorized official must sign the Assurances of Compliance with the Department of Workforce Development regulations form and comply with all the requirements contained therein. This signed form is to be included in the applicant's proposal and is part of Part 3. Application Form.

1.11 OTHER TERMS AND CONDITIONS

All other terms and conditions of the Request for Proposals under which the applicant originally received a Quality Grant apply to this process.

1.12 WHERE TO GET HELP WITH THE GRANT APPLICATION

1. Training Sessions and Technical Assistance on Grant Writing

Quality Improvement Continuation Grant applicants and first-time Staff Retention Continuation Grant applicants are encouraged to attend a technical assistance meeting before submitting a proposal. Staff Retention Continuation Grant applicants are not required to attend a meeting but are welcome to participate as well. See Attachment 7 for the grant session registration form.

The following is a list of technical assistance meeting.

Wednesday, January 12 **Milwaukee County Extension, State Fair Park
Youth Center, Milwaukee, WI**
9:00 AM - 12:00 Noon Classroom 1

Wednesday, January 19 **Pyle Center, University of Wisconsin, Madison**
1:00 - 4:00 PM Auditorium (check electronic sign)

If you plan to attend one of these sessions, please submit the registration form by Friday, January 7, 2000. We need to know in advance how many people will be attending each session.

2. Following is a list of the kinds of information you may need and where to find it.

Accreditation	National Academy of Early Childhood Programs, NAEYC, 1509 - 16th Street N.W., Washington, DC 20036, (202) 328-2601 or (800) 424-2460. Fax: (202) 328-1846. Internet: www.naeyc.org OR The National School Age Care Alliance 1137 Washington Street Boston, Massachusetts 02124 Telephone: (617) 298-5012 Fax: (617) 298-5022 Internet: www.nsaca.org Contact the Child Care Information Center at (800) 362-7353 or (608) 266-1164 for free printed materials and videotapes.
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CDA	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322</p> <p>OR</p> <p>Child Development Associate National Credentialing Program, The Council for Early Childhood Professional Recognition, 1341 G Street NW, Suite 400, Washington, DC 20005, (800) 424-4310 or (202) 265-9090.</p>
Infant Toddler Credential	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322</p>
School-Age Credential	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322.</p>
Wisconsin Administrator's Credential	<p>Contact The Registry at (608) 222-1123.</p>
Degree programs, equivalencies	<p>Contact a Wisconsin Technical College, University of Wisconsin campus, or private college in your area.</p> <p>Also contact the Registry at (608) 222-1123.</p>
Grant writing	<p>Contact Gigi Trebatoski, Office of Child Care, at (608) 261-5820. E-mail address: trebagi@dwd.state.wi.us or fax number at (608) 267-3240.</p> <p>Or</p> <p>Laura Saterfield, Office of Child Care at (608) 266-3443. E-mail address: saterla@dwd.state.wi.us or fax number at (608) 267-3240.</p> <p>Also contact your local Child Care Resource and Referral agency for suggestions. See Attachment 5.</p>

PART 2: PROGRAM REPORT AND APPLICATION INSTRUCTIONS

2.1 GENERAL INFORMATION

Before beginning to complete a program report and/or application, carefully read all instructions. All required information must be provided in the application form. No additional materials, unless specifically requested in these instructions or the forms are to be submitted. If you are not requesting a Continuation Grant or an extension, complete only Section A, B, and C of the form.

Note that applications which do not comply with the requirements in Section 1.7 will be ineligible and will be returned to the applicant.

A. SUMMARY INFORMATION

1. Applicant Name. Enter the name and address of the organization, the legal entity, which will assume liability for the administration of grant funds and is responsible to the Wisconsin Department of Workforce Development for the performance of the project.
2. Contact Person. Enter the name of the individual responsible for the administration of the grant project. If address differs from the one in item 1 above, please enter the address information. If you have a fax number and/or email address, please enter that information.
3. Purpose. Check one.
4. Number of sites. Complete as directed.
5. Grant Period. Check the preferred grant period and indicate amount requested. Multi-site organizations are only eligible to apply for a one-year grant period.
6. Official or Owner Authorized to Commit Applicant to Grant Agreement. Enter the name, title, and telephone number of the person authorized to commit the applicant organization to a grant agreement, and obtain the signature of that person.
7. Official Authorized to Sign Grant Agreement. Enter the name and title of the person authorized to sign the grant agreement, if different than the person named in 6.

B. SITE PROFILE

If reporting for more than one site, complete a two-page SITE PROFILE for each site. When assembling the application, please keep all pages related to an individual site together and in alphabetical order. Then number the pages sequentially. If the application is from an organization which operates programs at several sites, item B.3 and B.5(a) may be the same for all sites. In this case, the information only needs to be included on one SITE PROFILE and referenced on the other PROFILES.

1. **Location and License**. Enter the name of the group day care center and the address of the program. Check yes or no regarding whether the facility has had serious non-compliances which led to specific enforcement actions. See 1.6 DEFINITIONS.

2. Numbers of Children Enrolled. Enter the total number of children currently enrolled and the number in each age group. Enter the number receiving publicly funded child care and the number of special needs children. See 1.6 DEFINITIONS.
3. Fees. Describe the fee schedule, including different fees for different age groups and any scholarships or sliding fee scale arrangements. You may attach a copy of your fee schedule, if you prefer.
4. Personnel. Summarize fringe benefits for staff, including any paid leave.

Summarize your entry level training requirement for each type of position. Use the definitions of program director, teacher, and assistant teacher in the Wisconsin Licensing Rules for Group Day Care Centers, HSS 55.32(1)(c) and (d). For each type of position in your group, show the hourly wage range and the average hourly wage of current personnel. **NOTE: To calculate the hourly wage for full-time salaried personnel, use the following formula: Annual Salary / 2080 = Hourly Wage.**

Under c. Staff and Turnover, for group centers, enter the number of teachers, assistant teachers, and the total teaching staff (staff who work directly with children for all or a portion of the day) who were employed as of January 1, 2000. Then, enter the total number of teaching staff who left employment during 1999 calendar year. Finally, enter the total number of teaching positions for which replacements were hired during the 1999 calendar year.

NOTE: Please provide this information for each site profile. It is not acceptable to skip this section. If the wages or training level requirements have not changed since your previous application/ program report, you still need to complete this section.

5. Amount Requested. Show the amount of the grant request to be used for this site. If the total grant request is for only one site, this line should be the same as item 4 under Summary Information and line 10 column (e) in the Budget Request section.

C. PROGRAM REPORT NARRATIVE

1. Quality Standards Checklist. Complete all lines of the checklist with the appropriate dates. Multi-site applicants for more than one separate center (separate legal entities) must submit one Checklist for each separate center.

If you have already completed some of the activities on the Quality Standards Checklist, indicate this under the column Actual Date.

Make the appropriate changes, if any, in dates since your previous application/program report. If any dates have been changed, please circle those dates and be sure to include an explanation if item 2 below.

2. Changes in Checklist. If you have changed ANY dates on the Quality Standards Checklist since your last report or application, explain the reasons for the changes.

If you have not changed the Quality Standards Checklist dates from the previous application/ program report, you only need to indicate "No change."

3. Changes in Objectives or Workplan. If you have made any changes in your objectives, provide an explanation of the changes and the reason for the changes. If you have made any changes in you workplan, please explain the changes and provide a revised

workplan. **NOTE:** If you have made changes in your timeline (as indicated by date changes on the Checklist), you **MUST** provide a revised workplan. The revised workplan should reflect the date changes and demonstrate that you have a plan to achieve your goals in the time allotted.

If you are a Quality Improvement Continuation Grant applicant, provide a detailed work plan for the requested grant period.

If you are a Staff Retention Continuation Grant applicant and you have not made any changes since your previous application/program report, you only need to enter "No Change."

4. Achievements. List and major achievements and or improvements as a result of the Quality Grant funds.
5. Obstacles and Resources. Discuss the major obstacles encountered in achieving the High Quality standards and any resources which have helped you work toward the standards.

IF YOU ARE NOT APPLYING FOR A CONTINUATION GRANT OR A GRANT EXTENSION, DO NOT COMPLETE SECTIONS D AND APPENDICES.

D. BUDGET INFORMATION AND REQUEST

1. Type of Request

- Check the type of request you are making.
- If you are requesting a Progress Amount, check (d) and complete the Progress Bonus Award Amount Calculation on the page following the Budget Request.
- If you are requesting a Staff Retention Per Child Grant, complete the Per Child Grant Amount Calculation on the page following the Budget Request.

2. Project Expenses

- Include in this section only the Quality Improvement or Staff Retention project expenses. The Budget Request should be for whichever grant period you are requesting. If you are asking for a Grant Extension, complete this budget as a Budget Revision for the full two-year period of June 1, 1999 - May 31, 2001.
- **USE WHOLE DOLLARS, NO CENTS, IN YOUR BUDGET REQUEST.**

Personnel

a. Title of Position

List each full-time and part-time positions whose time will be charged to the grant project by title. Large organizations may group positions, if the positions have the same title and are the same with regard to payment (i.e., they are all hourly or all monthly). If you group positions, identify how many positions by that title are included on the line.

b. Hourly Rate or Monthly Salary

List the monthly salary or hourly rate for each project position listed. If salary increases are to be effected during the contract period, this amount must be budgeted at the time of application.

c. Hours per Week or Month

Indicate the total number of hours per week to be spent on the project.

d. Number of Weeks or Months Budgeted

If you provided hourly wage rates under (b), indicate the total number of hours per week to be spent on the project. If monthly salary was listed in (b) indicate the total number of hours per month to be spent on the project.

- (1) Project Personnel Total Salary. Show totals of columns.
- (2) Fringe Benefits. List the total Fringe Benefits for project positions. If the position is assigned a fraction of time to the project, only that same fraction should be charged to the fringe benefits column. Enter the percentage used to compute fringe benefits.
- (3) Travel. Enter your proposed budget of travel expenses for professional staff, volunteers and/or program participants to be included in this grant. The rates which the state will reimburse may not exceed the State of Wisconsin travel allowances as specified in the Allowable Cost Manual. Current mileage allowance is .29 cents per mile. Meal allowances are: Breakfast \$7.00, Lunch \$8.00, Dinner \$16.00. Hotel room maximum is \$52.00.

The budget justification for travel must include the following:

- If you are including a budget for conference or training program participants, you must identify the conference or training program, its location, the number of people attending and provide an explanation of how attendance will help you meet the project goals.

For example:

\$150 Registration fee for 3 teachers to attend XYZ Child Care Conference to be held October 2000 (3 @ \$50 registration fee). Teachers will participate in seminars to learn more about developmentally appropriate practice or to earn training necessary for obtaining CDA.

- If including mileage expenses, you must show your calculation (i.e. the projected number of miles, the rate per mile, and the destination or purpose of travel).

For example:

- \$26 Mileage for attending WECA Conference in La Crosse to obtain training needed for CDA, calculated as:
90 miles x .29/mile
- \$300 Mileage for director to take classes at UW Superior calculated as follows: 10 mi./day x 2 days/wk x 15 wks

- If including lodging and meal allowances, you should include the number the number of rooms, the number of nights and cost per room budgeted for lodging, and the number of people, the number of meals and the amount budgeted for meals.

For example:

- \$208 Lodging for attending WECA Conference in La Crosse, calculated as follows: 2 rooms x \$52/night x 2 nights
- \$248 Meals for attending WECA Conference in La Crosse, calculated as follows: 4 people x 2 days x \$31.00/day (Breakfast \$7.00, Lunch \$8.00, Dinner \$16.00)

- (4) Equipment. Capital equipment costs are defined as all costs associated with the acquisition of assets having a unit value of at least \$500 and a useful life of at least two years. Grant funds may be used for capital equipment costs with approval by DES. List each piece of equipment in Budget Justification and explain why it is necessary to the project.
- (5) Supplies and Operating Expenses. Enter the costs for consumable supplies, toys, learning materials, equipment, rent, maintenance, printing and reproduction, telephone, postage, utilities, and/or other operating expenses. Supplies and equipment consist of items costing less than \$500. Include a detailed listing under 2. Budget Justification. Supplies and equipment cannot include items needed to maintain your licensing (i.e., fences, smoke alarms, or carpeting).
- (6) Contractual and Consultant Costs. Include a detailed listing of any consultants or services for which you intend to contract under 2. Budget Justification. Enter the cost per day of each contractual and consultant service, how many days you are proposing, and the dates of the contract.
For example:
 - \$500 Consultant cost (@\$250/day for 2 days) to conduct a mock visitation visit and post-visit training session.
 - \$450 CDA advisor
 - ===
 - \$950 Total

- (7) Training for Staff or Volunteer Workers. Enter your proposed amount for training. Under 2. Budget Justification, provide a detailed listing of the type of training, the trainer or training organization, the number of staff to be trained, and the cost.

Items which may be included under this category include tuition or enrollment fees, as well as course materials and books. Wages, travel expenses or other expenses related to training should be listed in the appropriate category.

Include a \$10 per application fee for each **new** teacher, director and administrator for the Registry in your budget.

- (8) Accreditation Fees. Each grantee is required to purchase their accreditation materials within the first grant year. Include the relevant cost for purchasing those materials. If you expect to be ready for a Validation Visit, specify the organization to whom the fees will be paid Budget Justification.

Include cost of CDA materials and/or credential fees for each staff member who will work towards or complete a CDA during this grant period. Include an explanation of these expenses in the Budget Justification.

- (9) Other. Enter any other expenses of the project which do not fall into any of the previous categories. This may include administrative overhead such as management, support, and overhead costs that are allocated to the project (not to exceed five percent of the total request), which should be clearly identified as administrative expense.

- (10) Total. Enter Total of Items 1 through 9 for columns (e). If you have requested a progress amount, the total budget should include that amount.

- (11) Match. Enter the cash match or in-kind match in Line 11. Match may be used for any of the expenses in your project budget. Total match on Line 11 must equal at least 25 percent of the total grant request on Line 10. Cash match is any money you are putting into the project, from parent fees or other sources. In-kind match is volunteer time, donated space, free training, or other donated goods and services.

- (12) Total Project Cost. Total Line 10 and 11.

3. Progress Bonus Amount Award Calculation. Complete to determine if you are eligible for a Program Bonus Award and to determine the amount of that award.
4. Staff Retention Calculation. Complete as indicated if you're applying for a Staff Retention Grant.
5. Budget Justification. Complete the Budget Justification section. For Personnel and Fringe, provide detail showing and explaining separate amounts for planning time to reach high quality standards, increased salary or time for new master teacher or mentor positions, and/or increased compensation and benefits.

Provide detail for each budget item 3 through 9, as discussed above. Do not assume that the need or purpose of the expenditure is obvious. Provide detailed explanation of projected in-kind and cash match expenditures.

E. Wisconsin Child Care Improvement (WCCIP) Sign off

Obtain and attach a sign off from a WCCIP consultant if your site received a first year grant in 1999.

F. Assurances of Compliance

Complete and **sign** the Assurances of Compliance Page.

G. Taxpayer Identification Number

Complete and **sign** the Taxpayer Identification Number (TIN) Verification page.

H. Certification Regarding Debarment, Suspension

Complete and **sign** the Certification Regarding Debarment, Suspension page.

2.2 ASSEMBLY AND SUBMITTAL OF APPLICATION

A. ASSEMBLY

After completing the Program Report or Grant Application, assemble the pages of your application. If you applying for more than one site, be sure that, for each site, both pages of the Site Profile and the Quality Standards Checklist are grouped together by site and that the sites are in alphabetical order.

Number the pages of your application sequentially. The total number of pages for each application will vary depending on the number of sites included in the application, and whether you have attached additional sheets where allowed.

B. SUBMITTING THE PROPOSAL

Please note: Program Reports and Applications are subject to the same submission requirements, except for the number of copies that need to be submitted.

Copy the entire proposal including cover page, eligibility page, application and appendices. Consult Section 1.7 of this RFP for the required number of copies. Be sure to include an original copy with original signatures. You are advised to keep a copy for your own files.

Mail or deliver a stapled original proposal and the specified number of stapled copies to Laura Saterfield in the Office of Child Care. Consult Section 1.7 of this RFP for address and location.

**PART 3: PROGRAM REPORT AND APPLICATION
FOR QUALITY CONTINUATION GRANT**

DO NOT INCLUDE ADDITIONAL PAGES, UNLESS THEY ARE REQUESTED HERE.

A. SUMMARY INFORMATION

1. Applicant Name _____
Address _____ City _____ Zip _____
2. Contact Person _____ Phone (_____) _____
Address _____ City _____ Zip _____
Fax (_____) _____ E-mail _____
(optional) (optional)

3. Purpose. Please check one of the following:

- a. This is a Program Report only. We are not requesting Continuation Grant funds or a grant extension this time.
- b. This is a Program Report and Quality Improvement Continuation Grant Application. We do not meet all the High Quality Standards yet.
- c. This is a Program Report and Staff Retention Continuation Grant Application. We meet all the High Quality Standards.
- d. This is a Program Report and request for one-year extension of our current grant, which ends May 31, 2000.

NOTE: If this is a multi-site application which is a combination of two or more of the above, please submit a separate program report and application for each category (i.e. report only, quality improvement, staff retention and/or extension).

4. Number of Sites.

- a. Number of sites funded for quality and/or staff retention activities in previous grant application(s): _____
- b. Number of sites requesting on this grant application: _____

5. Grant Period. If you are applying for Quality Improvement and Staff Retention Continuation Grant funds, indicate the amount requested.

One year (June 1, 2000 - May 31, 2001). Amount requested \$ _____

Two year (June 1, 2000 - May 31, 2002). Amount requested \$ _____

6. Official or Owner Authorized to Commit Applicant to Grant Agreement

Name _____ Title _____

Signature _____ Phone _____

Date _____

7. Official Authorized to Sign Grant Agreement (if different from 6. above)

Name _____ Title _____

B. SITE PROFILE

Complete a two-page SITE PROFILE and CHECKLIST for each site for which funds are requested.

1. Location and License Information

Name of Child Care Facility _____

Address _____ City _____ Zip code _____

Has this facility had serious non-compliances which led to licensing enforcement actions during the past two years? No Yes

2. Numbers of Children Enrolled

Total number of children currently enrolled: _____

Under 1 Year _____ 1 to 2 Years _____

2 to 3 Years _____ 3 to 5 Years _____

5 to 7 Years _____ 7 to 13 Years _____

Number receiving publicly funded child care _____

Number of special needs children _____

3. Fees Describe the fee schedule at this site. (You may attach a copy of your fee schedule, if you prefer).

4. Personnel

a. Benefits. Describe any benefits provided for staff. (You may attach a copy of your benefit schedule, if you prefer.)

b. Training and Compensation. Indicate entry level requirements and hourly wages for each type of position at this site.

TITLE OF POSITION	ENTRY TRAINING REQUIREMENT	HOURLY WAGE RANGE		AVERAGE HOURLY WAGE
		LOW	HIGH	
Administrator				
Program Director				
Teacher				
Asst. Teacher or Asst. Provider				

c. Staff and Turnover for Centers

Total teachers 1/1/2000 _____

Total assistant teachers 1/1/2000 _____

Total all teaching staff 1/1/2000 _____

Total teaching staff who left in 1999 _____

Total number of teaching positions for which replacements were hired in 1999 _____

5. Amount Requested for This Site \$ _____

C. PROGRAM REPORT NARRATIVE

1. Quality Standards Checklist for Centers

Quality Standards Activities	Projected Date Of Completion	Actual Date Completed
<u>(1). Accreditation Standard - NAEYC or NSACA ACCREDITATION</u>		
a. Initial accreditation materials purchased	_____	_____
b. Self-study begun	_____	_____
c. Program description submitted	_____	_____
d. Validator visit	_____	_____
e. Accreditation awarded	_____	_____
<u>(2). Personnel Policy Standards</u>		
a. Personnel policy written, adopted, and on file	_____	_____
b. Benefits package or collective bargaining agreement completed	_____	_____
<u>(3). Staffing Improvement Standard</u>		
a. Program evaluation with parents completed	_____	_____
b. Written evaluation report placed on file	_____	_____
c. Plan developed to increase salaries and benefits, based on evaluation	_____	_____
d. Plan to reduce staff turnover is developed and on file	_____	_____

Quality Standards Checklist for Centers (cont'd)

(4). Staff Qualifications Standard

- a. Indicate below each teacher in the center, using the name and, if applicable, the enrollment date for each teacher in the respective training program (CDA, Infant/Toddler Credential, 1-yr ECE/CD degree, 2-yr ECE/CD degree, or 4-yr ECE/CD degree). Include teachers who have already completed the CDA or a degree or equivalent. Use an attached sheet of paper, if you need more space for your teachers.

Name	Training Standard	Enrollment Date	Projected Date of Completion	Actual Date Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total teachers _____*

* If this number differs from the number listed on Site Profile Item 5.c, provide an explanation here:

- b. Program Director has OR will complete equivalent of Bachelor's Degree in ECE and at least three years of full-time experience OR a 2-year Associate Degree in ECE and the Wisconsin Administrator's Credential OR equivalent.

Name	Training Standard	Enrollment Date	Projected Date of Completion	Actual Date Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. PROGRAM REPORT NARRATIVE (continued)

4. Achievements. List your major achievements and/or improvements as a result of the Quality Grant funds. Include improvements for staff, for children and parents, for the program as a whole.

5. Obstacles and Resources. Indicate below the major obstacles you've encountered in achieving the High Quality Standards and any resources which have helped you work toward the Standards.

**IF YOU ARE NOT APPLYING FOR A CONTINUATION GRANT OR A GRANT EXTENSION,
STOP HERE.**

D. BUDGET INFORMATION REQUEST

1. Type of Request (check all that apply)

- a. Grant Extension, no additional funds, for June 1, 2000 - May 31, 2001. Complete The Budget Request below as a Budget Revision for the full two-year period of June 1, 1999 - May 31, 2001, using the amount of your grant as your grant request total in Line 10.
- b. QI/SR Continuation Grant for one year, June 1, 2000 - May 31, 2001*
- c. QI/SR Continuation Grant for two years, June 1, 2000-May 31, 2002*
- d. Progress Bonus Amount requested (Complete calculation on following page)

* If applying for a Staff Retention Per Child Grant Amount, complete calculation on following page

2. Project Expenses. Include in this section only the expenses. See Application Instructions.

<u>Personnel</u>	(a)	(b)	(c)	(d)	(e)
Title of Position		Hr. Rate or Mo. Salary	Hrs.per Week or Month	# Weeks or Mo.Budgeted	Grant Request
		\$			\$
		\$			\$
		\$			\$
		\$			\$
1. Project Personnel Total Salary					\$
2. Fringe Benefits(= _____ % of Salary) FICA, Worker's Compensation, Unemployment Insurance, Other					\$
3. Travel					\$
4. Equipment					\$
5. Supplies and Operating Expenses					\$
6. Contractual and Consultant Costs					\$
7. Training for Staff or Volunteer Workers					\$
8. Accreditation Fees					\$
9. Other Expenses					\$
10. Total Grant Request (Sum of lines 1 through 9)					\$
11. Match. Amount of proposed cash match or in-kind match. Total of match must equal 25% of line 10.					\$
12. Project Total (Sum of lines 10 and 11)					\$

** If you provide hourly wage rates under column (b), provide total weeks under column (d). If you provide monthly salary under column (b), provide total months under column (d).

3. PROGRESS BONUS AWARD AMOUNT CALCULATION

Complete the following if you are requesting a Progress Bonus Amount:

1. Did any of the sites on this application receive their first-time accreditation since your last grant application? Y N
 If Yes:

- a. How many sites with enrollment of 1-60 children obtained accreditation for the first time? _____
 b. How many sites with enrollment of more than 60 children obtained accreditation for the first time? _____

To qualify for this amount, attach a copy of your accreditation certificate and label as Appendix A

2. Did any of the sites in this application meet the Staff Qualification Standard for the first time since your last grant application (all teachers are at a Registry Level 2 and program director(s) is/are at the Registry Level 4)? Y N

If Yes:

- a. How many sites with enrollment of 1-60 children met this standard for the first time? _____
 b. How many sites with enrollment of more than 60 children met this standard for the first time? _____

To qualify for this amount, attach a copy of your accreditation certificate and label as Appendix B

Calculation:

Enter the number in 1a:	_____ X \$750	= \$ _____
Enter the number in 1b:	_____ X \$1,500	= \$ _____
Enter the number in 2a:	_____ X \$750	= \$ _____
Enter the number in 2b:	_____ X \$1,500	= \$ _____
		=====
Total Progress Amount**		\$ _____

\$ _____ (Total Amt for All Sites) + \$ _____ (Progress Amt**) = \$ _____ (Total Grant Request)

4. STAFF RETENTION PER CHILD GRANT AMOUNT CALCULATION

Complete the following if you are requesting a Per Child Grant:

Number of Full-Time Equivalent (FTE) low-income children with documentation on file in 1999: _____
 Number of Full-Time Equivalent (FTE) special needs children with documentation on file in 1999: _____
 =====
 TOTAL FTE: _____

Calculation:

Total FTE _____ X \$ 200 = \$ _____ + \$ _____ (Progress Amt **) = \$ _____ (Total Grant Request)

5. Budget Justification. You may attach an additional sheet if necessary.

WCCIP SIGN-OFF

It is my opinion that this site(s) is(are) in good standing and their plans for meeting the high quality standards is (are) reasonable.

WCCIP Consultant

Date

Comments:

This must be submitted with your Quality Improvement application if you first received a new 1999 Quality Improvement grant. It does not need to be submitted with a Staff Retention Continuation Grant application or with a third or fourth year Quality Improvement Continuation grant.

Substitute **W-9**

DOA-6448 (C06/94)(R02/97)

TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION

Wisconsin Dept. of
Administration
DO NOT send to IRS

PRINT OR TYPE

Please see attachment or reverse for complete instructions. This form can be made available in alternative formats to qualified individuals upon request.

LEGAL NAME
(As entered with IRS) If Sole Proprietorship enter your LAST, FIRST, MI

TRADE NAME
If doing business as (D/B/A) or business name of Sole Proprietorship

PRIMARY ADDRESS (For return of 1099 Form)
PO Box or number and street

City, State, Zip + 4

ORDER ADDRESS (Where order should be sent if different from primary)
PO Box or number and street

City, State, Zip + 4

REMIT ADDRESS (Where check should be sent if different from primary)
PO Box or number and street

City, State, Zip + 4

ENTITY DESIGNATION (Check ONE Only)

INDIVIDUAL / SOLE PROPRIETOR

CORPORATION (Includes Service Corporations)

LIMITED LIABILITY COMPANY

GOVERNMENT ENTITY

HOSPITAL EXEMPT FROM TAX OR GOVERNMENT OWNED

LONG TERM CARE FACILITY EXEMPT FROM TAX OR GOVERNMENT OWNED

ALL OTHER ENTITIES

TAXPAYER IDENTIFICATION NUMBER (Please include hyphens)
If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

(Check only one)

Social Security Number (SSN)

Employer Identification Number (EIN)

Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)

CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number, **AND**
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name _____

Signature _____ Phone (____) _____

Title _____ Date _____

Please Print

FOR AGENCY USE ONLY

Agency No. **445**

W-9 Contact Lois Heise
(608) 266-5749

1099-Misc. Contact: Mike O'Brien
(608) 267-8898

1099 Yes No

VEND Addition Change

Return this form to the address listed below. For your convenience this form has been designed for return in a standard window envelope.

INSTRUCTIONS FOR COMPLETING THIS FORM

Legal Name As entered with IRS

Individuals: Enter Last Name, First Name, MI

Sole Proprietorships: Enter Last Name, First Name, MI

All Others: Enter Legal Name of Business

Trade Name

Individuals: Leave Blank

Sole Proprietorships: Enter Business Name

All Others: Complete only if doing Business as a D/B/A

Order Address

Address where order should be sent if different from primary address

Remit Address

Address where payment should be sent if different from primary address

Entity Designation

Check ONE box which describes the type of business entity.

Taxpayer Identification Number

If you do not have a TIN, apply for one immediately.

Individuals use federal form SS-05 which can be obtained from your local Social Security Administration Office. Business and all other entities use federal form SS-4 which can be obtained from your local Internal Revenue Service Office.

Provide One Only: Social Security Number **OR** FEIN Number.

Certification

The person signing this document should be a partner in the partnership, an officer of the corporation, the name of the individual listed or sole proprietor listed under legal name.

In signing this document you are certifying that all information provided is accurate and complete.

You are also certifying that you have not been notified by the IRS that you are subject to backup withholding because:

A. You are exempt from backup withholding;

or

B. You are not subject to backup withholding as a result of a failure to report all interest or dividends;

or

C. That the IRS has notified you that you are no longer subject to such backup withholding.

Penalties

If you fail to furnish your correct Taxpayer Identification Number (TIN) to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part 98 of the July 1, 1993 Code of Federal Regulations (pages 537-555).

**(Before Completing Certification, Read Attached Instructions
Which Are an Integral Part of the Certification)**

1. The prospective lower tier participant certifies, by submission of this proposal, to the Department of Workforce Development, State of Wisconsin, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, to the Department of Workforce Development, State of Wisconsin, such prospective participant shall attach an explanation to this proposal/bid.

Name and Title of Authorized Representative

Signature Date

Company/Organization Name

Contract/Bid/Bulletin Number

Definitions:

Lower tier transaction: Any procurement contract for goods or services between a participant and the Department of Workforce Development, State of Wisconsin, regardless of type expected to equal or exceed the Federal procurement small purchase threshold under a primary covered transactions.

Primary covered transaction: Any nonprocurement transaction between the Department of Workforce Development, State of Wisconsin and a Federal agency including: grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements and any other nonprocurement transactions.

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The term "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal, proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person in which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT 1
WISCONSIN HIGH QUALITY CHILD CARE STANDARDS FOR GROUP DAY CARE CENTERS

1. Accreditation Standard

Accredited by the National Association for the Education of Young Children (NAEYC) or National School-Age Care Alliance (NSACA)

2. Licensing Standards

- a. The center has been licensed or, if operated by a public school district or enrolling only school-age children, certified as meeting licensing rules for at least one year. ¹
- b. There have been no licensing enforcement actions for three years.

3. Personnel Policy Standards

- a. The program has written personnel policies including job descriptions, compensation with increments based on performance and additional professional development, resignation and termination, benefits, and grievance procedures. (NAEYC Accreditation Criteria E-3a is fully met.)
- b. Benefits packages are negotiated to meet the needs of staff members and include (for teachers, program directors, and administrators) paid leave (annual, sick, and/or personal) and medical insurance; other options, such as retirement, subsidized child care, or educational benefits may be substituted or combined with medical insurance;
- OR
- c. In lieu of a. and b., the program has a collective bargaining agreement.

4. Staff Qualifications Standards ²

- a. Child care teachers have at least a CDA or Infant/Toddler credential or one-year degree in Early Childhood Education/Child Development or equivalent OR there is a training plan to meet this standard within one year of the date of accreditation and, upon review at that time, the standard is met. School-age child care teachers have at least a Wisconsin School-Age Credential or a one-year degree in Elementary Education or equivalent OR there is a training plan to meet this standard within one year of the date of accreditation and, upon review at that time, the standard is met. (Registry Level Two)
- b. The program director(s) has at least a B.A. degree in Early Childhood Education/Child Development and at least three years of full-time teaching experience with young children or equivalent, OR has at least a two-year degree in Early Childhood Education/Child Development and has a Wisconsin Administrator's Credential, OR there is a training plan to meet this standard within one year of the date of initial accreditation and, upon review at that time, the standard is met. (Registry Level Four)

5. Staffing Improvement Standards

- a. An annual program evaluation is performed to examine the adequacy of staff compensation and benefits and the rates of staff turnover; and a plan is developed to increase salaries and benefits so as to ensure recruitment and retention of qualified staff and continuity of relationships.
- b. Staff turnover is 20 percent or less OR there is a plan to meet this standard by annual reductions and, upon annual review, reductions occur.

For accreditation information, contact:

Wisconsin Early Childhood Association (WECA), 2040 Sherman Avenue, Madison WI 53704, (608) 240-9880 or (800)783-9322.
OR

National Academy of Early Childhood Programs, NAEYC, 1509 - 16th Street N.W., Washington, DC 20046, (202) 328-2601 or (800) 424-2460. Fax: (202) 328-1846. Internet: www.naeyc.org

The National School Age Care Alliance, 1137 Washington Street, Boston, MA 02124, (617) 298-5012. Fax: (617) 298-5022
Internet: www.nsaca.org

For qualification equivalency information contact:

The Registry, 2517 Seiferth Road, Madison WI 53716, (608) 22-1123. Fax number is (608) 222-9779.

¹Note that a longer period of licensing is required to receive a Quality Improvement Grant.

²Equivalencies will be based on The Registry - Wisconsin's Early Childhood Professional Recognition System. However, exemptions from credential or degree standards are not allowed.

ATTACHMENT 2

**ELIGIBLE RECIPIENTS
WISCONSIN SHARES CHILD CARE CO-PAY SYSTEM**

APPLICANT ELIGIBILITY UP TO 165% FEDERAL POVERTY LEVEL

Family size	2	3	4	5	6	7	8	9	10+
Monthly income	\$1,521	\$1,909	\$2,296	\$2,684	\$3,072	\$3,460	\$3,847	\$4,235	\$4,623

For applicants applying for child care funding after 8/1/96

Note: This information is needed only if applying for a Staff Retention Grant.

Wisconsin Child Care Resource & Referral Network Members

www.wisconsinccrr.org

Call 888-713-KIDS to reach the nearest CCRR.

(updated 11/2009)

<p>4C Community Coordinated Child Care, Inc. Milwaukee, Ozaukee, Washington, Waukesha Carol Maurer, Executive Director 116 E. Pleasant St., Lower Lv., Milwaukee, WI 53212 (414) 562-2650 Ext 126 - (800) 498-KIDS (414) 562-2651 - FAX e-mail: childcareinfo@4c-milwaukee.org Carol Maurer's e-mail: cmaurer@4c-milwaukee.org</p>	<p>Project Childcare Resource & Referral, Inc. Dunn, Pepin, Pierce, Polk, St. Croix Christina Krueger, Executive Director W9896 770th Avenue, P.O. Box 599 River Falls, WI 54022 (715) 425-8112 - Phone & FAX (800) 732-4048 e-mail: projcrr@spacestar.net</p>	<p>Child Care Connection, Inc. Lenglede, Lincoln, Marathon, Taylor Gigi Heinz, Executive Director 301 1/2 Grand Avenue, Wausau, WI 54403 (715) 848-5229 (800) 848-5229 (715) 848-5056 - FAX e-mail: cccwau@ccpros.net</p>
<p>Community Coordinated Child Care, Inc. Columbia, Dane, Dodge, Jefferson, Sauk, Ho-Chunk Tribe Debi Schmid, Executive Director 5 Odana Court, Madison, WI 53719 (608) 271-9181 - (800) 750-KIDS (608) 271-5380 - FAX e-mail: info@4c.org</p>	<p>Child Care Resource & Referral of Central Wisconsin Adams, Clark, Wood Dawn Vruwink, Executive Director 210 East Jackson Street, Wisconsin Rapids, WI 54494 (715) 423-4114 (800) 628-8534 (715) 423-2444 - FAX e-mail: ccrrcw@tzn.net.com</p>	<p>Mid Wisconsin Child Care Resource & Referral Marquette, Portage, Waushara Lois Felten, Executive Director 23 Park Ridge Drive, Suite 11, Stevens Point, WI 54481 (715) 342-1788/1789 - (800) 930-KIDS (715) 342-1708 - FAX e-mail: mwccrr@coredcs.com</p>
<p>Child Care Partnership Resource & Referral Center Buffalo, Chippewa, Eau Claire, Jackson, Trempealeau, Ho-Chunk Tribe Jacque Hogan, Director - Dotly Lillo, Manager 515 Barstow, Suite 114, Eau Claire, WI 54701 (715) 831-1700 - (800) 782-1880 - Eau Claire (715) 831-1707 - FAX - Eau Claire (715) 985-2391 - Independence (715) 985-3239 - FAX - Independence e-mail: ccpartner@anybody.com</p>	<p>Child Care Resource & Referral Services of Greater Racine & Kenosha, Inc. Margo Rostawski, Executive Director 9400 Durand Ave., Sturtevant, WI 53177 (414) 884-8892 - Margo Rostawski (414) 697-4675 - Provider Services (414) 884-9890 - Referrals - (800) 559-4698 (414) 884-9895 - FAX e-mail: ccrrs@rootcom.net</p>	<p>Northwest Wisconsin Child Care Resource & Referral Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Washburn, Bad River, Lac Court Oreilles, Red Cliff & St. Croix Tribes Jacqueline Strand, Director P.O. Box 13230, Hayward, WI 54843 (715) 634-2299 - (800) 733-KIDS (715) 634-8743 - FAX e-mail: nwchild@win.bright.net</p>
<p>Community Coordinated Care, Inc. Brown, Mennette, Menominee, Oconto, Shawano, Menominee, Oneida and Stockbridge-Munsee Tribes Karen Recka, Executive Director 201 W. Walnut, Suite 202, Green Bay, WI 54303 (920) 432-8899 - (800) 738-8899 (920) 432-6677 - Corporate Line & FAX e-mail: krecka@gbonline.com</p>	<p>Child Care Resource & Referral, Inc. Fond du Lac, Green Lake, Wymoreago Susan Bohn, Executive Director 683 N. Main St., Suite F, Oshkosh, WI 54901 (920) 426-8920 - (800) 316-8884 (920) 426-8940 - FAX e-mail: ccrrosh@vibe.com</p>	<p>Project Bridges Child Care Resource & Referral Florence, Forest, Oneida, Vilas, Forest Co. Polawatom Lac du Flambeau & Sokaogon Tribes Robin Mainhardt, Director 201 Hospital Road, Eagle River, WI 54521 (715) 479-0337 - (800) 470-5833 (715) 479-0338 - FAX e-mail: brdges@newnorth.net</p>
<p>South Central Child Care Resource & Referral, Inc. Green, Rock, Walworth Marcy Spangler, Executive Director 17 S. River St., Suite 254, Janesville, WI 53545 (608) 758-1170 - Janesville (608) 758-2494 - FAX (800) 758-1170 e-mail: secctr@secctr.com</p>	<p>Family Connections, Inc. Resource & Referral Door, Kewaunee, Manitowoc, Sheboygan Susan Hart, Executive Director 1930 North 8th, Lower Level, Sheboygan, WI 53081 (920) 457-1999 - (800) 322-2046 (920) 457-9220 - FAX e-mail: HN6322@handsnet.org</p>	<p>Southwest WI Child Care Resource & Referral, Inc. Crawford, Grant, Iowa, Lafayette, Richland, Vernon Sandy Leibfried, Program Director 304 Parker, P.O. Box 66, Boscobel, WI 53805 (608) 375-2537 - (800) 267-1018 (608) 375-2619 - FAX e-mail: swwccrr@nwt.net</p>
<p>Child Care Resource & Referral, Inc. Calumet, Oudagamie, Waupaca Judith Olson, Executive Director 519 W. Wisconsin Avenue, Appleton, WI 54911 (920) 734-0966 - (800) 749-KIDS (920) 749-0966 - Corporate Line (920) 734-8139 - FAX e-mail: ccrrcw@athenet.net</p>	<p>Family Resources, Inc. Juneau, La Crosse, Monroe, Ho-Chunk Tribe Debra Suchala, Executive Director Wicki Ohio, Program Director 122 N. 7th St., P.O. Box 1897, La Crosse, WI 54602-1897 (608) 784-4519 (800) 873-1788 (608) 796-0098 - FAX e-mail: frclax@centuryinternet.net</p>	<p>Wisconsin Child Care Resource & Referral Network Becky Maus, Data/Training Specialist 519 W. Wisconsin Avenue, Appleton, WI 54911 (920) 734-1739 - Phone - (920) 734-3887 - FAX e-mail: wiccrn@athenet.net Diane Adams, Network Coordinator 5706 Anchorage Avenue, Madison, WI 53705 (608) 231-1836 - Phone - (608) 231-0203 - FAX e-mail: dadams@facstaff.wisc.edu</p>

ATTACHMENT 4 CHILD CARE MENTOR TEACHER TRAINING

The Department of Workforce Development is supporting five Child Care Mentor Teacher Training projects. These programs were funded in the following counties: Dane, Fond du Lac, Kenosha, Milwaukee, and Racine. The counties were selected based on their high numbers of W-2 participants, with the exception of Fond du Lac which serves as a pilot project.

This program is designed to provide an opportunity for W-2 and low income individuals who meet the entry level requirements to become protégés for a career in child care. Protégés will commit to completing a 3 credit course which includes one-on-one mentoring with an assigned mentor and class time. This program lasts one semester. Upon successful completion of the 3 credit course, the protégés will have begun a professional development plan which could lead to an associate degree or CDA (Child Development Associate).

All programs will include incentives for participants. Each project will work as a collaborative between the following agencies:

- Accredited Child Care Center and Family Child Care Homes;
- Child Care Resource and Referral;
- Job Center;
- Technical College.

The projects contain some or all of the following characteristics:

- Credit bearing training in coordination with the local technical college;
- Program evaluation plans;
- Funding for protégés for tuition, books and related school costs;
- Costs for mentors and protégés related to transportation, substitute salaries, mentors' school costs, fees for protégés' entry level courses;
- Stipends for mentors;
- Incentives for directors;
- Advisory committee.

Most of the projects were funded by August 1, 1999. Below is a list of contacts for each of the participating counties.

Dane County	Nicole Peltier	(608) 271-9181
Fond du Lac	Lu Anne Diorio	(920) 426-8920
Kenosha County	Cathy Burns	(414) 697-4581
Milwaukee County	Carol Maurer	(414) 562-2650 X126
Racine County	Margo Roslawski	(414) 884-9890

Quality Improvement grantees may use approved funds for:

- salary increases upon successful of the state Child Care Mentor Teacher Training program for both mentors and protégés if applicable;
- approval of funds for substitute costs, if not covered by child care mentor project;
- CDA costs for second year plans. This could cover the costs of the Child Care Mentor Teacher Training program to be continued or begin as the protégés CDA advisor.

ATTACHMENT 5 MODEL WORK STANDARDS

Model Work Standards include the elements of early childhood jobs that: (1) enable teachers to provide the best education and care to children; and, (2) provide working conditions and support that will enable teachers to continue in their careers. Every teacher has a right to an agreement (through personnel policies or employee contracts) which includes provisions for the following:

- PUBLISHED SALARY SCALE FOR ALL POSITIONS
- REGULAR COST OF LIVING INCREASES
- BENEFITS PACKAGE SPECIFYING EMPLOYER PAID COMPONENTS AND EMPLOYEE PAID OPTIONS
- HOLIDAY, VACATION AND SICK/PERSONAL LEAVE WITH EMPLOYER ARRANGED SUBSTITUTE COVERAGE
- JOB DESCRIPTIONS AND EVALUATIONS
- WORK SCHEDULE AND BREAKS
- INPUT INTO HIRING CO-WORKERS AND DECISIONS ABOUT LAY-OFFS AND RECALL
- TRANSFERS AND PROMOTIONS
- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- ACCESS TO PROFESSIONAL CONSULTATION FOR CHILDREN AND FAMILIES
- ADEQUATE PROGRAM SUPPORT STAFF
- PROFESSIONAL PAID PREPARATION AND MEETING TIME
- DISCHARGE, DISCIPLINE AND GRIEVANCE PROCEDURE
- SEVERANCE PAY
- AFFIRMATIVE ACTION
- DUE PROCESS FOR STAFF DURING INVESTIGATIONS OF CHILD ABUSE AND/OR NEGLECT
- HEALTH AND SAFETY PROVISIONS FOR ADULTS AND CHILDREN
- STAFF/CHILD RATIOS AND GROUP SIZES
- CHILD ADMISSION, ASSESSMENT AND TERMINATION

To order the Model Work Standard, contact:

Center for the Child Care Workforce
733 15th Suite 1037
Washington DC 20015-2112
Phone: (202) 737-7700
Fax: (202) 737-0370
email: wwd@ccw.org