

**REQUEST FOR PROPOSALS**  
**CHILD CARE START-UP AND EXPANSION GRANTS**  
**FOR**  
**EMPLOYER SPONSORED CHILD CARE**  
**STUDENT PARENT CHILD CARE**  
**COLLABORATIVE CHILD CARE**

**Wisconsin Department of Workforce Development**  
**Division of Economic Support**

**February 2000**

ANTICIPATED TIMETABLE  
FOR  
CHILD CARE START-UP AND EXPANSION GRANTS

GRANT PERIOD: AUGUST 1, 2000, THROUGH JULY 31, 2001

Request For Proposals Available	mid-February, 2000
Applications Due	4:00 p.m., Wednesday, March 29, 2000
Evaluation of Applications	March 29, 2000, to June 1, 2000
Announcement of Awards	June 1, 2000
Appeals Due	June 7, 2000 (or five working days after the postmark of award and non-approval letters)
Grant Agreements issued to providers for signature	June 15, 2000
Grant Period begins	August 1, 2000
Payment is disbursed	August 1, 2000 (or within two months of the Division of Economic Support grant administrator's receipt of the returned, signed, and complete grant agreement)
Grant Period ends	July 31, 2001
Program Reports due	August 31, 2001

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# REQUEST FOR PROPOSALS CHILD CARE START-UP AND EXPANSION GRANTS

## Part I: General Information

### 1.1 BACKGROUND

The Wisconsin Department of Workforce Development (DWD) will provide up to \$382,000 from the federal Child Care Development Fund for the start-up or expansion of child care services. The DWD will make funding available for start-up and expansion of licensed child care in each of the following three categories: Employer Sponsored; Student Parent; and Collaborative Child Care Programs. The DWD through the Division of Economic Support (DES) will award these grants for the period August 1, 2000, through July 31, 2001.

The purpose of this grant program is to increase the availability of licensed child care for children ages 0 to 13. These funds are also intended to assist employers, Head Start grantee agencies, and schools to begin child care services in newly licensed family child care homes or in new or existing licensed group centers. Funds may be used for one-time costs related to starting or expanding child care during the grant period.

Costs must be related to the applicant's proposed start-up or expansion of licensed child care services. Services may include child care for infants, toddlers, and preschoolers; before- and after-school services for school-age children up to age 13; and child care services for children with special needs. Services targeted for children with special needs must propose child care in an integrated setting.

### 1.2 ISSUING AGENCY

This Request for Proposals (RFP) is issued for the State of Wisconsin by DES. DES is the sole point of contact in the state of Wisconsin in the selection process for this RFP.

### 1.3 ELIGIBLE APPLICANTS

#### A. Employer Sponsored Child Care

Individuals and organizations eligible to apply for a grant in the Employer Sponsored Grant Category must be employers that propose to do one of the following for the children of their employees:

1. Start new employer-sponsored child care at a:
  - new licensed family child care home(s), or
  - new or existing licensed group center site(s), or
2. Expand employer-sponsored child care at an:
  - existing licensed family child care home(s), or
  - existing licensed group center site(s).

Eligible applicants include for-profit corporations, sole proprietors, non-profit corporations (for example: schools, governmental agencies, etc.), and other entities with an employer identification number. Individual family child care providers, group child care providers, and unincorporated, informal groups, or associations are not eligible to apply under this RFP.

Applicants may propose to subcontract with one or more family child care homes or one or more group center sites. Child care centers who propose to start or to expand employer-sponsored child care for the children of their employees are not eligible to apply.

Applications for Employer Sponsored Child Care must comply with the criteria in Section 1.4, below.

See Section 1.9 for application submission requirements and deadlines.

## **B. Student Parent Child Care**

Only public school districts are eligible to apply for a grant in the Student Parent Category. Furthermore, the proposed child care program must:

- be starting or expanding child care for student parents who are attending middle school, junior high, or high school;
- provide a parent education program for student parents;
- accept infants;
- be located in or within walking distance of the school the student parent attends or be readily accessible to student parents; and
- meet other conditions related to school-age parent programs.

See Appendices 3 and 4 for more information about administrative rules and state statutes regarding Student Parent Child Care. Applicants may provide the child care services themselves or subcontract with a new or expanding group center provider or family child care provider. A Student Parent Child Care applicant, however, who proposes to subcontract must ensure that proposed providers meet the criteria outlined in Section 1.4, below.

See Section 1.9 for application submission requirements and deadline.

## **C. Collaborative Child Care Programs**

1. Only applications jointly submitted by at least two of the following will be considered for the \$15,000 grant:
  - a. Public School District
  - b. Head Start Agency
  - c. Licensed Child Care Program
  - d. Job Center
  - e. Neighborhood Center
  - f. Family Resource Center

Collaborative program, for purposes of this RFP, means a program where children are receiving services from more than one entity in the same center classroom or family child care home. For example:

- Children stay in one classroom in a child care center and receive Head Start and full-day child care services all day long; or
- A family child care provider is also a Head Start teacher and the children receive Head Start and child care services throughout the day; or
- A public school early childhood classroom shares space with a Head Start center and a local child care program; the children in the classroom may receive services from one, two, or all three of the agencies in that classroom; or
- Children in a Head Start classroom receive public school early childhood programming, such as early childhood special education or four-year-old kindergarten in the same classroom.
- a Job Center that shares space with a local child care program; and the children in the classroom may receive services from one, two, or more agencies in that space. Such services may include health care, early intervention, family counseling, employment and training services; or
- a neighborhood center or a family resource that shares space with a local child care program; and the children in the classroom may receive services from one, two, or more agencies in that space.

Collaborative programs must propose to do at least one of the following for children enrolled:

- a. Start new collaborative child care at a:
  - new or existing licensed family child care home(s), or
  - new or existing licensed group center site(s), or
  - new or existing licensed delegate agency site(s), or
- b. Expand collaborative child care at an:
  - existing licensed family child care home(s), or
  - existing licensed group center site(s), or
  - existing licensed delegate agency site(s).

See Section 1.4 for eligibility criteria.

See Section 1.9 for application submission requirements and deadlines.

## **1.4 ELIGIBLE CHILD CARE SETTINGS**

All eligible applicants must propose services and settings which meet the following criteria:

### **A. Start-Up and Expansion for Group Settings**

If eligible employers, school districts, Head Start grantee agencies, and child care centers propose to start or expand services in one or more group center settings, the proposed provider(s):

1. Must meet one of the following:
  - be licensed to provide group center child care, or
  - have applied for a group center child care license, or
  - have begun working with the Wisconsin Child Care Improvement Project or a Wisconsin Department of Health and Family Services (DHFS) Regional child care licensing specialist prior to March 29, 2000, with the intent of applying for a group center child care license, or
  - be a public school district which can demonstrate compliance with applicable licensing standards as specified in HSS 55.50 and 55.51 (See Appendix 3); and
  
2. Must meet one of the following:
  - propose to start or expand licensed child care for children with special needs between August 1, 2000, and July 31, 2001, or
  - propose to start or expand licensed child care for infants between August 1, 2000, and July 31, 2001, or
  - propose to expand by increasing the hours of licensed service at an existing site(s) between August 1, 2000, and July 31, 2001; and
  
3. Must meet both of the following:
  - may not have been licensed to provide the proposed start-up or expansion child care services prior to August 1, 2000, and
  - will start or expand the proposed licensed child care services before July 31, 2001; and
  
4. If licensed, may not have had serious non-compliances which led to enforcement actions in the two years preceding the application due date for this grant.

See Section 1.9 for application submission requirements and deadlines.

#### **B. Start-Up for Family Child Care Settings**

Individual family child care providers are not eligible to apply directly. If eligible employers, school districts, Head Start grantee agencies, or other organizations in collaborative programs propose to start or expand services in one or more family child care settings, the proposed family child care provider:

1. Must meet one of the following:
  - have applied for a family child care license, or
  - have begun working with the Wisconsin Child Care Improvement Project or a Wisconsin DHFS Regional child care licensing specialist prior to March 29, 2000, with the intent of applying for a family child care license; and

2. Must be willing to start the proposed licensed family child care services before July 31, 2001.

See Section 1.9 for application submission requirements and deadlines.

## **1.5 FUNDING AVAILABLE**

### **A. Funds Available**

Funds may be awarded through this RFP totaling up to \$382,000. DWD will attempt to divide the available funds equally among three categories. Eligible applicants may apply for one start-up or expansion grant in each of the three grant categories. There are, however, limitations on the amount of funds a child care provider or applicant may receive for a given site and overall under this grant program. See the section on Funds Awarded below.

Grant categories available are:

- Employer Sponsored
- Head Start Wrap-Around
- Student Parent
- Collaborative Programs

### **B. Second Year Grants**

Programs that receive grant awards in 2000 may be eligible to receive one-half the amount awarded in 2000 during a second grant period in 2001. The purpose of the continuation grant program is to sustain the expansion of child care slots for children ages 0-13. Grants are intended to sustain newly licensed child care slots and to help with one-time costs incurred during the grant period. Only programs that have started a licensed program during the first grant period and have satisfactorily met the grant requirements will be eligible to apply for the second grant period.

A program report and continuation application will be mailed in April 2001 to programs that receive grant awards in 2000. Eligible applicants must:

1. Have received a Start-Up and Expansion Grant in 2000 for a period ending July 31, 2001. Eligible applicants must have complied with the terms and conditions of the original grant and demonstrated progress toward start-up and expansion.
2. Not have had serious non-compliances with day care licensing requirements which led to enforcement actions since August 1, 2000.
3. Have started or expanded the service proposed in the original application.
4. Have filed at least one CARS report by April 1, 2000.

### **C. Funds Requested**

Interested applicants are allowed to apply in more than one category, but each applicant is limited to one complete application per category. A separate and complete application must be submitted for each category in which an applicant wishes to be considered for funding.

## 1. Group Settings

Child Care Center providers may not apply on their own behalf in this grant process. Applications for center child care start-up grants are limited to employer-sponsored, Head Start Wrap-Around, student-parent child care, and collaborative program agencies. Total combined start-up and expansion grant request amounts for each category are limited to \$15,000 per group center site or \$30,000 for collaborative sites and \$30,000 for multi-site applications in each category.

See Section 1.3 for more information about Collaborative applications.

## 2. Family Child Care Settings

Family child care providers may not apply on their own behalf in this grant process. Applications for family child care start-up grants are limited to employer-sponsored, Head Start Wrap-Around, student parent child care, and collaborative program agencies. Organizations, applying on behalf of one or more eligible family child care provider, may request up to \$2,000 per family child care provider not to exceed \$30,000 for multi-family applications.

## D. Funds Awarded

1. At least one-half of the funds will be awarded first to applicant organizations and providers who were not funded in any category in the 94/95, 95/96, 96/97, 97/98, 98/99, or 99/00 start-up and expansion grant cycle, starting with the highest ranking scores of those applicants. Remaining funds will be awarded based on highest ranking scores of all remaining unfunded acceptable proposals.
2. Eligible applications may be funded in part or in full.
3. DES will attempt to make at least one grant award to an applicant in each DWD region of the state. (See Appendix 1)
4. DWD will attempt to divide the available funds equally among three grant categories.
5. A group center named as the provider by one or more applicants to provide group center child care may not receive more than a total of \$30,000 in combined grant awards, or \$15,000 per site per category. A family child care provider may not receive more than a total of \$2,000 in combined grant awards. Eligible organizations, applying on behalf of one or more eligible family or group center child care providers, may receive up to \$2,000 per family, or \$15,000 per group center site. No organization may receive more than a combined total of \$30,000 under this RFP.

## E. Prior Recipients of Start-Up and Expansion Grants

Prospective child care grant applicants who received grant awards in prior start-up and expansion cycles and meet the eligibility requirements of this RFP may apply. Such applicants must intend to provide new or expanded services. However, total combined start-up and expansion grant award amounts are limited to a maximum combined total of \$50,000 per organization, group center provider, agency, or applicant since July 1, 1994. Total combined start-up and expansion grant award amounts for family child care providers may not exceed \$2,000 since July 1, 1994. All conditions of prior awards and grant agreements must continue to be met. DWD may waive the requirement for agencies with ten or more sites.

## **F. Match**

Award recipients must make a matching contribution for their proposed start-up project equal to 25 percent of the grant award amount. Match may consist of:

1. Money (for example, parent fees);
2. Donated goods/services (for example, dollar value of donated labor for assembly of new cribs); and/or
3. A combination of both.

## **1.6 PRIORITIES**

### **A. Priority Geographic Areas**

Priority will be given to applicants who will develop services in the following geographic areas:

- high population density (urban);
- low population density (rural);
- high poverty;
- Chapter 1 concentration areas; and
- American Indian reservations.

### **B. Priority Services**

Priority will also be given to applicants who will develop services for the following:

- infants;
- children with special needs;
- before- and after-school care for school-age children; and
- Head-Start agencies and community partner agencies who have received Mini-grants from the Head Start Collaboration Project.

### **C. Other Information on Priorities**

For the purpose of this grant program, DES has defined each of the above geographic and demographic priorities in Section 1.8, DEFINITIONS. Listings of each of the geographic priority areas, by county, are provided at the back of this RFP as Appendix 2. Although demographic and geographic priorities will be considered in the awarding of grants, applicants are not required to be in a priority area or to provide services for infants, for children with special needs, or before- and after-school services in order to apply for or to receive a grant.

## **1.7 USES OF FUNDS**

Start-Up and Expansion funds may only be used for one-time expenses related to starting or expanding licensed child care services. Furthermore, these funds may only be used for expenses incurred or activities performed during the grant period (August 1, 2000 through July 31, 2001). Funds may not be used to pay off prior debt, activities performed, expenses incurred, or items acquired before or after the grant period.

Federal requirements prohibit the use of the funds for the purchase or improvement of land or for the purchase, construction, or major remodeling of buildings. Funds may not be used for religious instruction or for the purchase of materials for religious instruction. Grant funds may be used to

provide legal advice to the recipients, but the funds may not be used to support any legal actions taken against the federal or state government.

Funds may be used for the following expenses during the grant period:

- staff training;
- a portion of the first year's operating costs;
- personnel costs;
- supplies;
- equipment; and/or
- minor remodeling required to meet licensing codes.

For the purpose of this grant, equipment and minor remodeling must meet the following criteria:

1. Equipment - there are two types of allowable equipment:
  - a. Minor equipment with a per item cost of less than \$500;
  - b. Major equipment with a per item total cost of more than \$500, but not more than \$10,000.
2. Minor remodeling - a remodeling project that is required in order to obtain a child care license, and
  - a. For family child care settings: minor remodeling may have a total cost (including materials and labor) or \$16,000 or less;
  - b. For group center settings: minor remodeling may have a total cost (including materials and labor) or \$12,000 or less, per site.

The amount of an applicant's grant request to be used toward the combined cost of major equipment and minor remodeling may not exceed 80 percent of the maximum allowable grant request (that is, \$1,600 for family child care settings; \$12,000 for group settings, per site).

Supplies and equipment to be purchased with these funds must be necessary for the grant project and be developmentally appropriate for the children to be served. Training obtained with these funds must be related to the child care services to be started or expanded.

No more than five percent of the grant award amount may be used for administration. Administration includes indirect costs or salaries of non-teaching staff, overhead, office equipment, and other related administrative expenses.

If the proposed licensed child care has not been started by the end of the grant period in which the funds were awarded, the entire amount of the grant must be returned to DWD.

Grantees must continue to provide licensed child care services for at least three years after the start of the grant period for which the funds were awarded. If licensed child care services are discontinued during that three year period, funds may be reclaimed by DWD on the basis of the schedule set forth below, based upon the activities and actions undertaken and completed by the grantee and the reasons for the discontinuance of licensed services:

- If licensed services are discontinued during zero to twelve months from the start of the grant period, up to 100 per cent of the grant award amount.
- If licensed services are discontinued during thirteen to 24 months from the start of the grant period, up to 66 per cent of the grant award amount.
- If licensed services are discontinued during 25 to 36 months from the start of the grant period, up to 33 per cent of the grant award amount.

## 1.8 DEFINITIONS

Before- and after-school Care	Care and supervision of children ages 4 through 12 years before school, after school, during school holidays, or during school vacations.
Chapter 1 Concentration Areas	School districts eligible to receive grants under Section 1006 of the Elementary and Secondary Education Act of 1965. These districts are listed in Appendix 2.
Collaborative Program	Collaborative program, for purposes of this RFP, means a program where children are receiving services from more than one entity in the same center classroom or family child care home. For example, children stay in one classroom in a child care center and receive Head Start and full-day child care services all day long; a family child care provider is also a Head Start teacher and children receive Head Start child care services throughout the day; a public school early childhood classroom shares space with a Head Start center and a local child care program; children in the classroom may receive services from one, two, or all three of the agencies in that classroom or children in a Head Start classroom receive public school early childhood programming, such as early childhood special education or four-year old kindergarten in the same classroom; a W-2 job center shares space with a local child care program; or a family resource center provides child care services from one, two, or all three agencies in that space.
Employer	A person or agency who engages the services of an employee, including the state, its political subdivisions and any office, department, independent agency, authority, institution, association, society, or other body in state or local government created or authorized to be created by the constitution or any law, including the courts and the Legislature.
Employer Sponsored Child Care	One or more family child care homes or group center sites established, or one or more group center sites expanded by an employer for the children of the employer's employees to which an employer contributes financial assistance.
Expansion	An increase in the total number of children served at a given group center site creating the need for a new child care license; an increase in the number of infants or special needs children served at a group center site; or an increase in hours of service at a group center site.
Family Child Care System	An organization with a centralized administrative unit that offers technical assistance and support to a group of family child care providers.

Family Child Care	The care and supervision of no more than eight children for less than 24 hours in a place other than the child's own home.
Group Center Child Care	The care and supervision of nine or more children for less than 24 hours in a place other than the child's own home.
Head Start Wrap-Around Care	Family or group center child care provided for children enrolled in a Head Start program for the portion of the day when the child does not attend the Head Start program.
High Population Density Area	A county with a population of over 300 people per square mile. These counties are listed in Appendix 2.
In-Kind	Donated goods or services, such as, volunteer time, donated labor, food, or supplies. In-kind can be provided by the grantee or another party.
Infant Child Care	Child care for children under one year of age.
Integrated Child Care	Child care that serves children with special needs and other children together. May also be called inclusive child care.
Low Population Density Area	A county with a population of fewer than 30 people per square mile. These counties are listed in Appendix 2.
Poverty Area	A county with 25 or more W-2 employment positions cases per thousand. These counties are listed in Appendix 2.
Parent Education	Training and support for parents in regard to their parenting role, including child development, infant stimulation, health, safety, and parenting skills.
Serious Non-Compliance	Action the Department of Health and Family Services, Bureau of Regulation and Licensing, causing surrender of license due to threat of revocation, license denial or non-renewal, second provisional license issued, license revocation or suspension, forfeiture, referral to law enforcement, or emergency closing.
Special Needs Child	A child under the age of 18 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.
Start-Up	An increase of available child care slots through the creation of a new group child care site or center or a new family child care center which has obtained or intends to obtain a child care license.
Student Parent Child Care	Child care provided for parents who are enrolled in junior high, middle school, or high school. See Appendices 3 and 4.

## 1.9 ELECTRONIC APPLICATION

Applicants may use the application on the Office of Child Care web page 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 guidelines previously outlined in Section 1.10.

## 1.10 SUBMITTAL OF APPLICATION

A separate, complete application must be submitted for each category of funding for which an applicant intends to apply. Eligible applicants may apply for one start-up or expansion grant in each of the three grant categories. **Please note: Due to the volume of applications received in this grant program, any application that does not comply with each of the following requirements will be deemed ineligible and returned to the applicant.**

### A. Appearance

All applications **must** be typed or produced on a word processor in normal size type on white paper and be clearly readable. We will not accept applications with a type font size that is smaller than the one you are currently reading (10 point).

Applications reproduced on a word processor must replicate the application in form and length (maximum length of 15 pages plus required attachments).

No attachments or additional pages beyond the pages required in the application are allowed.

Do **not** submit applications in binders or folders.

### B. Number of Copies

The applicant **must** submit eight complete, stapled copies of the application (i.e., one stapled original with original signatures, and seven stapled copies). Copies, like original, should be single-sided sheets.

### C. Due Dates

Applications must be received by 4:00 p.m. central standard time (CST) on Wednesday, March 29, 2000. Proposals may be hand delivered or mailed. We will not accept faxes of the application or portions of the application. A proposal will be considered received on time, if:

1. The proposal is mailed to the individual listed below and is received in the Division of Economic Support mailroom by 4:00 p.m. CST on Wednesday, March 29, 2000.

Applications should be mailed to (use this full and exact address or proposals may become lost or delayed):

Gabe Blood  
Office of Child Care  
201 E Washington Ave Room 171  
PO Box 7935  
Madison WI 53707-7935

Note: For delivery by services other the United States Postal Service (such as Federal Express or UPS Express), use the address listed below.

2. The proposal is hand delivered to the person listed below by 4:00 p.m. on Wednesday, March 29, 2000:

Gabe Blood  
Office of Child Care  
GEF 1 Room 171  
201 East Washington Avenue  
Madison, WI 53702

Applicants should allow enough time for delivery by the United States Postal Service. It can take three to five days to receive mail from outlying areas. Applications which are received after the closing time of 4:00 p.m. on Wednesday, March 29, 2000, will not be reviewed and will be returned to the applicant. No exceptions will be made.

#### **D. Supplemental and Clarifying Information**

Unless requested by the Division of Economic Support, no additional information will be accepted from an applicant after the deadline. No exceptions will be allowed.

#### **E. Confirmation of Delivery of Proposals**

Upon request, a receipt will be provided to the in-person deliverer of the proposals.

Proposers may telephone Gabe Blood at (608) 267-2081 to confirm delivery of proposals. Telephone calls prior to 4:00 p.m. CST on Tuesday, March 14, 2000, will be returned to confirm delivery of proposals. Due to workload demands on Wednesday, March 29, 2000, it may not be possible to respond to telephone calls requesting confirmation of delivery of proposals.

### **1.11 TECHNICAL ASSISTANCE**

#### **A. Sources of Help**

1. Answers to questions about the application guidelines and other technical assistance regarding this RFP will be available by contacting Gabe Blood at (608) 267-2081 OR Gigi Trebatoski at (608) 261-5820.
2. For information about child care licensing, contact the Department of Health and Family Services licensing office in your region. See Appendix 6 for a list of licensing offices.
3. Contact your local Child Care Resource and Referral agency for suggestions on grant writing. See Appendix 7.

### **1.12 REVIEW AND AWARD PROCEDURES**

Applications for Categories A. (Employer Sponsored Child Care Grants), B. (Head Start Wrap-Around Child Care Grants), C. (Student Parent Child Care Grants), and D. (Collaborative Program Grants) which meet eligibility criteria (see Section 1.3) and submission requirements (see Section 1.9) will be evaluated on a statewide basis within the respective Grant Categories as described in Section 1.5 Funding Available.

**ELIGIBILITY:** In order for an application to be deemed eligible for review, it must meet both of the following criteria:

- The application meets the start-up or expansion definition.

- The applicant and proposed provider(s) meet the eligibility criteria for the category in which the applicant has applied.

Ineligible applications will be returned unscored.

Competing applications will be reviewed and evaluated according to the criteria which follows.

**TOTAL POINTS**

**PROPOSAL CONTENT AREA**

**28 points**

**PURPOSE AND NEED FOR PROPOSED SERVICES**

**PURPOSE, APPLICATION, PROGRAM, AND SITE SUMMARIES (9 points)**

The number of children currently served and hours of operation, per site, is clear. The number of children proposed to be served and hours of operation, per site, is clear. The number of proposed children to be served is reasonable, given the size of the grant request.

The applicant's described purpose meets the intent of the grant category and overall grant program's purpose to increase the availability of quality, licensed child care.

**NEED FOR PROPOSED SERVICE (19 points)**

The applicant's response shows an excellent understanding of child care related problems and unmet needs of families in the community related to the Grant Category in which the applicant has applied. The specific needs of W-2 families are addressed.

The proposal clearly presents, with statistical data where available, that there is an unmet need for this program. The applicant provides specific demographic information including age, race, and income level of the geographic area and the target population.

The applicant clearly indicates knowledge of other child care providers, that other existing group center or family child care providers are not able to meet this need, and that the applicant's services will not adversely affect quality child care services of other existing providers.

If the applicant has indicated that they intend to target services to children with special needs or infants, the application has clearly documented that a need for such care exists in their service area that is not being met and will not be adequately met by other existing providers.

If the application is for Category C, the proposal presents a clear rationale for the need for a collaborative program.

**18 Points TARGET POPULATION AND DEMOGRAPHIC PRIORITIES**

**TARGET POPULATION (8 points)**

The target population described in the proposal is consistent with the stated purpose of the RFP. The project will serve the appropriate target group for the Grant Category indicated.

The applicant provides specific demographic information about the target population including age, race, and income level of the children to be served.

The intended target population clearly addresses the need discussed and described by the applicant in the previous section.

**DEMOGRAPHIC PRIORITIES (for applicants who intend to start or expand services for infants, for children with special needs, or for school-age care, before- and after-school, and who are recipients of Mini-grants from the Head Start Collaboration Project.) (10 points)**

The applicant has indicated that they intend to target services to children with special needs, to infants, or to school-age children. The applicant's targeting of this population meets a need documented and described in the Need Section. The application has clearly described the priority areas they intend to serve and has clearly indicated the numbers and ages of such children they tend to serve. Priority points will be awarded to Head Start and partner agencies who have initiated community planning efforts through the Mini-grants for start up of programs resulting from the planning effort. (3 points for each priority area)

**19 points ORGANIZATIONAL CAPACITY AND STAFFING**

**ORGANIZATIONAL CAPACITY (7 points)**

The applicant has fully demonstrated their knowledge and understanding of the provision of quality child care and can fulfill the purpose and mandates of the DES grant program. The applicant has fully documented past or current experience, training, and knowledge sufficient to successfully undertake the project they have proposed.

The applicant demonstrates an understanding of how to start or expand and operate care for the children they intend to serve.

For applicants in Category C, for a proposal submitted jointly by more than one organization, one of the organizations must be designated as the prime contractor, and the prime contractor will be solely responsible for assuring the performance of all aspects of the contract. All other participants shall be designated as subcontractors. Any use of subcontractors for this contract shall meet the requirements of this RFP.

#### PERSONNEL/STAFFING (12 points)

The applicant either has existing qualified personnel or has proposed a functional staffing pattern which is capable of supporting program activities. Staff to be charged to the grant have been fully justified and are reasonable and necessary for carrying out the project.

Personnel proposed for their project will be well qualified as evidenced by position requirements, education/experience, and/or proposed training plans.

The staff who will provide supervision have been clearly identified.

Necessary job descriptions and an organizational chart have been included in Appendix A.

If the applicant has indicated that they intend to target services to children with special needs, to infants, or to school-age children, this section adequately addresses staffing, qualifications, and training concerning the target population.

If a family child care system or family child care providers are the proposed providers, the applicant has clearly described how providers are recruited, trained, supervised, and evaluated.

#### 20 points WORK PLAN/ACTIVITIES

The work plan and activities are consistent with the purpose of the grant program. They describe tasks that will be used to meet the previously described needs of the target population. The work plan details all tasks, activities, and procedures in a logical progression.

Proposed methods are clearly assigned to personnel. The identified personnel are appropriate given the position requirements and responsibilities.

The work plan activities and timeline are reasonable given the staffing pattern described previously and the proposed budget.

The work plan is appropriate for the target population. The work plan includes an effective strategy to serve publicly funded children and any efforts undertaken to work on collaboration with other programs to serve publicly funded children.

For applicants in Category B, Student Parent Child Care, there is a clear description of how the child care program will work with the School-age Parent program, if there is one, and how parent education will be included in the child care program.

For applicants in Category C, Collaborative Programs, there is a clear description of how the collaborating agencies will work together in developing and providing the services and in resolving problems, should problems occur.

15 points ONGOING SUPPORT

The applicant has attached operating budgets for their current fiscal year (expansion applications only), for the grant period, and for the year following the end of the grant period. For applicants in Category C, the fiscal agents and two or more joint applicants have attached budgets as described.

The applicant has clearly described a plan for future support which will result in the successful continuation of the proposed program for the stated target population through July 31, 2002.

BONUS 16 points GEOGRAPHIC PRIORITIES

The applicant is located in a county or school district which meets one or more of the geographic priority areas (4 points for each priority area).

**NOTE: There is no scoring section specifically evaluating the budget. As the Evaluation Team awards points in each section, it will consider the budget within the context of those areas for which funds may be expended. Specifically, as funds may be expected to be used to support project staffing, project activities and the work plan, the budget will be reviewed in the context of these portions of the proposal. No supplanting of existing funds is allowed. Evaluators will consider whether reasonable cost have been allocated and whether staff and volunteer resources are consistent with successful implementation of the project.**

An applicant can score a maximum of 100 points. Geographic priority points will be assessed and added to the application score to a maximum of 12 additional points. To be eligible for consideration or funding, an applicant must score a minimum of 50 points prior to any addition of geographic priority points, unless DES decides it is in the best interest of the state to fund an applicant who scores less than 50 points.

Evaluators' scores will be tabulated and applications will be ranked. Results will be submitted to the DES Administrator for final decisions on awards and amounts.

The Division Administrator will make the final decision on awards. DES reserves the right to negotiate the award amount, authorized budget items, and specific activities with the selected applicants before entering into a grant agreement. Awards will be made through grant agreements.

This RFP may or may not result in an award of a contract. DWD reserves the right at its sole discretion, to cancel this RFP at any time and for any reason, and to reject any or all proposals at any time and for any reason. Receipt of proposals by DWD confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate DWD, the State of Wisconsin, or any employees thereof.

1.13 APPLICANT RESPONSES

Proposals submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an application being eliminated from consideration during the selection process. DES reserves the right to reject any or all proposals to this RFP, waive minor informalities, and to accept only the most qualified offer in the judgment of DES. The determination of whether an RFP condition is substantive or a mere formality shall reside solely with DES.

In the event of a grant award, the contents of this RFP (including all attachments), RFP addenda and revisions, and the proposal from the successful vendor(s) will become contractual obligations. DES reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected vendor(s) prior to entering into an agreement.

Justifiable modification may be made in the course of the grant agreement only through prior consultation with and written approval of DES. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

#### **1.14 WITHDRAWAL OF APPLICATION**

Proposals may be withdrawn by written notice. Proposals may be withdrawn in person by the proposer or his/her authorized representative, providing his/her identity is made known and he/she signs a receipt for the proposal.

#### **1.15 NOTIFICATION AND PUBLIC INFORMATION**

Each applicant whose application is evaluated will receive written notice of the determination of approval or non-approval for funding of the proposed project.

It is the intention of the state to maintain an open and public process in the submission, review, and approval of grant awards. All materials submitted by applicants will be made available for public inspection after notice of intent to award or not to award a grant based on the evaluation(s) of the application(s) which were submitted. This information will be available for public inspection, under supervision, during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays) until June 7, 2001, in the Office of Child Care, GEF 1, 201 East Washington Avenue Room A-100, Madison, Wisconsin.

No proposal submitted to the state may be marked as confidential and any materials so marked, by being included in the application, will be considered public information.

Evaluation tabulation and scoring by individual evaluators will also be open for public inspection, but these scores will not identify individual evaluators.

Any applicant whose project has not been approved may request a written explanation of the reasons for denial, including score sheets where applicable. Requests may be sent to:

Start-Up and Expansion Grants  
Office of Child Care  
201 East Washington Avenue Room 171  
PO Box 7935  
Madison, WI 53707-7935

#### **1.16 APPEAL PROCESS**

Applicants may only protest or appeal violation of procedures outlined in this RFP or in the selection process. Subjective interpretations by the Evaluation Team are not subject to protest or appeal. All appeals must be made in writing and must fully identify any contested issues. The written appeal, fully documenting the basis for the appeal, must be filed with the Secretary of the Department of Workforce Development, c/o the Administrator of the Division of Economic Support, 201 East Washington Avenue, PO Box 7935, Madison, WI 53707-7935, and received in that office by 4:30 p.m. on June 6, 2000, or within five working days after the notice of awards and non-approval are postmarked, whichever is later.

**1.17 WAIVER OF INFORMALITIES**

The Division of Economic Support reserves the right to accept or reject any or all responses to the RFP, waive minor informalities, and to accept only the most qualified applications in the judgment of DES. The determination of whether an RFP condition is substantive or a mere formality shall reside solely with the Division of Economic Support.

**1.18 INCURRING COSTS**

The State of Wisconsin is not liable for any costs incurred by applicants in replying to this RFP.

**1.19 SUBCONTRACTING**

If the applicant plans to use subcontractors (including existing or new child care providers), this must be clearly explained in the application. However, the applicant will be responsible for performance of all project activities and fiscal management of the grant funds whether or not subcontractors are used.

**1.20 NEWS RELEASES**

News releases pertaining to this award or any part of the proposal shall not be made without the prior written approval of the Division of Economic Support.

**1.21 LEGAL SERVICES**

Grant funds can be used to provide legal advice to the recipients, but the funds cannot be used to support any legal action taken against the federal or state government.

**1.22 GRANT AGREEMENT OBLIGATIONS AND PAYMENT OF GRANTS**

**A. Nondiscrimination Against Applicants or Applicants for Employment**

1. In connection with the performance of work under this grant agreement, the grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation, 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 grantee further agrees to take affirmative action to ensure equal employment opportunities. The grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provision of the nondiscrimination clause.
2. Notwithstanding paragraph 1, federal regulations for Child Care Development Fund allow a sectarian organization to require that employees adhere to the religious tenets and teachings of such organization and to rules forbidding use of drugs or alcohol.

## **B. Civil Rights Compliance**

Successful applicants who are awarded grants of \$25,000 or more shall have included in their grant agreements the following clause:

A written civil rights compliance plan is required as a condition for the successful performance of the grant agreement. Excluded from this requirement are grantees whose annual work force amounts to less than 25 employees. The civil rights compliance plan shall be submitted to the state agency within thirty working days after receipt of the grant agreement.

## **C. 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.

## **D. Allowable Costs**

Grant recipients will be required to comply with the Department of Workforce Development Allowable Cost Policy Manual.

## **E. Monitoring and Reports**

Grant recipients will cooperate with on-site monitoring visits by DWD to review activities and expenditures. Grant recipients must submit expenditure and program reports according to a schedule to be provided in the grant agreement.

If proposed providers are not licensed to provide child care at the time a grant agreement is issued, the applicant must notify the Grant Administrator when the provider(s) has been licensed.

Grant recipients will provide other information as requested, in the form of brief reports or responses to questionnaires, about the outcomes of grant awards.

## **F. Payment Procedures**

A schedule of advances and payments will be provided in the grant agreement.

## **G. Return of Grant Funds**

If a grant recipient fails to start or expand child care services as described in the application and grant agreement, DWD may reclaim all or part of the grant award according to the schedule provided in Section 1.7, USES OF FUNDS.

## **H. 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 grantee's activities and expenditures with the selected applicants before entering into a grant agreement. Justifiable 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.

**I. Termination of Agreement**

The Division of Economic Support may terminate this agreement at any time at its sole discretion by delivering seven days written notice to the grantee. Upon termination, the department's liability will be limited to the pro rata costs 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 the work not completed. Such termination will require written notice to that effect to be delivered by the grantee to DES not less than seven days prior to said agreement.

**J. 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.

**K. Proprietary Information**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

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. All data, documentation, and innovation become the property of the Wisconsin Department of Workforce Development (DWD). Any copyright material authorized by the department or distribution of material developed through this agreement will acknowledge use of DWD funds.

Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s.19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (DOA-3027). Bidders may request the form if it is not part of the Request for Bid package. Bid/proposal prices cannot be held confidential.

**L. 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 this section of the applicant's proposal.

## PART 2: APPLICATION INSTRUCTIONS

Completing the application will be easier if you:

1. Complete Sections II, III, and IV first
2. Next, complete Section I
3. Finally, complete the Cover Page

### I. COVER PAGE/SUBMISSION CHECKLIST

This page should be the top page of your application package. Complete it only after you have finished the application, arranged it correctly, and numbered each page according to the order listed on the Cover Page form.

- Item 1. Enter the name of the agency submitting this application. For applicants in Category C, enter the names of two or more joint applicants. Then circle the name of the applicant who will serve as grantee and fiscal agent.
- Item 2. Enter the name of the county in which the applicant agency and proposed child care site resides. If the applicant agency county is different from the proposed child care site county, enter the county of the proposed child care site.
- Item 3. Check the box of the grant category for which you are submitting this application.
- Item 4. Initial that you submitted each corresponding section of your application.

### II. START-UP AND EXPANSION ELIGIBILITY CRITERIA PAGE

This page must be completed.

## SECTION I. APPLICATION SUMMARY

### A. Applicant Information

1. **APPLICANT AGENCY NAME** – The applicant agency is the eligible applicant and a legal entity (corporate body) which assumes the liability for the administration of the funds and is responsible to the Wisconsin Department of Workforce Development for the performance of the project activities. This is an employer, Head Start agency, school district, or other collaborative program. For applicants in Category C, submit at least two Application Summary pages, one for each joint application. Complete Section B only on the page of the application who will serve as the fiscal agent. The applicant agency name should be the same name as the legal agency name on the attached W-9 form.
2. **STREET ADDRESS, CITY, ZIP CODE** – Enter the street address, city, and zip code of the applicant agency (the location at which the applicant agency resides).
3. **MAILING ADDRESS, CITY, ZIP CODE** – Enter the mailing address, city, and zip code of the applicant agency if different than the street address (to be used for sending grant agreements, correspondence, payments, and other related mailings).
4. **CONTACT PERSON** – Enter the name of the applicant agency's contact person responsible for this project who can answer any questions which may arise in the course of the grant review process or grant period.
5. **TITLE** – Enter the title of the contact person named in item 4.
6. **CONTACT PERSON'S PHONE NUMBER** – Enter the telephone number of the contact person listed in item 4.
7. **AGENCY'S FISCAL YEAR** – Enter the month and day that the applicant agency's fiscal year begins and ends. (For example: from January 1 to December 31; from July 1 to June 30; from October 1 to September 30)
8. **(LEGAL STATUS) APPLICANT AGENCY IS** – Check the box which identifies the applicant agency's legal status. If other, please specify.
9. **FEDERAL EMPLOYER IDENTIFICATION NUMBER** – Enter the applicant agency's federal employer identification number.
10. **DATE** – Enter the date you have completed the application.
11. **NAME, TITLE, AND SIGNATURE OF AUTHORIZED OFFICIAL OR OWNER** – Enter the required information. The individual named must be authorized to enter into legal and binding agreements on behalf of the applicant agency.

### B. GRANT INFORMATION

1. **AREA TO BE SERVED:** Enter the name of the county(ies) and school district(s) in which this application proposes that services will be provided. If services will be provided on an American Indian Reservation or for the Ho-Chunk nation (formerly Winnebago tribe), enter the name of the tribe.
2. **SUMMARY OF PROPOSED PROJECT:** Provide a brief explanation of your proposed project, in one or two sentences. If this is an employer-sponsored grant application, describe the number of employees who will be served by the child care center.

3. **GEOGRAPHIC PRIORITY AREAS:** Appendix 2 of this RFP provides a list of counties and school districts that have been identified as priority areas for this grant program. If your program serves counties and/or school districts listed in Appendix 2, check the appropriate boxes. If you will provide services to Indian tribes, check the appropriate box.

4. **BUDGET SUMMARY:** From the GRANT REQUEST, Section IV, of your application, enter the totals from the respective columns for:

Grant Request Enter the total from the GRANT REQUEST, Section IV, of your application

In-Kind Match Enter the total from the GRANT REQUEST, Section IV, of your application

Cash Match Enter the total from the GRANT REQUEST, Section IV, of your application

Total Project Budget Add totals from the GRANT REQUEST, Section IV, of your application and enter the grand total here.

5a. Enter the total number of sites to be created by the proposed grant project.

5b. Enter the total number of child care slots (number of licensed child care slots to serve children) to be created by the grant.

## SECTION II. SITE INFORMATION

Complete a Site Information page for each new or existing site for which you are submitting an application, proposing to start or expand child care services, and requesting funds for those services in this application.

**SITE NUMBER:** For each site for which you complete a Site Information Page, enter a number (such as 1, 2, 3) to aid in distinguishing one site from another.

### A. Purpose

Is this site a Family Child Care Site or a Group Center Site? Check the correct box. (See Section 1.8, Definitions)

1. Family Child Care Site

If the site is family child care, check box (1) and go to Section B Site Location

2. Group Center Child Care Site

If this site is a group center, check box (2) and continue

If this is a new site, check box (a) and continue. If you will target services to infants or to children with special needs, check the appropriate boxes. Go to: Section B Site Location.

If this is an existing site, check box (b) and continue. Check the appropriate boxes if you propose to:

- start a new service at an existing site (for example, new employer-sponsored or Head Start wrap-around child care); or
- expand existing services at an existing site (for example, services for children with special needs).

## B. SITE LOCATION

1. Name of Facility: If the site is a group center site, enter the name of the facility as it appears on the child care license. If the group center is a new agency and not yet licensed, leave this line blank unless you know that the name you hope to use is valid. If the site is a family child care home, enter the name of the owner or provider as it appears or will appear on the family child care license. Do not enter the name of the family child care center.
2. County: Enter the name of the county in which the facility is located.
3. Street Address: Enter the street address at which the site is located.
4. City: Enter the name of the city or town in which the site is located.
5. Contact Person: Enter the name of someone at the site who can answer questions about the location and services. If family child care, this name should be the same as the name entered in Item 1 Name of Facility, above.
6. Phone: Enter the telephone number of the site and contact person entered in Item 5 Contact Person, above.

## C. LICENSE INFORMATION

Complete only one of the following:

1. Date of Initial License (expansion sites): If this site was licensed, enter the date on which the provisional or initial license was granted and the maximum number of children and hours that the license permits. Go to Section D Current and Proposed Services.
2. Date of License Application (Start-up sites): If this site is not yet licensed, but an application for a license has been submitted to the DHFS regional licensing office, enter the date on which the application was submitted to that office and go to Section D Current and Proposed Services.
3. Date Provider began working with WCCIP or Licensing: If this site is not licensed and no application for a license has been submitted to the DHFS regional licensing office, enter the date on which the provider began working with the Wisconsin Child Care Improvement Project (WCCIP) or a DHFS licensing specialist and enter the date that the provider anticipates submitted an application for a child care license for this site.

**D. PROJECTED CHILD CARE SLOTS:** Enter the number of child care slots you plan to add in each age category as a result of your proposed grant project. Slots for children with special needs should be counted here as well as in Section E.

**E. PROJECTED SPECIAL NEEDS CHILD CARE SLOTS:** Enter the total number of new slots that will be available for children with special needs as a result of your proposed grant project. Do not specify ages.

- F. **PROJECTED CHILDREN OF W-2 PARTICIPANTS:** Enter the total number of slots that will be available for the children of W-2 participants as a result of your proposed grant project.
- G. **AMOUNT OF FUNDS REQUESTED FOR THIS SITE:** Enter the total from your site budget page that corresponds to this site. If you are only requesting funds for one site, this will be the total grant amount.

### SECTION III. PROJECT NARRATIVE

(Throughout this section be sure that you use only the space provided on the form. If you choose to retype the application, you may only use the equivalent space as provided on the form. Additional pages and materials will not be considered by reviewers.)

#### A. NEED FOR THE PROPOSED SERVICES

Address the child care related problems and unmet needs of families in the community, especially the needs of families leaving welfare for work, related to the category in which you are applying. Present a clear depiction of the unmet need for your proposed services. Describe why other existing providers in your area are not able to meet this need and how your services will not adversely affect quality child care services of other existing providers.

#### B. TARGET POPULATION

Describe the intended target population for your new or expanded services. Include ages, number of children, and other important demographic information.

#### C. ORGANIZATIONAL CAPACITY

Describe your organization's experience with and understanding of quality child care for children ages birth through 12 and the target population you are proposing to serve. Describe your ability to successfully administer your proposed project.

If you are applying in Category C, describe all applicant organizations and your ability to administer a Collaborative Program.

#### D. PERSONNEL/STAFFING

Describe your staffing pattern for the proposed project. Fully justify staff to be charged to the grant. Describe general qualification requirements and training plans for your staff. Describe how staff will be supervised.

If you will use multiple sites or sub-grantees, carefully describe how providers will be recruited and trained, and how the applicant agency will oversee proposed activities.

If you intend to target services to children with special needs, school-age children or to infants, be sure to address staffing, qualifications, and training related to the target population.

Attach an organizational chart and label it and label it as Appendix A.1. For applicants in Category C, attach an organizational chart for each applicant. For a proposal submitted jointly by more than one organization, one of the organizations must be designated as the prime contractor, and the prime contractor will be solely responsible for assuring the performance of all aspects of the contract. All other participants shall be designated as subcontractors.

Attach job descriptions for any staff you will charge to this grant and label those and label it as Appendix A.2.

#### **E. WORK PLAN/ACTIVITIES**

Using the work plan format that is provided in the application packet as an example, provide a one-page work plan for the entire grant period (August 1, 2000 through July 31, 2001). Clearly describe the major tasks and activities that you will carry out, in a logical progression, in order to accomplish your proposed project.

Include major tasks or activities, dates for starting and completing the tasks/activities, and the title of the staff person responsible for carrying out the activities.

Applicants for Category B. Student Parent Child Care must include a plan for coordinating parent education with the School-age Parent program, if there is one, or how parent education will be included in the child care program, if there is no School-age Parent program.

Applicants for Category C must jointly prepare a Memorandum of Understanding which describes how the collaborating agencies will develop and implement the program and how activities will be shared by agencies. Attach and label as Attachment D.

#### **F. ONGOING**

Describe how you will ensure continuation of the proposed project through July 31, 2001. Applicants for employer sponsored grants, should describe how the employer will contribute financial assistance to the project. Attach the following and label as Appendix B of your application (be sure to include fees detail):

1. For all applicants: an estimated operating budget for the grant period (August 1, 2000 through July 31, 2001), including revenue and expenses;
2. For all applicants: an estimated operating budget for the fiscal year following the grant period, including revenue and expenses;
3. For expansion applicants: a copy of your current fiscal year's operating budget, including revenue and expenses;
4. For Student Parent Child Care applicants: a letter of support from the public school district board.

### **SECTION IV. GRANT REQUEST**

If you are applying for funding for more than one site, make a copy of the grant budget sheet and provide a separate grant budget for each site. Be sure to enter the site number on each.

Check whether you are proposing to start-up a new child care service or expand an existing one at this site.

#### **A. GRANT REQUEST**

##### RESOURCES:

1. Enter the amount of your grant request for this site;

2. Enter the dollar value of whatever portion of your 25 percent match will be in cash;
3. Enter the dollar value of whatever portion of your 25 percent match will be in-kind, and provide a brief explanation of the in-kind match in Section C;
4. Enter the total amount of grant request PLUS dollar values of combined match contributions.

**B. LINE ITEM BUDGET FOR PLANNED EXPENDITURES**

Enter the amount of the grant that you expect to spend in each category.

**C. MATCH**

Please describe how you plan to meet the 25 percent match requirement with cash match and/or in-kind match.

**SECTION V. JUSTIFICATION/EXPLANATION**

For each line item on the previous page, provide a detailed explanation what the expenditure will cover and why this expenditure is necessary in order to meet the licensing requirements for the project you are proposing.

**SECTION VI. PROJECT BUDGET**

Show how the grant you are requesting will fit into your overall financing for the project as a whole. If you are requesting a multi-site grant, entries on this sheet should equal the combined totals from the respective categories on the grant budgets for the various sites.

**SECTION VII. ASSURANCES OF COMPLIANCE**

Please fill out, date, and sign this page.

**SECTION VIII. TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION**

Please fill out, date, and sign this page.

## APPENDICES

Remember to attach and label the following appendices:

- Appendix A.1: Organizational chart (See instructions for Section III.D. on Personnel/Staffing)
- Appendix A.2: Job Descriptions (See instructions for Section III.D)
- Appendix B: Operating Budgets (See instructions for Section III.F. on Ongoing Support)
- Appendix C: Letter of support from the public school district board (applicants for Category B Student Parent Child Care only)
- Appendix D: Memorandum of Understanding for collaboration partners (applicants for Category C Collaborative Child Care)

**COVER PAGE**  
**CHILD CARE START-UP AND EXPANSION GRANT**

Applicant Agency: \_\_\_\_\_

County: \_\_\_\_\_

GRANT CATEGORY FOR WHICH THIS APPLICATION IS BEING SUBMITTED: (check one)

- a. Employer Sponsored Child Care     b. Student Parent Child Care     c. Collaborative Program

Applicants are required to number all pages and to organize their application according to the format presented below. This form serves as a checklist of application contents and facilitates application evaluation/review. This form must be completed and attached to the front of the application (as the cover page).

**SUBMISSION CHECKLIST**

<b>Contents</b>		<b>Page Number</b>	<b>Your initials that this was completed</b>
Section I	Applicant Summary	_____	_____
Section II	Site Information	_____	_____
Section III	Project Narrative	_____	_____
Section IV	Grant Request	_____	_____
Section V	Justification	_____	_____
Section VI	Project Budget	_____	_____
Section VII	Assurances of Compliance with DWD Requirements	_____	_____
Section VIII	Taxpayer Identification Number (TIN)	_____	_____
Appendices	Appendices	_____	_____
	A.1. Organizational Chart (See instructions for Section III.D)	_____	_____
	A.2. Job Descriptions (list) (See instructions for Section III.D)	_____	_____
	B.1. Current fiscal year Operating Budget (expansion applicants only)	_____	_____
	B.2. Operating Budget for August 1, 2000, through July 31, 2001	_____	_____
	B.3. Operating Budget for fiscal year following grant period	_____	_____
	C. Letter of support from the public school district board (applicants for Category B Student Parent Child Care only)	_____	_____
	D.1. Memorandum of Understanding between collaborating partners (applicants for Category C Collaboration only)	_____	_____

**START-UP AND EXPANSION  
ELIGIBILITY CRITERIA**

This page **MUST** be completed and submitted with your application.

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

	<u>Eligibility</u>	<u>Yes</u>	<u>No</u>
1.a.	If you are applying as an employer sponsored grant, you are <u>not</u> a child care provider, and meet the definition of employer.	_____	_____
1.b.	If you are applying as a student parent grant, you are a designated school board.	_____	_____
1.c.	If this is a collaboration grant, two applicants have completed the application. (Enter names below)	_____	_____
	Child Care Program _____		
	Head Start Agency _____		
	School District _____		
	Other _____		
2.	You are either already licensed to provide this child care service or you have begun to start working with WCCIP or a DHFS licensing specialist.	_____	_____
3.	You are willing to accept the children of W-2 participants.	_____	_____
4.	You understand that if you are awarded a grant, you are expected to file an Affirmative Action/Civil Rights Compliance Plan with DWD.	_____	_____
5.	The application is typed.	_____	_____

## APPLICATION SUMMARY CHILD CARE GRANT PROGRAM

### I. APPLICATION SUMMARY

(NOTE: Category C Collaborative Programs must submit one application summary for each of the joint applicants)

#### A. Applicant Information

1. APPLICANT AGENCY NAME:		
2. STREET ADDRESS:	CITY:	ZIP CODE:
3. MAILING ADDRESS:	CITY:	ZIP CODE:
4. CONTACT PERSON:	5. TITLE:	
6. CONTACT PERSON'S TELEPHONE NUMBER:	7. AGENCY'S FISCAL YEAR: From     /     To     / month/day     month/day	
8. APPLICANT AGENCY IS:		
<input type="checkbox"/> For Profit Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Head Start Agency <input type="checkbox"/> School District <input type="checkbox"/> Other _____		
9. FEDERAL EMPLOYER IDENTIFICATION NUMBER:	10. DATE:	
11. NAME, TITLE, AND SIGNATURE OF AUTHORIZED OFFICIAL OR OWNER:		

#### B. Grant Information

1. AREA TO BE SERVED:
a. COUNTY
b. SCHOOL DISTRICT
c. INDIAN TRIBE (if applicable)

2. SUMMARY OF PROPOSED PROJECT (Use only the space provided)

3. GEOGRAPHIC PRIORITY AREAS. If your proposed services will be provided in one or more of the identified priority areas, check each box that applies.

- high population                     
  low population density                     
  high poverty  
 Chapter 1 concentration area                     
  American Indian reservation tribe

4. BUDGET SUMMARY. Provide totals from your grant request page (IV.B.) for this application.

Total Project Budget	Grant Request	In-Kind Match	Cash Match
\$	\$	\$	\$

5. a. Total number of child care sites to be created or expanded by this grant:

b. Total number of child care slots to be created by this proposed grant:

Complete a Site Information page for each site included in this application for which funds are being requested.

A. PURPOSE (check 1. or 2.)

- 1. Family Child Care Start-Up
- 2. Group Center (check a. or b.)
  - a. Start-up (this site is a new site or new center) (check all that apply)
    - will provide child care for infants
    - will provide child care for children with special needs
    - will provide child care for school-age children
  - b. Expansion (this is a new service at an existing center or site or an expansion of services at an existing site) ( check all that apply)
    - will increase total number of children served
    - will increase total number of infants served
    - will increase total number of children with special needs served
    - will increase total number of school-age children served
    - will increase total hours of service

B. SITE LOCATION

1. Name of Facility
2. County :
3. Street Address:
4. City:
5. Contact Person:
6. Phone : (    )

C. LICENSE INFORMATION (complete one of the following)

1. Date of Initial License for site location shown above.
2. Date License Application was submitted for location shown above.
3. Date when Provider began working with the WCCIP or a DHFS licensing specialist:

D. Projected child care slots by category to be created at this site: \_\_\_\_\_ 0-1 years old  
 \_\_\_\_\_ 1-2 years old    \_\_\_\_\_ 2-5 years old    \_\_\_\_\_ 5-13 years old    \_\_\_\_\_ TOTAL

E. How many of the above slots are projected to be for children with special needs?

F. How many of the above slots are projected to be for children of W-2 participants?

G. AMOUNT OF FUNDS REQUESTED FOR THIS SITE:    \$ \_\_\_\_\_

**III. PROJECT NARRATIVE**

**PAGE NUMBER**

**A. Need for the Proposed Services (Use only the space provided)**

**B. Target Population**  
(Use only the space provided)

**Page Number**

**C. Organizational Capacity**  
(Use only the space provided)

**D. Personnel/Staffing**  
(Use only the space provided)

**Page Number**

**E Work Plan/Activities**  
(Use only the space provided)

**Page Number**

**WORK PLAN FOR AUGUST 1, 2000, THROUGH JULY 31, 2001**

ACTIVITY	BEGIN DATE	END DATE	STAFF PERSON RESPONSIBLE

**F. Ongoing Support**  
(Use only the space provided)

**Page Number**

**IV. GRANT REQUEST**

**Page Number**

**A. Grant Request** -- Include only grant and associated matching funds/donations on this sheet. If you are applying for a multi-site grant, fill out one sheet for each site.

Site # \_\_\_\_\_

Check one: \_\_\_\_\_ Start-Up \_\_\_\_\_ Expansion

- 1. Grant request \$ \_\_\_\_\_
- 2. Cash match proposed \_\_\_\_\_
- 3. In-kind match proposed \_\_\_\_\_
- 4. Total grant-related sources (add above lines) \_\_\_\_\_

Combined "match" categories must equal 1/4 (25 percent) of the amount of your grant request (line 8 below). You will be legally obligated to keep records of "match" category expenditures as well as of actual grant-related expenditures.

**B. Line Item Budget for Planned Expenditures of Grant Funds**

Budget for use of grant funds (not including match):

- 1. Personnel: \$ \_\_\_\_\_
- 2. Occupancy: \_\_\_\_\_
- 3. Major Equipment (@ over \$500 per item) \_\_\_\_\_
- 4. Minor Equipment (@ under \$500 per item) \_\_\_\_\_
- 5. Supplies: \_\_\_\_\_
- 6. Minor remodeling: \_\_\_\_\_
- 7. Other expenses: \_\_\_\_\_
- 8. TOTAL Grant Related Expenditures: \_\_\_\_\_  
(total of lines 1-7)

**C. Match**

Explain cash and/or in-kind match below:

**V. JUSTIFICATION**

**Page Number**

For each site, include justification and explanation for each line item for planned expenditure of grant funds.

**VI. PROJECT BUDGET**

**PAGE NUMBER:**

Use this page to show how your grant budget fits in with the overall budget for your start-up or expansion project. In the case of expansion, do the best you can to isolate this project from other operating expenses. If you are requesting a multi-site grant, combine all expenses onto this one sheet.

BUDGET CATEGORY	BUDGET FOR TOTAL PROJECT	GRANT FUNDS REQUESTED
Personnel:	\$ _____	\$ _____
Occupancy:	_____	_____
Major Equipment:	_____	_____
Minor Equipment:	_____	_____
Supplies:	_____	_____
Minor Remodeling:	_____	_____
Other Expenses:	_____	_____
GRAND TOTAL:	_____	_____

Add below any explanation that may help us see how grant funds fit in with the overall budget for your Start-Up/Expansion project:

**VII. ASSURANCES OF COMPLIANCE WITH DEPARTMENT OF WORKFORCE DEVELOPMENT REQUIREMENTS**

(Completion of this form is consistent with the intent of Title VI, Civil Rights Act & 45 CFR Part 80)

\_\_\_\_\_ (Name of Applicant, hereinafter called the "Applicant") HEREBY AGREES THAT it will comply with the following assurances:

The undersigned possess legal authority and capacity to enter into this contract and a motion has been duly passed as an official act of the governing body of the Applicant, authorizing the execution of this agreement, including all understandings and all assurances contained therein, and authorizing the person identified as the official representative for the Applicant to act in connection with the Applicant and to provide such additional information as may be required.

The Applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies, and procedures of the State of Wisconsin or the federal funding agency, as applicable; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (c) funds awarded by the Wisconsin Department of Workforce Development may be terminated at any time for violation of any terms and requirements of this agreement.

The Applicant ensures compliance with the Title VI of the Civil Rights Act of 1964 (P.L. 88-342) and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title. To that end, and in accordance with Title VI of that act and the regulations, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the designated agency received federal assistance, or financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The Applicant ensures compliance with Title IX of the Education Amendments of 1972 which state that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives or benefits from federal financial assistance.

The Applicant shall comply with Section 504, Rehabilitation Act of 1973, which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.

The Applicant shall ensure the establishment of safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 946.13.

Applicant: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_



## 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.

**APPENDICES**

**APPENDIX 1**  
 Division of Economic Support  
 Bureau of Employment and Program Operations  
 Regional Offices

LOCATION	COUNTIES/TRIBES
<p>ASHLAND REGIONAL OFFICE            220 Third Avenue West, PO Box 72            Ashland, WI 54806-0072            (715) 682-7285            Fax: (715) 682-7289</p>	<p>COUNTIES: Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor, and Washburn.</p> <p>TRIBES: Bad River, Lac Courte Oreilles, Red Cliff, and St. Croix.</p>
<p>EAU CLAIRE REGIONAL OFFICE            312 South Barstow, Suite 4            Eau Claire, WI 54701-3697            (715) 836-2177            Fax: (715) 830-7741</p>	<p>COUNTIES: Barron, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Monroe, Pepin, Pierce, Polk, St. Croix, Trempealeau, and Vernon.</p> <p>TRIBES: HoChunk.</p>
<p>GREEN BAY REGIONAL OFFICE            200 North Jefferson, Suite 428            Green Bay, WI 54303            (920) 448-5305            Fax: (920) 448-5306</p>	<p>COUNTIES: Brown, Calumet, Door, Florence, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, and Winnebago.</p> <p>TRIBES: Menominee, Oneida, and Stockbridge-Munsee.</p>
<p>MADISON REGIONAL OFFICE            3601 Memorial Drive            Madison, WI 53704            (608) 243-2401            Fax: (608) 243-2426</p>	<p>COUNTIES: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Marquette, Richland, Rock, Sauk.</p>
<p>MILWAUKEE REGIONAL OFFICE            819 North 6th Street, 6th Floor            Milwaukee, WI 53203            (414) 227-3903            Fax: (414) 227-5013</p>	<p>COUNTIES: Milwaukee.</p>
<p>RHINELANDER REGIONAL OFFICE            P.O. Box 697            Rhinelander, WI 54501            (715) 365-2574            Fax: (715) 365-2568</p>	<p>COUNTIES: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.</p> <p>TRIBES: Lac du Flambeau, Potawatomi, and Sokaogon.</p>
<p>WAUKESHA REGIONAL OFFICE            141 Northwest Barstow Street            Waukesha, WI 53187            (414) 521-5303            Fax: (414) 521-5293</p>	<p>COUNTIES: Kenosha, Ozaukee, Racine, Walworth, Washington, and Waukesha.</p>

**APPENDIX 2  
COUNTIES AND SCHOOL DISTRICTS IN HIGH PRIORITY AREAS**

**1. Counties with High Population Density**

Brown	Outagamie
Dane	Racine
Kenosha	Waukesha
Milwaukee	Winnebago

**2. Counties with High Poverty**

Douglas  
Forest  
Menominee  
Milwaukee  
Sawyer

**3. Counties with Low Population Density**

Adams	Iowa	Oneida
Ashland	Iron	Pepin
Bayfield	Jackson	Price
Buffalo	Juneau	Richland
Burnett	Lafayette	Rusk
Clark	Langlade	Sawyer
Crawford	Marinette	Taylor
Florence	Marquette	Vilas
Forest	Menominee	Washburn

**4. Chapter 1 Concentration School Districts**

Abbotsford	Blair-Taylor	Crandon	Fort Atkinson
Adams-Friendship Area	Bloomer	Crivitz	Frederic
Albany	Bonduel	Cuba City	Freedom Area
Algoma	Boscobel	Cudahy	Galesville-Ettrick-Tremp
Alma Center	Boscobel Area	Cumberland	Geneva J4
Alma	Boulder Junction J1	DC Everest	Genoa City J2
Almond-Bancroft	Bowler	Darlington	Gilbraltar
Altoona	Boyceville Community	De Forest Area	Gillett
Amery	Brillon	De Pere	Gilman
Antigo	Bristol #1	De Soto Area	Gilmanton
Appleton Area	Brodhead	Deerfield Community	Glendale-River Hills
Arcadia	Brown Deer	Delavan-Darien	Glenwood City
Argyle	Bruce	Denmark	Glidden
Arrowhead UHS	Burlington	Dodgeland	Goodman-Armstrong
Ashland	Butternut	Dodgeville	Grafton
Ashwaubenon	Cadott Community	Dover #1	Granton Area
Athens	Cambria-Friesland	Drummond	Grantsburg
Auburndale	Cambridge	Durand	Green Bay Area
Augusta	Cameron	East Troy Community	Green Lake
Baldwin-Woodville	Campbellsport	Eau Claire Area	Greendale
Bangor	Cashton	Edgar	Greenfield
Baraboo	Cassville	Edgerton	Greenwood
Barneveld	Cedar Grove-Belgium	Elcho	Hamilton
Barron Area	Chetek	Eleva-Strum	Hartford J1
Bayfield	Chilton	Elk Mound Area	Hartford UHS
Beaver Dam	Chippewa Falls Area	Elkhorn Area	Hartland-Lakeside J3
Beecher-Dunbar-Pembine	Clayton	Ellsworth Community	Hayward Community
Belleville	Clear Lake	Elmwood	Herman #22
Belmont	Clinton Community	Elroy-Kendall-Wilton	Highland
Beloit	Clintonville	Erin	Hilbert
Beloit Turner	Cochrane-Fountain City	Evansville Community	Hillsboro
Benton	Colby	Fennimore Community	Holmen
Berlin Area	Coleman	Flambeau	Horicon
Birchwood	Colfax	Florence	Hortonville
Black Hawk	Columbus	Fond du Lac	Howards Grove
Black River Falls	Cornell	Fontana	Howard-Suamico

Hudson  
Hurley  
Hustisford  
Independence  
Iola-Scandinavia  
Iowa-Grant  
Ithaca  
Janesville  
Jefferson  
Johnson Creek  
Juda  
Kaukauna Area  
Kenosha  
Kettle Moraine  
Kewaskum  
Kewaunee  
Kickapoo Area  
Kiel Area  
Kimberly Area  
La Crosse  
La Farge  
Lac du Flambeau #1  
Ladysmith-Hawkins  
Lake Country  
Lake Geneva J1  
Lake Geneva- Genoa City  
Lake Holcombe  
Lake Mills Area  
Lakeland  
Lancaster Community  
Laona  
Lena  
Linn J6  
Little Chute Area  
Lodi  
Lomira  
Loyal  
Luck  
Luxemburg-Casco  
Madison Metropolitan  
Manawa  
Manitowoc  
Maple Dale-Indian Hill  
Maple  
Marathon City  
Marinette  
Marion  
Markesan  
Marshall  
Marshfield  
Mauston  
Mayville  
McFarland  
Medford Area  
Mellen  
Melrose-Mindoro  
Menasha  
Menominee Indian  
Menomonee Falls  
Menomonie Area  
Mequon-Thiensville  
Mercer  
Merrill Area  
Middleton-Cross Plains

Milton  
Milwaukee  
Mineral Point  
Minocqua J1  
Mishicot  
Mondovi  
Monona Grove  
Montello  
Montecello  
Mosinee  
Mount Horeb Area  
Mukwonago  
Muskego-Norway  
Necedah Area  
Neenah  
Neillsville  
Nekoosa  
Neosho J3  
New Auburn  
New Glarus  
New Holstein  
New Lisbon  
New Richmond  
Niagara  
Nicolet UHS  
North Crawford  
North Fond du Lac  
Northern Ozaukee  
Northland Pines  
Northwood  
Norwalk-Ontario  
Norway J7  
Oakfield  
Oconomowoc  
Oconto  
Oconto Falls  
Omro  
Onalaska  
Oostburg  
Oregon  
Osceola  
Oshkosh Area  
Osseo-Fairchild  
Owen-Withee  
Palmyra-Eagle  
Pardeeville Area  
Paris J1  
Park Falls  
Parkview  
Pecatonica Area  
Pepin Area  
Peshtigo  
Phelps  
Phillips  
Pittsville  
Platteville  
Plum City  
Plymouth  
Port Edwards  
Pt Washington-Saukville  
Portage Community  
Potosi  
Poynette  
Prairie du Chien Area

Prairie Farm  
Prentice  
Prescott  
Princeton  
Pulaski  
Racine  
Randall J1  
Randolph  
Random Lake  
Raymond #14  
Reedsburg  
Reedsville  
Rhineland  
Rib Lake  
Rice Lake  
Richland  
Rio Community  
Ripon  
River Falls  
River Ridge  
River Valley  
Riverdale  
Rosendale-Brandon  
Rosholt  
Rubicon J6  
Saint Croix Central  
Saint Croix Falls  
Saint Francis  
Salem #7  
Salem J2  
Sauk Prairie  
Seneca  
Sevastopol  
Seymour Community  
Sharon J11  
Shawano-Gresham  
Sheboygan Area  
Sheboygan Falls  
Shell Lake  
Shiocton  
Shorewood  
Shullsburg  
Silver Lake J1  
Siren  
Slinger  
Solon Springs  
Somerset  
South Milwaukee  
South Shore  
Southern Door  
Southwestern WI  
Sparta Area  
Spencer  
Spooner  
Spring Valley  
Stanley-Boyd Area  
Stevens Point Area  
Stockbridge  
Stone Bank  
Stoughton  
Stratford  
Sturgeon Bay  
Sun Prairie Area  
Superior

Suring  
Swallos  
Thorp  
Three Lakes  
Tigerton  
Tomah Area  
Tomahawk  
Tomorrow River  
Tri-County Area  
Turtle Lake  
Two Rivers  
Union Grove J1  
Union Grove UHS  
Unity  
Valders Area  
Verona Area  
Viroqua Area  
Wabeno Area  
Walworth J1  
Washburn  
Washington  
Waterford J1  
Waterford UHS  
Waterloo  
Watertown  
Waukesha  
Waupaca  
Waupun  
Wausau  
Wausaukee  
Wautoma Area  
Wauwatosa  
Wauzeka-Steuben  
Webster  
West Allis  
West Bend  
West De Pere  
West Salem  
Westby Area  
Westfield  
Weston  
Weyauwega-Fremont  
Weyerhaeuser Area  
Wheatland J1  
White Lake  
Whitehall  
Whitewater  
Wild Rose  
Williams Bay  
Wilmot UHS  
Winneconne Community  
Winter  
Wisconsin Dells  
Wisconsin Heights  
Wisconsin Rapids  
Wittenberg-Biramwood  
Wonewoc-Union Center  
Woodruff J1  
Wrightstown Community  
Yorkville J2

### APPENDIX 3

#### WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES ADMINISTRATIVE RULES

##### DAY CARE PROGRAMS ESTABLISHED BY SCHOOL BOARDS

HSS 55.50 Definitions. In this subchapter, "establish and provide" means to fund the day care program and to control the daily operation of the program. History: Cr. Register, August, 1985. No. 356, eff. 9-1-85.

HSS 55.51 Compliance with licensing standards. (1) A day care program established and provided by a school board shall comply with applicable standards under subchs. I, and II, III, or IV governing the operations of day care centers. (2) The department shall inspect the day care program established and provided by a school board and document in writing for the school board whether or not the day care program complies with the applicable standards for day care centers under this chapter. History: Cr. Register, August, 1985. No. 356, eff. 9-1-85.

## APPENDIX 4

### STATE STATUTES REGARDING STUDENT PARENT CHILD CARE

#### WISCONSIN STATUTE 120.13 SCHOOL BOARD POWERS

S. 120.13 SCHOOL BOARD POWERS. The school board of a common or union high school district may:

- (14) DAY CARE PROGRAMS. Establish and provide or contract for the provision of day care programs for children. The school board may receive federal or state funds for this purpose. The school board may charge a fee for all or part of the cost of the service for participation in a day care program established under this subsection. Costs associated with a day care program under this subsection may not be included in shared costs under s. 121.07 (6). Day care programs established under this subsection shall meet the standards for licensed day care centers established by the Department of Health and Family Services.

#### DAY CARE PROGRAMS FOR STUDENT PARENTS

S. 46.98(1)(N) "Student parent" means a pupil who is enrolled in a middle school, junior high school, or senior high school and who is a parent.

**APPENDIX 5**

**DEPARTMENT OF HEALTH AND FAMILY SERVICES**

**REGULATION/LICENSING  
REGIONS AND RESPECTIVE COUNTIES**

COUNTIES SERVED			ADDRESS AND PHONE NUMBER
Adams Columbia Crawford Dane Dodge	Grant Green Iowa Juneau Lafayette	Richland Rock Sauk	Southern Region 3601 Memorial Dr. Madison, WI 53704 608-243-2400
Jefferson Kenosha Milwaukee Ozaukee	Racine Walworth Washington Waukesha		Southeastern Region 141 N.W. Barstow Waukesha, WI 53188 414-521-5100
Brown Calumet Door Fond du Lac Green Lake Kewaunee	Manitowoc Marinette Marquette Menominee Oconto Outagamie	Shawano Sheboygan Waupaca Waushara Winnebago	Northeastern Region 200 N. Jefferson, Suite 411 Green Bay, WI 54301 920-448-5312
Barron Buffalo Burnett Chippewa Clark Douglas Dunn	Eau Claire Jackson LaCrosse Monroe Pepin Pierce	Polk Rusk St. Croix Trempealeau Vernon Washburn	Western Region 312 S. Barstow St. Eau Claire, WI 54701 715-836-2174
Ashland Bayfield Florence Forest Iron	Langlade Lincoln Marathon Oneida Portage	Price Sawyer Taylor Vilas Wood	Northern Region P.O. Box 697 Rhineland, WI 54501 715-365-2500

**Appendix 5**  
**BUREAU OF REGULATION AND LICENSING**

1 West Wilson Street, Room 354  
 PO Box 8916  
 Madison, WI 53708-8916  
 FAX (608) 267-7252

Patty Hammes  
 Director  
 (608) 267-7933

Anola Popp  
 Office Manager  
 (608) 266-8842

Cindy Cook  
 Support Staff  
 (608) 266-9314

Don Dorn  
 Child Welfare Program Specialist  
 (608) 266-0415

Anne Carmody  
 Day Care Program Specialist  
 (608) 267-9761

Jeanne Nelson  
 Compliance Specialist  
 (608) 261-8367

Linda Ausse  
 Compliance Specialist  
 (608) 267-7390

Peter Baugher  
 Background Check Specialist  
 (608) 264-7745

REGION	District Office	LICENSING CHIEF	TRIBES	COUNTIES
NORTHEASTERN  200 North Jefferson Suite 411 Green Bay WI 54301  (920) 448-5312	485 S Military Road Fond du Lac WI 54936  Gen: (920) 929-2985 FAX: (920) 929-2785	Jill Chase (920) 448-5316  Susan Kennedy, OM (920) 448-5301	Menominee, Oneida, Stockbridge- Munsee	Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Winnebago, Waushara
NORTHERN  PO Box 697 Rhineland WI 54501  Gen: (715) 365-2500 FAX: (715) 365-2517	2811 8 <sup>th</sup> Street Suite 70 Wisc. Rapids WI 54494  Gen: (715) 422-5080 FAX: (715) 422-5091	Julie Strong (715) 365-2508  Judy Wolff, OM (715) 365-2504	Bad River, Lac Courte Oreille, Lac du Flambeau, Red Cliff, Sokaogon, Forest Co. Potawatomi	Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood
SOUTHEASTERN  141 NW Barstow Waukesha WI 53188  Gen: (414) 521-5100 FAX: (414) 521-5293		Judy Hermann (414) 521-5085  Cinda Stricker (414) 650-4477  Lynn Gransee, OM (414) 548-8696		Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
SOUTHERN  3601 Memorial Drive Madison WI 53704  Gen: (608) 243-2400 FAX: (608) 243-2426		Dan Kerwin (608) 243-2391  Bonnie Missall, OM (608) 243-2390	Ho-Chunk	Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Juneau, LaFayette, Richland, Rock, Sauk
WESTERN  610 Gibson St Ste 2 Eau Claire wi 54701-3687  Gen: (715) 836-2157 FAX: (715) 836-2516	3550 Mormon Coulee Rd LaCrosse WI 54601  FAX: (608) 789-4654	Beth Furay (715) 836-4278  Tom Birthman, OM (715) 836-4264	Ho-Chunk, St. Croix	Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Vernon, Washburn

Appendix 6

Wisconsin Child Care Resource & Referral Network Members

www.wisconsinccrr.org

Call 888-713-KIDS to reach the nearest CCR&R.

(updated 1/1/2009)

<p>4C Community Coordinated Child Care, Inc. Milwaukee, Ozaukee, Washington, Waukesha Carol Maurer, Executive Director 116 E. Pleasant St., Lower Lvl., Milwaukee, WI 53212 (414) 562-2650 Ext. 126 - (800) 498-KIDS (414) 562-2651 - FAX e-mail: <a href="mailto:childcareinfo@4c-milwaukee.org">childcareinfo@4c-milwaukee.org</a> Carol Maurer's e-mail: <a href="mailto:cmaurer@4c-milwaukee.org">cmaurer@4c-milwaukee.org</a></p>	<p>Project Childcare Resource &amp; 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 &amp; FAX (800) 732-4048 e-mail: <a href="mailto:projccr@spacestar.net">projccr@spacestar.net</a></p>	<p>Child Care Connection, Inc. Langlade, Lincoln, Marathon, Taylor Gigi Heinz, Executive Director 301 1/2 Grand Avenue, Wausau, WI 54403 (715) 848-5297 (800) 848-5229 (715) 848-6056 - FAX e-mail: <a href="mailto:cccwau@jpcpros.net">cccwau@jpcpros.net</a></p>
<p>Community Coordinated Child Care, Inc. Columbia, Dane, Dodge, Jefferson, Sauk, Ho-Chunk Tribe. Debi Schwid, Executive Director 5 Odana Court, Madison, WI 53719 (608) 271-9181 - (800) 750-KIDS (608) 271-5380 - FAX e-mail: <a href="mailto:info@4c.org">info@4c.org</a> Debi Schwid's e-mail: <a href="mailto:dschwid@4c.org">dschwid@4c.org</a></p>	<p>Child Care Resource &amp; 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: <a href="mailto:ccrrcw@tzn.net">ccrrcw@tzn.net</a></p>	<p>Mid Wisconsin Child Care Resource &amp; Referral Marquette, Portage, Waushara Lois Felner, 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: <a href="mailto:mwccrr@coredcs.com">mwccrr@coredcs.com</a></p>
<p>Child Care Partnership Resource &amp; Referral Center Buffalo, Chippewa, Eau Claire, Jackson, Trempealeau, Ho-Chunk Tribe. Jacque Hogan, Director - Doty Lillo, Manager 515 Barlow, 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: <a href="mailto:ccpartner@anybody.com">ccpartner@anybody.com</a></p>	<p>Child Care Resource &amp; Referral Services of Greater Racine &amp; Kenosha, Inc. Amparo Salinero, Executive Director 9400 Durand Ave., Sturtevant, WI 53177 (262) 884-9892 - Amparo Salinero (262) 697-4675 - Provider Services (262) 884-9890 - Referrals - (800) 559-4698 (262) 884-9895 - FAX e-mail: <a href="mailto:ccrrs@rootcom.net">ccrrs@rootcom.net</a></p>	<p>Northwest Wisconsin Child Care Resource &amp; Referral Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Washburn, Bad River, Lac Court Oreilles, Red Cliff &amp; 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: <a href="mailto:nwchild@win.bright.net">nwchild@win.bright.net</a></p>
<p>Community Coordinated Care, Inc. Brown, Marinette, 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 &amp; FAX e-mail: <a href="mailto:kracka@qbonline.com">kracka@qbonline.com</a></p>	<p>Child Care Resource &amp; Referral, Inc. Fond du Lac, Green Lake, Winnebago Susan Bohm, Executive Director 683 N. Main St., Suite F, Oshkosh, WI 54901 (920) 426-8920 - (800) 316-8884 (920) 426-8940 - FAX e-mail: <a href="mailto:ccrrsh@vrb.com">ccrrsh@vrb.com</a></p>	<p>Project Bridges Child Care Resource &amp; Referral Florence, Forest, Oneida, Vilas, Forest Co. Potawatomi Lac du Flambeau &amp; Sokaogan Tribes. Robin Malinhardt, Director 201 Hospital Road, Eagle River, WI 54521 (715) 479-0337 - (800) 470-5833 (715) 479-0338 - FAX e-mail: <a href="mailto:brldges@newnorth.net">brldges@newnorth.net</a></p>
<p>South Central Child Care Resource &amp; Referral, Inc. Green, Rock, Waupaca 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: <a href="mailto:scccr@scccr.com">scccr@scccr.com</a></p>	<p>Family Connections, Inc. Resource &amp; 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: <a href="mailto:HN63222@handsnet.org">HN63222@handsnet.org</a></p>	<p>Southwest WI Child Care Resource &amp; Referral, Inc. Crawford, Grant, Iowa, Lafayette, Richland, Vernon Sandy Leibfried, Executive Director 304 Parker, P.O. Box 66, Boscobel, WI 53805 (608) 375-2537 - (800) 267-1018 (608) 375-2619 - FAX e-mail: <a href="mailto:swwiccr@mwr.net">swwiccr@mwr.net</a></p>
<p>Child Care Resource &amp; Referral, Inc. Calumet, Outagamie, 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: <a href="mailto:ccrrcw@athenet.net">ccrrcw@athenet.net</a></p>	<p>Family Resources, Inc. Juneau, La Crosse, Monroe, Ho-Chunk Tribe. Debra Sucha, Executive Director Vicki Otto, Program Director 122 N. 7th St., P.O. Box 1897, La Crosse, WI 54602-1897 (608) 784-4519 (800) 873-1768 (608) 796-0098 - FAX e-mail: <a href="mailto:frclax@centurytel.net">frclax@centurytel.net</a></p>	<p>Wisconsin Child Care Resource &amp; Referral Network 519 W. Wisconsin Avenue, Appleton, WI 54911 (920) 734-1739 - Phone - (920) 734-3887 - FAX Becky Maus, Data/Training Specialist e-mail: <a href="mailto:wiccr@mwr.net">wiccr@mwr.net</a> Tom Williams, Executive Director 6047 N. Santa Monica Blvd., Whitefish Bay, WI 53217 (414) 964-6163 e-mail: <a href="mailto:revdee@juno.com">revdee@juno.com</a></p>