

REQUEST FOR PROPOSALS
FOR
CHILD CARE QUALITY GRANTS
FOR
GROUP CENTER CHILD CARE

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT
OFFICE OF CHILD CARE

OCTOBER 1999

ANTICIPATED TIMETABLE FOR CHILD CARE QUALITY IMPROVEMENT GRANTS

Request for Proposals Available at Proposer Meeting	<i>October 1999</i>
Applications Due	<i>November 22, 1999</i>
Announcement of Awards	<i>April 15, 2000</i>
Appeals Due (or five days after announcement of awards, whichever is later)	<i>April 21, 2000</i>
Grant Agreements Issued to Grantees	<i>May 1, 2000</i>
Grant Period Begins	<i>June 1, 2000</i>
Grant Period Ends	<i>May 31, 2001</i>

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PART I - GENERAL INFORMATION

1.1 BACKGROUND AND PURPOSE

Quality, affordable child care provides positive early childhood experiences for young children, assists parents in their all-important task of child rearing, and is an essential work-related service to parents and their employers.

The Wisconsin Department of Workforce Development (DWD) will provide up to \$300,000 from the Federal Child Care Development Fund for Quality Improvement and Staff Retention Grants. The Child Care and Development Block Grant passed by Congress in November 1990 addresses three major child care issues facing families - quality, affordability, and availability. Even though the quality of child care has a strong effect on children's development, programs often lack the resources to provide quality care.

This Request for Proposals (RFP) is an invitation to apply for Quality Improvement Grants. The purpose of the grants is to improve the quality of child care programs - both early childhood and before- and after-school programs at both family day care and group centers. These grants will help programs meet high quality standards, set forth in Attachment 1 of the RFP.

If an applicant already meets the High Quality Standards, the RFP deals with the quality of child care, by inviting applications for Quality Staff Retention Grants. The purpose of the grants is to maintain the high quality of child care programs -- both early childhood and before- and after-school and both family day care and group centers. These grants will help programs retain skilled staff, help skilled family child care providers continue to provide child care, and help child care continue to meet High Quality Standards, set forth in Attachment 1 of the RFP. The High Quality Standards include accreditation and staff training qualifications.

1.2 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the Division of Economic Support (DES). DES is the sole point of contact in the selection process for this RFP.

1.3 FUNDING AVAILABLE AND MATCH REQUIREMENT

Funds to be awarded through this RFP total up to \$300,000. If grant requests exceed the amount available, DWD will attempt to award funds in each regional area of the state, proportionate to the licensed capacity of child care facilities in each regional area. DWD will also attempt to award funds to group day care centers and family day care homes proportionate to the licensed capacity of each type of program. Statewide, licensed family day care capacity is approximately sixteen percent, group day care centers 84 percent, of total licensed capacity.

Quality Improvement

The maximum grant awards are \$4,500 for a center serving sixty or fewer children; \$9,000 for a center serving 61 to 200 children; \$15,000 for a center serving more than 200 children, and \$30,000 for a multi-site organization or for a group of child care centers. A multi-site applicant may not receive more than \$4,500 per small center site, or \$9,000 per medium center site, or \$15,000 for a large center site. A sponsor organization for several independent centers may receive up to ten percent above these maximums. Second-, third-, and fourth-year Quality Improvement Grants may be awarded to programs which receive first-year grants, provided federal funds are available. Grant amounts after the first year will be sixty percent of the current first year maximums.

Staff Retention Grant

Applicants who have met all of the High Quality Standards and have not previously received a Quality Grant are eligible for a Staff Retention Grant. There are two types of Staff Retention grants: a per child grant award or a base grant award.

For a **per child grant**, the amount available to each grantee is based on the number of low-income and special needs children served in the prior calendar year. The maximum grant award for the twelve-month grant period is \$200 per child (based on the number of full-time equivalent children for last year). There is a ceiling on grant awards, regardless of the number of children. The ceilings for the twelve-month grant period are \$5,000 for a small center, and \$30,000 for a large center or multi-site organization.

For a **base grant**, the maximum grant award is \$1,500 for a small center, and \$3,000 for a large center or multi-site organization. These amounts are available to programs serving few or no low-income or special needs children.

More information, including application requirements, on Staff Retention grants is included in Attachment 5.

Match Requirement

Award recipients must make a matching contribution for the quality improvement activities, either in cash or donated goods and services, equal to 25 percent of the amount awarded.

1.4 PRIORITIES

Priority will be given to applications from child care programs in the following kinds of geographic areas:

- High population density (urban);
- Low population density (rural);
- High poverty; and
- Chapter I concentration school districts.

For definitions of priority terms, see Section 1.7 DEFINITIONS. Lists of counties and school districts in priority areas are in Attachment 2. Priority will be given by awarding extra points to applications from priority areas.

Applicants are neither required to be in a priority area nor to provide services in a priority area in order to apply for or receive a grant.

1.5 ELIGIBLE APPLICANTS

Quality Improvement Grants are available to eligible child care centers, including child care and early childhood programs for infants, toddlers, and pre-schoolers; and before- and after-school programs for school-age children up to age 13.

Individuals and organizations eligible to receive funding through this RFP must have received a Wisconsin day care license prior to October 1, 1997. Public school districts which demonstrated compliance with applicable licensing standards as specified in HSS 55.50 and 55.51 prior to October 1, 1997, are also eligible to receive funding.

Eligible applicants must not have had serious non-compliances with day care licensing requirements which led to enforcement actions since October 1, 1997.

Agencies which currently have a Quality Improvement Grant or a Quality Staff Retention Grant are **not** eligible to apply through this RFP for the same sites currently funded. They may apply for other sites.

Organizations may submit applications on behalf of one or more group centers which are eligible. One child care center may submit an application on behalf of a group of eligible centers.

Child care centers are encouraged to form and participate in groups in order to work toward high quality standards together.

Head Start centers are eligible to receive Quality Improvement Grant funds for any non-Head Start portion of their program, such as wrap-around child care, and for full day/full year programs (See Attachment 9)

Child care centers which meet all High Quality Standards in Attachment 1 are **not** eligible for a Quality Improvement Grant. They are eligible, however, for a Quality Staff Retention grant. See Attachment 5 for detailed requirements.

1.6 USES OF FUNDS AND STANDARDS REQUIREMENTS

The funds may be used only for expenses directly related to achieving the high quality standards listed in Attachment 1. These expenses are:

1. Application and validation fees for accreditation for centers;
2. Staff planning time to complete the accreditation or CDA, School Age Credential or Infant Toddler Credential process and to reach the other high quality standards, including staff time to participate in groups which are working toward the high quality standards together;
3. Staff training costs to achieve the staff or provider qualifications standards listed in Attachment 1, including the cost of substitutes when staff attend training during normal work time hours;
4. Fees for consultants or mentors, salary expenses for a quality improvement coordinator or staff trainer, and salary increases for experienced staff to become mentors or master teachers, to help the program become accredited and/or to reach the staff qualifications standards.
5. The funds may also be used for expenses directly related to the state Child Care Mentor Teacher Training program described in Attachment 7. These expenses are:
 - salary increases upon successful of the state Child Care Mentor Teacher Training program for both mentors and protégés if applicable;
 - approval of funds for substitute costs, if not covered by child care mentor project;
 - CDA costs for second year plans. This could cover the costs of the Child Care Mentor Teacher Training program to be continued or begin as the protégés CDA advisor.

Organizations which are submitting an application on behalf of a group of family day care homes or independent group centers not operated by the submitting organization may request up to an additional ten percent of the total of the amounts requested for the centers. For example, if the application is for three small centers, with a total request of \$13,500, the organization may request an additional \$1,350. These additional funds may be used to employ a project coordinator,

contract with a trainer or mentor, or for other purposes to help the centers reach the high quality standards.

No more than five percent of the funds may be used for general administration. General administration includes indirect costs or salaries of non-teaching staff not directly involved in the quality improvement activities; accounting, legal and audit fees; space and other overhead costs. Funds can be used to provide legal advice, but not legal action against the federal or state government.

The grant funds may only be used for expenses which are incurred and activities which are performed within the grant award period (June 1, 2000, through May 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. Grant funds cannot be used to supplant current salaries.

These funds may not be used for:

- The purchase or improvement of land, or for the purchase, construction, permanent improvement, or remodeling of any building or facility;
- Head Start programs, because similar funding has been provided by the federal government for Head Start, except for full day/full year programs as referenced in Attachment 9. Head Start centers may use the funds for any non-Head Start portion of their program;
- Services to students in grades 1 through 12 during the regular school day, or for any service to such students for which they will receive academic credit or which supplants or duplicates the academic program of a public or private school;
- Out-of-state travel for first year quality improvement;
- Entry level training required for licensing;
- Any sectarian purpose or activity; and
- Child care programs may not reduce their fees during the grant period of a Quality Improvement or Staff Retention Grant or as a result of a Grant.

High Quality Standards Requirements and Accreditation Information

For purposes of this RFP, High Quality Standards are those standards which appear in Attachment 1. They include accreditation by a national group and a set of staffing standards. Funds are being provided through this RFP to assist child care programs in becoming accredited and reaching the staffing standards.

IT IS NOT NECESSARY TO HAVE DETAILED INFORMATION ABOUT ACCREDITATION PRIOR TO SUBMITTING AN APPLICATION FOR FUNDING THROUGH THIS RFP. If necessary, DWD will consider budget and workplan modifications after the successful applicant learns more about accreditation.

Accreditation is established and administered by national professional organizations. Accreditation includes a self-study process and, when the applicant is ready, an on-site visit by trained validators. A commission makes the accreditation decision based on the validated Program Description. Contact addresses and phone numbers for each type of accreditation are included in Attachment 1.

General information about accreditation and about the CDA credential, including cost, is available from the Wisconsin Early Childhood Association (WECA), 2040 Sherman Avenue, Madison, Wisconsin 53704, (608) 240-9880 or (800) 783-9322. Printed and audio-visual materials about accreditation are available to borrow from the Child Care Information Center, 317 Knutson Drive, Madison, Wisconsin 53704, (608) 266-1164 or (800) 362-7353.

For group day care centers, the accreditation system addressed by this RFP is National Association for the Education of Young Children (NAEYC) Accreditation, administered by the National Academy of Early Childhood Programs, a Division of the NAEYC, or the National School-Age Care Alliance

Grantees are expected to become accredited as soon as possible, but no later than May 31, 2003. At that time, child care staff (teachers and directors or family day care providers) must have completed or be enrolled in one of the training programs specified in Attachment 1. Training must be completed by May 31, 2004. For purposes of meeting the high quality standards through this RFP, the staff qualifications standards are required for teachers and program directors as defined in Wisconsin Licensing Rules for Group Day Care Centers, HSS 55.32(1)(6) and (c); they are optional for assistant teachers.

Grantees will be expected to enroll all administrators, directors, and teachers with the Registry after receiving the grant. Information about verification of staff qualifications is available from the Registry at (608) 222-1123. Individual providers and staff submit an application to the Registry and receive a Registry Certification. The application fee of \$10 should be included in your grant budget.

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

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

The Model Work Standards (see Attachment 8) establish criteria to assess child care work environments and to identify areas of improvement in order to assure good jobs for adults *and* good care for children. The standards acknowledge:

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

Grant Award Period

The grant award period for these Quality Improvement and Staff Retention Grants will be June 1, 2000, through May 31, 2001. Grant recipients may re-apply for a second year Quality Improvement Continuation Grant, provided they demonstrate progress toward high quality standards during the first grant period and provided federal funds are available. Child care center grantees in this process will be eligible to receive Quality Improvement Continuation Grants for three additional years. Grantees in this process will be eligible to receive an unlimited number of Quality Staff Retention Continuation Grants provided the high quality standards are maintained and the funding continues to exist.

Return of Funds and Equipment

DWD may require return of funds or equipment if the grantee fails to address high quality standards or if the grantee ceases operation of child care within three years of the grant award.

1.7 DEFINITIONS

Before- and after-school care	Care and supervision of children ages 4 through 12 years of age before school, after school, during school holidays, or during school vacations.
Chapter I 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 Attachment 2.
Eligible for publicly funded care	For eligible recipients, family income is at or below 165 percent of the Federal Poverty Level (FPL). Eligible recipient is defined as receiving child care funding through Wisconsin Shares (child care co-pay system). For purposes of a per child grant, documentation of family income must be on file at the child care program. See Attachment 3.
Full-time-equivalent (FTE)	Enrolled children converted to equal full-time enrolled children. Full-time means more than six hours a day, five days a week, 52 weeks a year. One full-time = 1 FTE; one child enrolled full days for 26 weeks = .5 FTE; one child enrolled less than six hours a day, five days a week, 52 weeks = .5 FTE; one child enrolled all year, full days, 3 days a week = .6 FTE.
Group center day care	The care and supervision of more than eight 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 day 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 population of over 300 people per square mile, as listed in Attachment 2.
In-kind	Donated goods or services, such as free or reduced price space, volunteer time, or donated supplies.
Low population density area	A county with a population of fewer than 30 people per square mile, as listed in Attachment 2.
Poverty area	A county with 25 or more W-2 employment position cases per thousand. These counties are listed in Attachment 2.
Quality Improvement applicant	Centers which do not meet the High Quality Standards in Attachment 1 of the RFP, and have not previously received a Quality Improvement grant for the applicant site.
Serious non-compliance	Actions by the Department of Health and Family Services Office of Regulation and Licensing causing surrender of license due to threat of revocation, significant conditions placed on license, license denial or non-renewal, second provisional license issued, license revocation, forfeiture, referral to law enforcement, or emergency closing.
Special needs	A child under the age of 13 who has cognitive, emotional, behavioral, or physical and personal needs that require more than the usual amount of care and supervision. This includes children with developmental disabilities.
Staff Retention Applicant	Centers which already meet the High Quality Standards (Attachment 1 in the RFP), and have not previously received a Quality Improvement or Staff Retention Grant for the applicant site.

1.8 SUBMITTAL AND WITHDRAWAL OF APPLICATION

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

1. Appearance

All applications **must** be typed or produced on a word processor and clearly readable. The same format and space allowances should be used when recreating the document on a word processor. Do not use type size smaller than that which you are now reading (10 point). Applications **must be stapled** in the upper left hand corner. Do not use binders or folders.

2. Number of Copies

Center and organizational applicants **must** submit an original and seven copies, **stapled**, of the Quality Improvement Grant Application, its two cover sheets and all required appendices to the Division of Economic Support, Office of Child Care.

3. Attachments

No attachments, enclosures, or additional pages beyond the pages required in the application will be accepted.

4. Due Date

The deadline for the receipt of all proposals under this solicitation will be 4:00 PM on Monday, November 22, 1999. Proposals may be mailed or hand delivered. No FAX material will be accepted. A proposal will be accepted and considered received on time if:

- a. The proposal is mailed to the individual listed below and is received in the Division of Economic Support mailroom **by 4:00 p.m.** on Monday, November 22, 1999.

Laura Saterfield
DWD/DES/OCC
201 E Washington Ave Room 170
PO Box 7935
Madison WI 53707-7935

NOTE: You must use the entire address listed above or your application could become misdirected or lost.

If mailing via a courier other than the United States Postal Service, use the address listed below.

- b. The proposal is hand delivered to the office listed below **by 4:00 p.m.** on Monday, November 22, 1999.

Laura Saterfield
Division of Economic Support
Office of Child Care
GEF 1 Room 170
201 E Washington Ave
Madison WI 53702

- c. Supplemental and Clarifying Information

Unless requested by the Division of Economic Support, no additional information will be accepted from an applicant after the deadline for submittal of applications.

Applicants are cautioned to allow sufficient time for delivery by the U.S. Postal Service, because it can take three to five days (sometimes up to one week) to receive mail from some areas. All applications received after the closing date of Monday, November 22, 1999, will not be reviewed and will be returned to the applicant. No exceptions will be made.

5. 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.

1.9 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>. 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 1.8.

1.10 WHERE TO GET HELP WITH THE GRANT APPLICATION

1. Training Sessions and Technical Assistance on Grant Writing

Attendance is **required** at a technical assistance meeting in order to submit a proposal.

Applicants who preregistered for the in-person sessions listed below will receive the RFP at the meeting. Attendance will be taken at all training meetings.

Friday, Oct. 8	WECA Conference, Madison Quality Grants for Group Centers Workshop 1:15-4:30 PM
Tuesday, Oct. 12	Gateway Technical College, Kenosha campus 1:00 - 4:00 PM
Thursday, Oct. 14	Waukesha County Technical College, Waukesha 9:00 AM - 12:00 PM
Thursday, Oct. 14	V E Carter's, Milwaukee 1:30 - 4:30 PM
Thursday, Oct. 14	Chippewa Valley Technical College, Eau Claire 9:00 AM - 12:00 PM
Tuesday, Oct. 19	Mid State Technical College, Wisconsin Rapids 1:30 - 4:30 PM
Wednesday, Oct. 20	Lakeshore Technical College, Cleveland (WI) 9:00 AM - 12:00 PM
Wednesday, Oct. 20	Fox Valley Technical College, Appleton 1:30 - 4:30 PM
Thursday, Oct. 21	North Central Technical College, Wausau 1:00 PM - 4:00 PM
Tuesday, Oct. 26	UW Pyle Center, Madison 9:30 AM - 12:30 PM

Applicants who preregistered for the session listed below will receive the RFP through the mail and must attend the session to be eligible. Attendance will be taken at all training meetings.

Monday, Nov. 1

Educational Teleconference Network Broadcast

(For ETN site locations, see Attachment 4)

Group Centers Workshop 1:00 - 2:50 PM

Note: Due to time constraints this session lacks the depth of the other workshops. *In previous grant rounds, applicants who attended in-person workshops generally prepared higher quality applications than those who chose to attend the ETN.*

2. Sources of Help

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

<p>Accreditation</p>	<p>National Academy of Early Childhood Programs, NAEYC, 1509 - 16th Street N.W., Washington, DC 20036, (202) 328-2601 or (800) 424-2460, Fax: (202) 328-1846 Internet: www.naeyc.org</p> <p style="text-align: center;">OR</p> <p>The National School Age Care Alliance 1137 Washington Street Boston, Massachusetts 02124 Telephone: (617) 298-5012 Fax: (617) 298-5022 Internet: www.nsaca.org</p> <p>Contact the Child Care Information Center at (800) 362-7353 or (608) 266-1164 for free printed materials and videotapes.</p>
<p>CDA</p>	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322</p> <p style="text-align: center;">OR</p> <p>Child Development Associate National Credentialing Program, The Council for Early Childhood Professional Recognition, 1341 G Street NW, Suite 400, Washington, DC 20005, (800) 424-4310 or (202) 265-9090.</p>
<p>Infant Toddler Credential</p>	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322</p>
<p>School-Age Credential</p>	<p>Contact the Wisconsin Early Childhood Association at (608) 240-9880 or (800) 783-9322.</p>

Wisconsin Administrator's Credential	Contact The Registry at (608) 222-1123.
Degree programs, equivalencies	Contact a Wisconsin Technical College, University of Wisconsin campus, or private college in your area Also contact the Registry at (608) 222-1123.
Grant writing	Contact Gigi Trebatoski, Office of Child Care, at (608) 261-5820. Electronic mail address: trebagi@dwd.state.wi.us or fax number at (608) 261-6968. Also contact your local Child Care Resource and Referral agency for suggestions. See Attachment 5.

1.11 REVIEW AND AWARD PROCEDURES

Non-competing applications meeting eligibility criteria will be reviewed by administrative or outside evaluation teams. Competing applications will be evaluated according to the following criteria:

15 points

Geographic Priorities

- Proposed services are in one of the four priority geographic areas. Five points are awarded for each priority which is met.

20 points

Site and Organizational or Individual Capability

- Site profile(s) indicate developmentally appropriate practice, concern with quality, and work toward addressing needs of staff and parents.
- The site(s) demonstrate responsiveness to needs of the community, as described in program philosophy or special services, service which is a high need (infants and special needs children), service to children receiving or eligible for public funding, service to a mix of children, and/or a sliding fee or scholarship system.
- Letters of support are from knowledgeable, unbiased representatives of broad-based community groups and objective individuals. Letters document applicant's work toward quality child care and address potential success of the project.
- Applicant's experience, knowledge, and support indicate they understand quality child care.
- Application demonstrates administrative experience applicable to the proposed project.
- Applicant financial information is clear and shows fiscal responsibility and stability.

10 points

Objectives

- Objectives are consistent with the purpose of the grant program and address achievement of the high quality standards. Objectives must include accreditation and staff or provider qualifications standards.
- Objectives are measurable, describe outcomes, and are achievable.
- Project effectiveness can be assessed based on the objectives.
- Accreditation and staff training will be accomplished at the earliest possible completion dates.

5 points

Staffing

- Staff assigned to the project are qualified to accomplish the objectives.
- Staff with overall responsibility for the project are clearly identified.
- Consultants, mentors, trainers, advisors, and other resource people have training and experience.

15 points

Workplan

- Activities are clearly assigned to specific staff.
- Activities are tied to objectives.
- Activities are clearly described.
- Activities and timeline follow a logical progression.
- Workplan is realistic.
- Workplan and checklist concur.
- Workplan shows focused plans for prompt completion of accreditation and staff training.

15 points

Quality Standards Checklist

- Checklist is complete and includes information about qualifications for all teachers.
- Projected completion dates are within the time frames indicated in Section 1.6, under High Quality Standards Requirements.
- Accreditation and training activities are scheduled as early as possible.

15 points

Budget

- Proposed uses of the requested funds are allowable.
- Budget request is clear and accurate.
- Proposed uses and amount of requested funds are reasonable for the scope of the project and number of staff and children at project sites.
- Funds requested are specifically for reaching the high quality standards.
- No more than five percent of the total request is for administration.
- Match of 25 percent of grant request is indicated.

5 points

Coordination and Future Support

- Applicant understands coordination and will work with others in the area.
- Groups or individuals discussed in the coordination section will be effective collaborators in developing high quality child care.
- Plans for sustaining the project accomplishments project are clear and realistic.

The maximum points which an applicant can score is 100 points. An applicant must score a minimum of sixty points, submit a completed Quality Standards Checklist with dates within the time frames specified in this RFP, and submit a budget request in compliance with Section 1.6. to receive funding.

Award Procedures

Applications will be reviewed from each regional area for each type of care, center, and family day care. Awards will be made on the basis of ranking of average scores for competing proposals from each regional area and on the basis of eligible applicants' total request and amounts available in each regional area. Remaining funds will be awarded to the next highest ranked proposals from all regional areas.

The Division Administrator will make the final decisions on awards. DES reserves the right to negotiate the award amount, authorized budget items, and specific activities with the selected applicants prior to entering into a grant agreement. Awards will be made through grant agreements, except that an award to an Indian tribe will be made through the State/Tribal Contract.

1.12 NOTIFICATION OF AWARD AND RIGHTS OF APPLICANTS

Each applicant whose proposal is reviewed shall receive written notice of the determination of approval or non-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 vendors 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 which was submitted.

1.13 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 proposals in the judgement of DES. The determination of whether an RFP condition is substantive or a mere formality shall reside solely with the Division of Economic Support.

1.14 INCURRING COSTS

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

1.15 SUBCONTRACTING

If the applicant plans to use subcontractors, this must be clearly explained in the application. However, the applicant organization will be responsible for performance of all project activities and fiscal management of the grant funds whether or not subcontractors are used.

1.16 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.

1.17 GRANT AGREEMENT OBLIGATIONS AND PAYMENT OF GRANTS

1. Civil Rights Compliance Plan

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 affirmative action plan shall be submitted to the state agency within 15 working days after the award of the grant.

2. Nondiscrimination Against Applicants or Applicants for Employment

- a. 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), 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 provisions of the nondiscrimination clause.
- b. Notwithstanding paragraph a., federal regulations for the 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.

3. Audit

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

4. Allowable Costs

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

5. Monitoring and Reports

Grant recipients will cooperate with on-site monitoring visits and other monitoring activity by Department staff and Department agents to review activities and expenditures. Brief reports of both programmatic and fiscal activity will be required to document that the grantee met proposed objectives and conditions of the grant agreement. Reporting requirements will be specified in the agreement between the successful applicant and the Division of Economic Support. Failure of the successful applicant to meet reporting obligations may result in withholding of grant funds until the requirements are met or cancellation of the award by DES.

6. Payment Procedures

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

7. Return of Grant Funds or Equipment

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

8. RFP Specifications as Contractual Obligations

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

9. Termination of Agreement

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

10. 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.

11. Proprietary Information

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

12. Assurances

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

PART 2 - APPLICATION INSTRUCTIONS

2.1 GENERAL INFORMATION

Before beginning to complete an application, potential applicants are advised to carefully read the full RFP and instructions. All required information must be provided in the application. No additional materials, unless specifically requested in these instructions or the application forms, are to be submitted.

See the following sections of this RFP for important information about:

Eligibility to apply for funds	1.5	ELIGIBLE APPLICANTS
Purpose of the grant program	1.1	BACKGROUND
	1.6	USES OF FUNDS AND STANDARDS REQUIREMENTS
Application requirements	1.8	SUBMITTAL AND WITHDRAWAL OF APPLICATION
	2.2	INSTRUCTIONS

NOTE: Applications which do not comply with the requirements in Section 1.8 will be deemed ineligible and will be returned to the applicant.

2.2 COVER PAGE INSTRUCTIONS

Complete entire application, attach required appendices, and number the pages of your application before completing the cover page. Refer to 2.5 ASSEMBLY AND SUBMITTAL OF APPLICATION.

- A. **APPLICANT AGENCY.** Enter the same applicant name as entered on line 1 of the Application Summary.
- B. **GRANT CATEGORY.** Check the appropriate grant category for which the application is being submitted.
- C. **SUBMISSION CHECKLIST.** Enter the page numbers that you assigned to each category on the submission checklist. Then initial that you have verified that those pages are attached.

2.3 ELIGIBILITY CRITERIA PAGE INSTRUCTIONS

Complete this page first. If you answer NO to any of the questions, you are ineligible to apply and should not submit an application.

See the following sections of this RFP for important information about:

Eligibility to apply for funds	1.5	ELIGIBLE APPLICANTS
--------------------------------	-----	---------------------

2.4 APPLICATION INSTRUCTIONS

Item by item instructions. Please consult specific item instruction to ensure that you enter the information correctly.

A. APPLICATION SUMMARY

1. **Applicant Name:** Enter the name and mailing address of the organization, the legal entity listed on your W-9 form, which will assume liability for the administration of grant funds and is responsible to the Wisconsin Department of Workforce Development for the performance of the project.
2. **Contact Person:** Enter the name and address of the individual responsible for the administration of the project. If address is different from line A.1 above, please enter the address information. The contact person's listed address will be used for all future mailings. Enter fax number and email address if you have them.
3. **Fiscal year:** Enter the starting and ending dates (month and date) of your fiscal year. Enter your employer identification number or social security number if you do not have an employer identification number.
4. Indicate how many group centers are included in the proposed Quality Improvement project.
5. **County:** Enter the name of the county in which the applicant agency is located.
6. **Total Amount Requested:** Enter the total amount of grant funds requested. If you are requesting funds for more than one site, this line should total the amounts requested on line B.6 in the Site Profiles and should also equal the amount on line 10, column (e) of the Budget Request.
7. **Person Authorized To Commit The Organization To This Grant Agreement.** Enter the name, title, and telephone number of the person authorized to commit the applicant organization to this agreement and obtain the **signature** of the person.
8. **Individual Authorized to Sign the Grant Agreement.** Enter the name of the individual responsible for signing the grant agreement, if different from line A.7 above.

B. SITE PROFILE

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

1. Location and License

Enter the name of the group day care center, the address of the program, and the date of the initial license. Check yes or no regarding whether the facility has had serious non-compliances which led to specific enforcement actions. See 1.7 DEFINITIONS for a list of enforcement actions. For Name of License Holder, enter the name of the individual or organization on your license. If this is the same as the name of the child care facility, enter the word "same."

2. **Area Served:** Enter the name of the county(ies) and school district(s) served by this site (based on enrollment). If multiple counties or school districts are served, circle the county and school district in which the site is located.

3 Number of Children

Enter the total number of children currently enrolled and the number in each age group. Enter the number receiving publicly funded child care, and the number of special needs children. See 1.7 DEFINITIONS.

4 Program Description

Describe the current services at this site, including the program philosophy and goals, the hours of operation, and any special services. You may attach an additional page if necessary.

5 Fees

Describe the fee schedule, including different fees for different age groups and any scholarships or sliding fee scale arrangements. You may attach an additional page if necessary, including a copy of your fee schedule.

6 Personnel

a. Fringe Benefits: Summarize fringe benefits for staff, including any paid leave. You may attach a copy of your benefit schedule or an additional page if necessary.

b. Training and Compensation:

Summarize your entry level training requirement for each type of position. Use the definitions of program director, teacher, and assistant teacher in the Wisconsin Licensing Rules for Group Day Care Centers, HSS 55.32(1)(c) and (d). For each type of position in your group, show the hourly wage range and the average hourly wage of current personnel.

NOTE: To calculate the hourly wage for salaried personnel, use the following formula: Annual Salary / 2080 = Hourly Wage.

c. Staff and Turnover:

Enter the number of teachers, assistant teachers, and the total teaching staff (staff who work directly with children for all or a portion of the day) who were employed as of October 1, 1999. Next enter the total number of teaching staff who left employment during calendar year 1999.

Enter the total number of teaching positions for which replacements were hired in 1999. For example, the total number of teaching staff who left employment during the calendar year may be 5, but perhaps 1 was a teacher and 4 were all for the same assistant teacher position. In that case the total number of positions for which replacements were hired was 2.

7. Amount Requested

Show the amount of the grant request to be used for this site. If the total grant request is for only one site, this line should be the same as item 6 under Application Summary and line 10 column (e) in Section E. Budget Request. For multi-site applicants, the total grant request should be the same as line 10 column (e) in Section E. Budget Request.

C. PROJECT NARRATIVE

1. Applicant Experience and Capacity

- a. Describe your organization and/or individual experience with and understanding of quality child care.
- b. Describe your ability to administer the project, including any applicable experience administering similar projects or other administrative experience.
- c. Describe your willingness to serve publicly funded children and any efforts you are undertaking to collaborate with other entities to serve publicly funded children.
- d. Attach the financial information requested, at the **end** of your application, following the Assurances of Compliance page. Label them as Appendix A and Appendix B.
- e. Attach at least two letters of support from other child care providers, child care or early childhood organizations, or other community agencies or individuals who know your program and can address your work toward quality care and your potential for success. Letters from knowledgeable, unbiased representatives of broad-based community groups are preferred. Attach letters of support at the **end** of your application, following the financial information. Label letters of support Appendix C.

2. Project Objectives

List specific objectives which are measurable and can be used to judge the effectiveness of the project. Make sure objectives describe outcomes or end dates, define the number of centers and/or staff being served, state the time when objectives will be met, and are all in measurable terms. Objectives must reflect the purposes for this project and relate specifically to achieving the high quality standards in Attachment 1. They must clearly state that you will become accredited no later than May 31, 2002, and that the teachers and program director will achieve the qualifications standards in Attachment 1 no later than May 31, 2003.

3. Staffing

Describe the qualifications of personnel who are proposed to carry out this project, including information about education, training, and experience where available. Specify the individual (or position) who will provide overall supervision of the project. If consultants, trainers, mentors, advisors, or other resource persons will be used, specify their training and experience and how it qualifies them.

4. Workplan

Describe the major activities in a logical progression that will be used to achieve each of your objectives. Your workplan may cover up to four years, if that is how long it will take you to achieve objectives and meet the Quality Standards. The workplan should provide more detailed activities for the first year of your project (June 2000-May 2001) Activities

should flow naturally from the objectives, clearly describe program tasks, and be directed toward an outcome. Each of the Objectives under C.2 above should be included in the workplan, with respective activities. You may attach an additional page for the Workplan, if necessary. The Workplan may reference the Quality Standards Checklist (below), where appropriate.

5. **Quality Standards Checklist**

The Quality Standards Checklist may repeat or detail some of the information in your Workplan. Multi-site applicants for more than one separate center (separate legal entities) must submit one Checklist for each separate center.

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

The name of each of the program directors and teachers must be listed under Item 3. Total number of teachers listed must equal the total number teachers given on the Site Profile(s), or an explanation should be provided.

Applications must include a completed Quality Standards Checklist to receive funding. **NOTE:** Every line should contain either a Projected Completion Date or an Actual Completion Date.

YOU WILL HAVE AN OPPORTUNITY TO SUBMIT A MODIFIED WORKPLAN AND/OR MODIFIED CHECKLIST, IF NECESSARY, DURING THE GRANT PERIOD.

D. COORDINATION AND FUTURE SUPPORT

Complete this section as indicated on the form.

E. BUDGET REQUEST

Project Expenses

Include in this section only the Quality Improvement or Staff Retention project expenses. See Section 1.8 regarding allowable uses for grant funds. **YOU WILL HAVE AN OPPORTUNITY TO SUBMIT A BUDGET MODIFICATION, IF NECESSARY, DURING THE COURSE OF THE PROJECT, BASED ON ADDITIONAL INFORMATION ABOUT WHAT YOU NEED TO DO TO BECOME ACCREDITED.**

Grant Request

Lines 1-8 (e) Grant Request

This is the amount you are requesting in your Quality Improvement or Staff Retention Grant for each item. Line 8, column (e) is your total grant request.

USE WHOLE DOLLARS, NO CENTS, IN YOUR BUDGET REQUEST.

Personnel

(a) Title of Position

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

(b) Hourly Rate or Monthly Salary

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

(c) Hours per Week or Month

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

(d) Number of Weeks or Months Budgeted

If you provided hourly wage rates under (b), provide total weeks to be spent on the project. If you provided monthly salary under (b), provide total months to be spent on the project.

1. **Project Personnel Total Salary**

Show totals of column (e).

2. **Fringe Benefits**

List the total fringe benefits for project positions. If the position is assigned a fraction of time to the project, only that same fraction should be charged to the fringe benefits column. Enter the percentage used to compute fringe benefits.

3. **Travel**

Enter your proposed budget of travel expenses for professional staff, volunteers and/or program participants to be included in this grant. The rates which the state will reimburse may not exceed the State of Wisconsin travel allowances as specified in the Allowable Cost Manual. Current mileage allowance is .29 cents per mile. Meal allowances are: Breakfast \$7.00, Lunch \$8.00, Dinner \$16.00. Hotel room maximum is \$52.00.

The budget justification for travel must include the following:

- If you are including a budget for conference or training program participants, you must identify the conference or training program, its location, the number of people attending and provide an explanation of how attendance will help you meet the project goals. For example:
\$150 Registration fee for 3 teachers to attend XYZ Child Care Conference to be held October 2000 (3 @ \$50 registration fee). Teachers will participate in seminars to learn more about developmentally appropriate practice or to earn training necessary for obtaining CDA.

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

\$94 Mileage for attending WECA Conference in Green Bay to obtain training needed for CDA, calculated as:
 $4 \text{ people} \times 90 \text{ miles} \times .29/\text{mile}$

\$300 Mileage for director to take classes at UW Superior, calculated as follows: $10 \text{ miles/day} \times 2 \text{ days/week} \times 15 \text{ weeks}$

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

\$208 Lodging for attending WECA Conference in Green Bay, calculated as follows: $2 \text{ rooms} \times \$52/\text{night} \times 2 \text{ nights}$

\$248 Meals for attending WECA Conference in Green Bay, calculated as follows:
 $4 \text{ people} \times 2 \text{ days} \times \$31.00/\text{day}$
 (Breakfast \$7.00, Lunch \$8.00, Dinner \$16.00)

4. Contractual and Consultant Costs

Enter the total cost allocated for contractual and consultant services. This may include accreditation consultations, CDA advisors and/or contractual trainers.

Include a detailed listing of any consultants or services for which you intend to contract in your Budget Justification. Enter the cost per day of each contractual and consultant service, how many days you are proposing, and the dates of the contract. For example:

\$500 Consultant cost (@\$250/day for 2 days) to conduct a mock visitation visit and post-visit training session.

\$450 CDA advisor

===

\$950 Total

5. Training

Enter your proposed amount of grant funds to be used for staff training. Provide a detailed listing of the type of training, the trainer or training organization, the number of staff to be trained, and the cost of training in the Budget Justification.

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

6. Accreditation and Credential Fees

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

Providers must submit an application to the Registry and receive a Registry certification after the contract is signed. You should include the \$10 per application fee for each teacher, director, and administrator for the Registry in your budget. Be sure to include an explanation in the Budget Justification.

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

7. Other

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

Include a detailed breakdown of the projected costs in the Budget Justification.

8. Total Grant Funds

Enter Total of Items 1 through 7 for column (e).

9. Cash or in-kind match

Enter the cash match or in-kind match in line 8. Match may be used for any of the expenses in your project budget; it is not necessary to show match for every item. Total match on line 9 must equal at least 25 percent of the total grant request on line 9 column (e). Cash match is any paid services or materials you are contributing to the project. These services or materials may be paid for out of your regular operating budget or other sources. In-kind match is volunteer time, donated space, free training, or other donated goods and services. Parent fees do not qualify as match.

Include a detailed explanation what the match will be and how its value was calculated in the Budget Justification.

10. Total Project Cost

Indicate the total project expense for the grant period for each item listed. Grand total of lines 8 and 9.

Budget Justification

Complete the Budget Justification section. For Personnel and Fringe, provide detail showing and explaining separate amounts for planning time to reach high quality standards, increased salary or time for new master teacher or mentor positions, paid time or substitutes for staff to attend training, increased compensation and benefit, or other personnel costs.

Provide detail for each budget item 3 through 7, as discussed above. Do not assume that the need or purpose of the expenditure is obvious.

Provide detailed explanation of projected in-kind and cash match items on line 9, as discussed above.

F. ASSURANCE OF COMPLIANCE

Complete and **sign** this form.

G. TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION (W-9)

Complete and **sign** this form.

2.5 ASSEMBLY AND SUBMITTAL OF APPLICATION

A. ASSEMBLY

After completing the Eligibility Criteria and Application, assemble the pages of your application. If you applying for more than one site, be sure that, for each site, both pages of the Site Profile are grouped together and that the sites are in alphabetical order.

Number the pages of your application sequentially, starting with the "Application for Quality Improvement" page as number 1. The total number of pages for each application will vary depending on the number of sites included in the application, and whether you have attached additional sheets where allowed.

Complete the Cover Page. See 2.2 COVER PAGE INSTRUCTIONS.

A complete proposal will have the Cover Page on top, followed by the Eligibility Criteria, followed by the application and appendices.

B. SUBMITTING THE PROPOSAL

See the following section of this RFP for important information about:

1.8 SUBMITTAL AND WITHDRAWAL OF APPLICATION

Copy the entire proposal including cover page, eligibility page, application and appendices. Consult Section 1.8 of this RFP for the required number of copies. Be sure to include an original copy with original signatures. You are advised to keep a copy for your own files.

Mail or deliver a stapled original proposal and the specified number of stapled copies to Laura Saterfield in the Office of Child Care. Consult Section 1.8 of this RFP for address and location.

COVER PAGE

CHILD CARE QUALITY IMPROVEMENT AND STAFF RETENTION GRANT

GROUP CENTER APPLICATION

Applicant Name: _____

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

b. Quality Improvement

d. Staff Retention

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

	Contents	Page Number	Your initials that this was completed
1.	Applicant Summary	_____	_____
2.	Site Profile	_____	_____
3.	Project Narrative	_____	_____
4.	Budget Request	_____	_____
5.	Justification	_____	_____
6.	Assurances of Compliance with Department of Workforce Development Requirements	_____	_____
7.	Taxpayer Identification Number (TIN)	_____	_____
8.	Copy of last year's Financial Statement (Labeled APPENDIX A)	_____	_____
9.	Project Budget (Labeled APPENDIX B)	_____	_____
10.	Two letters of support (Labeled APPENDIX C)	_____	_____

QUALITY IMPROVEMENT/STAFF RETENTION
ELIGIBILITY CRITERIA

This page MUST be completed and submitted with your application.

Applicant Name: _____

Date: _____

Eligibility

Yes

No

1. You attended a grant writing session or participated in an ETN.

Location: _____

Name of person attending the training: _____

2. You have been licensed at this site since October 1, 1997.

3. You are willing to accept the children of W-2 participants.

4. The application is typed.

5. ***Current or Previous Quality Improvement or Staff Retention Grantees:*** This application is for a new site or multiple new sites.

**APPLICATION FOR
CHILD CARE QUALITY GRANTS**

Applicants are required to submit their application on this form. DO NOT INCLUDE ADDITIONAL PAGES, UNLESS THEY ARE REQUESTED HERE.

A. APPLICATION SUMMARY

1. Applicant Name _____ Phone (____) _____

Address _____

City _____ Zip _____

2. Contact Person _____ Phone (____) _____

Address _____ City _____ Zip _____

Fax (____) _____ E-mail _____
(optional) (optional)

3. Fiscal Year ____ / ____ to ____ / ____ Employer Identification No. _____
MM DD MM DD

4. Number of Sites (included with this application): _____

5. Applicant County _____

6. Total Amount of Funds Requested \$ _____

7. Official or Owner Authorized to Commit Applicant to this Agreement

Name _____ Title _____

Signature _____ Phone (____) _____

Date Signed _____

8. Official (or Owner) Authorized to Sign Grant Agreement

Name _____ Title _____

B. SITE PROFILE

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

1. Location and License Information

Name of Child Care Facility _____

Address _____ City _____ Zip _____

Date of Initial Certification (for family day care only) _____

Date of Initial License _____

Name of License Holder _____

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

2. Area to Be Served

A. County(ies) _____

B. School District(s) _____

3. Numbers of Children Served

Total number of children currently enrolled: _____

Under 1 Year _____ 1 to 2 Years _____ 2 to 3 Years _____

3 to 5 Years _____ 5 to 7 Years _____ 7 to 13 Years _____

Number receiving publicly funded child care _____

Number of special needs children _____

4. Program Description. Describe the services at this site. (You may attach an additional page if necessary.)

B. SITE PROFILE (continued)

5. Fees Describe the fee schedule at this site. (You may attach an additional page if necessary.)

6. Personnel

a. Benefits Describe any benefits provided for staff. (You may attach an additional page if necessary.)

b. Training and Compensation Indicate entry level requirements and hourly wages for each type of position at this site. BE SURE TO CONSULT INSTRUCTIONS FOR CALCULATION OF HOURLY WAGE.

TITLE OF POSITION	ENTRY TRAINING REQUIREMENT	HOURLY WAGE RANGE		AVERAGE HOURLY WAGE (See instructions for calculation)
		HIGH	LOW	
Administrator				
Program Director				
Teacher				
Asst. Teacher				

c. Staff and Turnover

Total number of teachers on 10/1/1999** _____

Total number of assistant teachers on 10/1/1999 _____

Total of all teaching staff on 10/1/1999 _____

Total number of teaching staff who left in 1999 _____

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

** This number should be the same as the number of teachers listed on the quality standards checklist OR difference explained.

7. Amount Requested for This Site \$ _____

C. PROJECT NARRATIVE

1. Applicant Experience and Capacity

a. Describe your experience with and understanding of quality child care. (Maximum $\frac{1}{2}$ page)

b. Describe your ability to successfully administer the proposed quality improvement project. (Maximum $\frac{1}{2}$ page).

2. Project Objectives. List measurable objectives below. (Maximum $\frac{1}{2}$ page).

3. Staffing. Describe who will be responsible for carrying out the objectives. (Maximum $\frac{1}{2}$ page).

C. PROJECT NARRATIVE (continued)

4. Workplan You may attach an additional page if necessary.

	Obj.	Timeframe	Person	
#	Activities	From	To	Responsible

5. Quality Standards Checklist for Centers

Quality Standards Activities	Projected Date Of Completion	Actual Date Completed
1. <u>Accreditation Standard - NAEYC or NSACA ACCREDITATION</u>		
a. Initial accreditation materials purchased (before May 31, 2001)	_____	_____
b. Self-study begun (before May 31, 2001)	_____	_____
c. Program description submitted to National Association for the Education of Young Children or to National School-Age Care Alliance	_____	_____
d. Validator visit	_____	_____
e. Accreditation awarded (before May 31, 2003)	_____	_____
2. <u>Personnel Policy Standards</u>		
a. Personnel policy written, adopted, and on file	_____	_____
b. Benefits package or collective bargaining agreement completed	_____	_____
3. <u>Staffing Improvement Standard</u>		
a. Program evaluation with parents completed	_____	_____
b. Written evaluation report placed on file	_____	_____
c. Plan developed to increase salaries and benefits, based on evaluation	_____	_____
d. Plan to reduce staff turnover is developed and on file	_____	_____

3. Staff Qualifications Standard

- a. Indicate below each teacher in the center, using the name and, if applicable, the enrollment date for each teacher or group of teachers in the respective training program (CDA, Infant Toddler Credential, Wisconsin School-Age Credential, 1-yr ECE/CD degree, 2-yr ECE/CD degree, or 4-yr ECE/CD degree). Include teachers who have already completed the CDA or a degree. Completion dates must be no later than May 31, 2004. Use an attached sheet of paper, if you need more space for your teachers.

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

Total teachers _____*

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

- b. Program Director has OR will complete equivalent of B.A. in ECE/CD and at least three years of full-time experience or a two-year degree in ECE/CD AND a Wisconsin Administrator's Credential.

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

E. BUDGET REQUEST for June 1, 2000 - May 31, 2001.

1. Project Expenses: Include in this section only the Quality Improvement project expenses.

A _____ This is an application for a Quality Improvement Grant.

B _____ This is an application for a Staff Retention Grant.

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

¹If you provide hourly wage rates under column (b), provide total number of hours per week in column (c) and total number of weeks under column (d). If you provide monthly salary under column (b), provide total number of hours per month under column (c) and total number of months under column (d).

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

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support

**ASSURANCES OF COMPLIANCE WITH
DEPARTMENT OF WORKFORCE DEVELOPMENT REGULATIONS**

(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 requirement 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 pursuant to the regulations of the Department of Workforce Development (4 CFR 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 states 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 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.

Date: _____, 19 _____ Applicant: _____

By: _____
Director, Chair of Board, Owner or Comparable Authorized Official

Substitute **W-9**

DOA-6448 (C06/94)(P02/97)

TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION

Wisconsin Dept. of
Administration
DO NOT send to IRS

PRINT OR TYPE

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

LEGAL NAME (As entered with IRS) If Sole Proprietorship enter your LAST, FIRST, MI	ENTITY DESIGNATION (Check ONE Only) <input type="checkbox"/> INDIVIDUAL / SOLE PROPRIETOR <input type="checkbox"/> CORPORATION (Includes Service Corporations) <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> GOVERNMENT ENTITY <input type="checkbox"/> HOSPITAL EXEMPT FROM TAX OR GOVERNMENT OWNED <input type="checkbox"/> LONG TERM CARE FACILITY EXEMPT FROM TAX OR GOVERNMENT OWNED <input type="checkbox"/> ALL OTHER ENTITIES
TRADE NAME If doing business as (D/B/A) or business name of Sole Proprietorship	TAXPAYER IDENTIFICATION NUMBER (Please include hyphens) If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester. _____ (Check only one) <input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN) <input type="checkbox"/> Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)
PRIMARY ADDRESS (For return of 1099 Form) PO Box or number and street City, State, Zip + 4	
ORDER ADDRESS (Where order should be sent if different from primary) PO Box or number and street City, State, Zip + 4	
REMIT ADDRESS (Where check should be sent if different from primary) PO Box or number and street City, State, Zip +4	

CERTIFICATION

Under penalties of perjury, I certify that:

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

Printed Name _____

Signature _____ Phone () _____

Title _____ Date _____

Please Print

FOR AGENCY USE ONLY	
Agency No. 445	
W-9 Contact	Lois Heise (608) 266-5749
1099-Misc. Contact:	Mike O'Brien (608) 267-8898
1099	<input type="checkbox"/> Yes <input type="checkbox"/> No
VEND	<input type="checkbox"/> Addition <input type="checkbox"/> Change

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

INSTRUCTIONS FOR COMPLETING THIS FORM

Legal Name As entered with IRS

Individuals: Enter Last Name, First Name, MI
Sole Proprietorships: Enter Last Name, First Name, MI
All Others: Enter Legal Name of Business

Trade Name

Individuals: Leave Blank
Sole Proprietorships: Enter Business Name
All Others: Complete only if doing Business as a D/B/A

Order Address

Address where order should be sent if different from primary address

Remit Address

Address where payment should be sent if different from primary address

Entity Designation

Check ONE box which describes the type of business entity.

Taxpayer Identification Number

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

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

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

Certification

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

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

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

- A. You are exempt from backup withholding;
or
- B. You are not subject to backup withholding as a result of a failure to report all interest or dividends;
or
- C. That the IRS has notified you that you are no longer subject to such backup withholding.

Penalties

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

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

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

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

Privacy Act Notice

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

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

1. Accreditation Standard

Accredited by the National Academy of Early Childhood Programs (NAEYC accredited)

2. Licensing Standards

- a. The center has been licensed or, if operated by a public school district or serving only school-age children, certified as meeting licensing rules for at least one year. **[Note:** a longer period of licensing is required to receive a Quality Improvement Grant.]
- b. There have been no licensing enforcement actions for three years.

3. Personnel Policy Standards

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

4. Staff Qualifications Standards ¹

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

5. Staffing Improvement Standards

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

For accreditation information, contact:

National Academy of Early Childhood Programs, NAEYC, 1509 - 16th Street N.W., Washington, DC 20036. (202) 328-2601 or (800) 424-2460. Fax: (202) 328-1846. Internet: www.naeyc.org

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

For qualification equivalency information contact: The Registry, 2517 Seiferth Road, Madison, WI 53716. (608) 222-1123. Fax: (608) 222-9779. Email: registry@execpc.com

¹Equivalencies will be based on The Registry - Wisconsin's Early Childhood Professional Recognition System. However, exemptions from credential or degree standards are not allowed.

ATTACHMENT 2
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 (see reverse side)

ATTACHMENT 2 (continued)
CHAPTER 1 CONCENTRATION SCHOOL DISTRICTS

Abbotsford	Cassville	Gibraltar	Lake Mills Area
Adams-Friendship Area	Cedar Grove-Belgium	Gillett	Lakeland
Albany	Chetek	Gilman	Lancaster Community
Algoma	Chilton	Gilmanton	Laona
Alma Center	Chippewa Falls Area	Glendale-River Hills	Lena
Alma	Clayton	Glenwood City	Linn J6
Almond-Bancroft	Clear Lake	Glidden	Little Chute Area
Altoona	Clinton Community	Goodman-Armstrong	Lodi
Amery	Clintonville	Grafton	Lomira
Antigo	Cochrane-Fountain City	Granton Area	Loyal
Appleton Area	Colby	Grantsburg	Luck
Arcadia	Coleman	Green Bay Area	Luxemburg-Casco
Argyle	Colfax	Green Lake	Madison Metropolitan
Arrowhead UHS	Columbus	Greendale	Manawa
Ashland	Cornell	Greenfield	Manitowoc
Ashwaubenon	Crandon	Greenwood	Maple Dale-Indian Hill
Athens	Crivitz	Hamilton	Maple
Auburndale	Cuba City	Hartford J1	Marathon City
Augusta	Cudahy	Hartford UHS	Marinette
Baldwin-Woodville	Cumberland	Hartland-Lakeside J3	Marion
Bangor	DC Everest	Hayward Community	Markesan
Baraboo	Darlington	Herman #22	Marshall
Barneveld	De Forest Area	Highland	Marshfield
Barron Area	De Pere	Hilbert	Mauston
Bayfield	De Soto Area	Hillsboro	Mayville
Beaver Dam	Deerfield Community	Holmen	McFarland
Beecher-Dunbar-Pembine	Delavan-Darien	Horicon	Medford Area
Belleville	Denmark	Hortonville	Mellen
Belmont	Dodgeland	Howards Grove	Melrose-Mindoro
Beloit	Dodgeville	Howard-Suamico	Menasha
Beloit Turner	Dover #1	Hudson	Menominee Indian
Benton	Drummond	Hurley	Menomonee Falls
Berlin Area	Durand	Hustisford	Menomonie Area
Birchwood	East Troy Community	Independence	Mequon-Thiensville
Black Hawk	Eau Claire Area	Iola-Scandinavia	Mercer
Black River Falls	Edgar	Iowa-Grant	Merrill Area
Blair-Taylor	Edgerton	Ithaca	Middleton-Cross Plains
Bloomer	Elcho	Janesville	Milton
Bonduel	Eleva-Strum	Jefferson	Milwaukee
Boscobel	Elk Mound Area	Johnson Creek	Mineral Point
Boscobel Area	Elkhorn Area	Juda	Minocqua J1
Boulder Junction J1	Ellsworth Community	Kaukauna Area	Mishicot
Bowler	Elmwood	Kenosha	Mondovi
Boyceville Community	Elroy-Kendall-Wilton	Kettle Moraine	Monona Grove
Brillon	Erin	Kewaskum	Montello
Bristol #1	Evansville Community	Kewaunee	Montecello
Brodhead	Fennimore Community	Kickapoo Area	Mosinee
Brown Deer	Flambeau	Kiel Area	Mount Horeb Area
Bruce	Florence	Kimberly Area	Mukwonago
Burlington	Fond du Lac	La Crosse	Muskego-Norway
Butternut	Fontana	La Farge	Necedah Area
Cadott Community	Fort Atkinson	Lac du Flambeau #1	Neenah
Cambria-Friesland	Frederic	Ladysmith-Hawkins	Neillsville
Cambridge	Freedom Area	Lake Country	Nekoosa
Cameron	Galesville-Ettrick-Tremp	Lake Geneva J1	Neosho J3
Campbellsport	Geneva J4	Lake Geneva- Genoa City	New Auburn
Cashton	Genoa City J2	Lake Holcombe	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
Peshigo
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-Birnamwood
Wonewoc-Union Center
Woodruff J1
Wrightstown Community
Yorkville J2

ATTACHMENT 3
ELIGIBLE RECIPIENTS
WISCONSIN SHARES CHILD CARE CO-PAY SYSTEM

APPLICANT ELIGIBILITY UP TO 165% FEDERAL POVERTY LEVEL

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

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

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

ETN EDUCATIONAL TELECONFERENCE NETWORK

University of Wisconsin-Extension

ADAMS, WI 53910 Adams County Ext. Office 149 N. Main Street	* Shirley Hicks (608) 339-4238 #818	ELLSWORTH, WI 54011-0069 Pierce Co. Office Bldg. 412 W. Kinne Street, Box 69	*Ed Hass (715) 273-3531X663 #111	MADISON, WI 53706-1487 The Pyle Center 702 Langdon St.	*Michael Heinrichs (608) 262-4342 #701
ALMA, WI 54610-0276 Buffalo Co. Courthouse 407 S. Second St.	*Carl Duley (608) 685-6256 #820	>FLORENCE, WI 54121-9701 Resource/Visitor Center HC1, Box 82A, Blome Helgen Rd.	*Kathy Johnson (715) 528-5580 #2902	>MANITOWISH WATERS, WI 54545 N. Lakeland Elementary School HC 1, Box 223	*Jay Christgau (715) 543-2296 #2921
ANTIGO, WI 54409-9108 NC Technical College 312 Forrest Avenue	*Julie Kryka (715) 623-7601 #322	FOND DU LAC, WI 54935-2998 UW -Fond du Lac, 400 Campus Dr. Classroom Building, Rm. 112	*Ann Kaiser (920) 929-3170 #608	MANITOWOC, WI 54220-1150 Manitowoc Co. Office Bldg. 4319 Expo Drive, P.O. Box 1150	*Faye Jaeckel (920) 683-4170 #618
ASHLAND, WI 54806-1652 Ashland Co. Courthouse 201 West Main Street	*Tim Kane (715) 682-7017 #209	>GRAND MARAIS, MN 55604 Public Library 1st St. & W. 2nd Ave., P.O. Box 280	*Linda Chappell (218) 387-1140 #2904	MARINETTE, WI 54143-0320 Marinette Co. Courthouse 1926 Hall Avenue (Mailings: P.O. Box 320)	*Tom Crowley (715) 732-7510 #315
BALDWIN, WI 54002-0006 St. Croix Co. Ag Center 1060 Tenth Avenue	*Mary Hecker (715) 684-3301 #108	GREEN BAY, WI 54302-2210 Brown Co. Ag & Ext. Center 1150 Bellevue Street	*Karen Pasderski (920) 391-4610 #308	MARSHFIELD, WI 54449 Marshfield City Hall City Clerk 630 S. Central Ave., PO Box 727	*Deb Hall Laune Panzer (715) 384-3636 #431
BALSAM LAKE, WI 54810-0160 Polk Co. Center Bldg. 215 Main St., PO Box 160	*Vicki Harris (715) 485-8600 #214	GREEN LAKE, WI 54941 Green Lake Co. Courthouse 492 Hill Street	*Bernard Kasierski (920) 294-4032 #405	MAUSTON, WI 53948-1347 Juneau Co. UWEX Ofc 211 Hickory St., Rm 302	*Kathleen Metznerbauer (608) 847-9329 #822
BARABOO, WI 53913-2404 Sauk Co. UWEX Ofc., 3rd Fl. West Sq. Bldg., 505 Broadway St.	*Alonna Pointon (608) 355-3250 #810	HARTFORD, WI 53027 Public Library 115 North Main Street	*Mike Gehlhausen (414) 673-8240 #607	MEDFORD, WI 54451-2095 Taylor Co. USDA Service Ctr. 925 Donald Street, Room 103	*Andy Hager (715) 748-3327 #420
BARRON, WI 54812-1540 Barron Co. Courthouse 330 East LaSalle Avenue	*Don Drost (715) 537-6250 #213	HAYWARD, WI 54843-0351 Sawyer Co. Courthouse Box 351, 406 Main Street	*Dave Berard (715) 634-4839 #215	MENASHA, WI 54952 UW-Fox Valley 1478 Midway Road	*Joann Mariahazy (920) 832-2636 #427
BLACK RIVER FALLS, WI 54615-1779 Jackson Co. Courthouse 227 South 11th Street	*Debbie Jones (715) 284-0227 #124	HUDSON, WI 54016 St. Croix County Govt. Center 1101 Carmichael Road	*Julie Bonngard (715) 386-4608 #123	MENOMONEE FALLS, WI 53051 Maude Shunk Library W156 N8446 Pilgrim Road	*Anne Reid (414) 255-8390 #606
BURLINGTON, WI 53105 Wellness Center 300 McCanna Road	*Joan Whitaker (877) 767-2525 #539	HURLEY, WI 54534-1589 Iron Co. Courthouse 300 Taconite Street	*Joyce Wyzlic (715) 561-2695 #208	MENOMONIE, WI 54751 Dunn Co. Ag Center 390 Red Cedar St., Suite D	*Martin Havlovic (715) 232-1636 #119
CHILTON, WI 53014 Calumet Co. Courthouse 206 Court Street	*Tom Reinemann (920) 849-1450 #609	JANESVILLE, WI 53545-3978 Rock Co. Courthouse 51 S. Main Street	*Joe Moskal (608) 757-5695 #707	UW-Stout 002D Communications Ctr. (Mailings: 101 Communications Ctr.)	*John Lauson (715) 232-2431 #109
CHIPPEWA FALLS, WI 54729-2570 Chippewa Co. Courthouse 711 N. Bridge St., PO Box 310	*Randy Knapp (715) 726-7950 #212	JEFFERSON, WI 53549-1976 Jefferson Co. UWEX Ofc 864 Collins Road	*Linda Woolridge (920) 674-7295 #540	MERRILL, WI 54452-0917 Lincoln Co. Annex 1106 E. 8th St., P.O. Box 917	*Tom Cadwallader (715) 536-0304 #414
CRANDON, WI 54520-1414 Forest Co. Courthouse UWEX Office, 200 E. Madison St.	*Brenda Perry (715) 478-2212 #425	JUNEAU, WI 53039-1379 Dodge Co. Office Bldg. 127 East Oak Street	*Dave Neuendorf (920) 386-3790 #620	MILWAUKEE, WI 53214-1438 Milwaukee Co. Ext. Office 640 S. 84th Street	*Muriel Davis (414) 290-2433 #532
DARLINGTON, WI 53530 Lafayette Co. Ag Center 627 Washington Street	*Dan Hill (608) 776-4820 #712	KENOSHA, WI 53140 Northside Public Library 1500 27th Avenue, PO Box 1414	*Ginny Simmons (414) 595-3740 #538	MILWAUKEE, WI 53203 University Ctr for Cont. Education 161 West Wisconsin Ave., 6th Floor	*Simone Dumas (414) 227-3398 #625
DODGEVILLE, WI 53533 Iowa Co. UWEX Ofc. 222 N. Iowa St., Courthouse	*Elaine Buening (608) 935-3354 #714	KEWAUNEE, WI 54135-0279 Menominee Co. Courthouse PO Box 279	*Ron Corn (715) 799-4654 #320	MONROE, WI 53566-9397 Green Co. UWEX Office N3150B State Highway 81	*Wilma Keen (608) 328-9440 #710
DURAND, WI 54736-0039 Pepin Co. Government Center 740 Seventh Avenue West (Mailings: PO Box 39)	*Robert Cropp (715) 672-5214 #112	LA CROSSE, WI 54601-3228 La Crosse Co. UWEX Office 300 N. Fourth Street	*Janet Tess (920) 388-4410 #318	MONTELO, WI 53949-0338 Marquette Co. Services Center 480 Underwood Avenue	*Peggy Packer (608) 297-9153 #617
EAGLE RIVER, WI 54521-0369 Vilas Co. Courthouse (Mailings: P.O. Box 369)	*Connie Gengle (715) 479-3648 #429	>La POINTE, WI 54850 Madeline Island Public Library Library Street, PO Box 65	*Beverly Booth (715) 747-3662 #2922	NEILLSVILLE, WI 54456 Clark Co. Courthouse 517 Court Street, Room 104	*Theresa Hediger (715) 743-5121 #424
EAU CLAIRE, WI 54703-5480 Courthouse, 721 Oxford Ave. (Mailings: Eau Claire Co. Extension 227 First Street, West, Altoona, WI 54720)	*Mahlon Peterson (715) 839-4712 #203	LADYSMITH, WI 54848-1895 Rusk Co. Courthouse 311 Miner Avenue, East	*Linda Bates (715) 532-2151 #204	OCONTO, WI 54153-1621 Oconto Co. Courthouse 301 Washington St., Box 209	*Carol Sohrweide (920) 834-6846 #312
EAU CLAIRE, WI 54703-5480 L.E. Phillips Public Library 400 Eau Claire Street	*AV Department (715) 839-5000 #202	LANCASTER, WI 53813-0031 Grant Co. UWEX Office PO Box 31, 911 E. Elm Street	*Cathy McPhail (608) 723-2125 #718	PHILLIPS, WI 54555-1394 Price Co. Ext. Office Normal Building, 104 S. Eyder	*Gail Huyck (715) 339-2555 #205
ELKHORN, WI 53121-0907 Walworth Co. Courthouse Annex, W3929 Co. Hwy, NN	*Theresa Cliffgard (414) 741-3186 #503				

PLATTEVILLE, WI 53818 UW-Platteville Karmann Library	*Michael Boswell (608) 342-1648 #716	WAUKESHA, WI 53186-3681 Waukesha Co. Administrative Ctr. 1320 Pewaukee Road	*Lynn Alamilla (414) 548-7770 #528
PORT WASHINGTON, WI 53074-0994 Ozaukee Co. Admin. Ctr. 121 W. Main Street, P.O. Box 994	*Kay Schroeder (414) 284-8288 #619	WAUPACA, WI 54981-2076 Waupaca Co. Courthouse 811 Harding Street	*Nancy Hamm (715) 258-6231 #421
PORTAGE, WI 53901 Columbia Co. Admin. Bldg. 400 Dewitt Street (Mailings: 120 W. Conant St., Box 567)	*Sue Moll (608) 742-9680 #813	WAUSAU, WI 54403-5568 Marathon Co. Courthouse Annex, Forest Street	*Mike Wildeck (715) 261-1230 #412
PRAIRIE DU CHIEN, WI 53821 Crawford Co. UWEX Office 111 W. Dunn Street	*Jeanne Palmer (608) 326-0223 #722	WAUTOMA, WI 54982-0487 Waushara Co. Courthouse 209 S. St. Marie, PO Box 487	*Mark Hilliker (920) 787-0416 #404
REEDSBURG, WI 53959 Reedsburg Public Library 370 Vine Street	*Sue Steiner (608) 524-3316 #2962	WEST BEND, WI 53095-3699 UW Center-Washington County 400 University Drive, Main Bldg	*Sandy Rondorf (414) 335-5225 #622
RHINELANDER, WI 54501-1208 Oneida Co. UWEX Office PO Box 1208	*Jonna Jewell (715) 365-2750 #426	WHITEHALL, WI 54773-0067 Trempealeau Co. Courthouse 1720 Main Street, PO Box 67	*Joyce Berg (715) 538-2311 #116
RICHLAND CENTER, WI 53581 UW Center-Richland Co. 1100 Hwy. 14 West	*Sandy Campbell (608) 647-6148 #804	WHITEWATER, WI 53190 UW-Whitewater Roseman 2007 800 West Main Street	*Kathy Gibbs/ Terry Behlke (414) 472-1003 #534
RIVER FALLS, WI 54022 UW-River Falls, Student Center (Mailings: Rural Development Institute)	*Myrna Brantmeier (715) 425-3256 #109	WISCONSIN RAPIDS, WI 54494 Wood Co. Courthouse 400 Market Street, PO Box 8095	*Peter Manley (715) 421-8440 #413
SHAWANO, WI 54166-2198 Shawano Co. Courthouse 311 N. Main Street	*Joe Stellato (715) 526-6136 #310		
SHEBOYGAN, WI 53081 UW Center-Sheboygan Co. Office of Continuing Education One University Drive	*Jane Donlon (920) 459-6617 #612		
SIREN, WI 54872-9043 Burnett Co. Government Ctr. 7410 County Road K, #107	*John Preissing (715) 349-2151 #218		
SPARTA, WI 54656-1309 Monroe Co. UWEX Ofc 112 South Court St, Room 107	*Jim Leverich (608) 269-8722 #819		
SPOONER, WI 54801-1387 Washburn Co. UWEX Office 850 W. Beaverbrook Avenue	*Beverly Stencil (715) 635-4444 #219		
STEVENS POINT, WI 54481 Portage Co./City Bldg. 1462 Strongs Avenue	*Bonnie Maier (715) 346-1316 #410		
STEVENS POINT, WI 54481 UW-Stevens Point Communication Arts Bldg. 2100 Main Street	*Judi Pitt (715) 346-2647 #430		
STURGEON BAY, WI 54235-0670 Door Co.-City Library 107 So. Fourth Avenue (Mailings: Door Co. UWEX Office, Box 670)	*Donna Henderson (920) 746-2260 #316		
SUPERIOR, WI 54880-2769 Douglas Co. Courthouse 1313 Belknap Street	*Jeanette Rantala (715) 395-1363 #217		
VIROQUA, WI 54665-0392 Vernon Co. Office Bldg. Rt. 3, Co. Trk. BB (Mailing: PO Box 392)	*Ellie Brye (608) 637-2165 #809		
WASHBURN, WI 54891-9464 Bayfield Co. Admin. Bldg. 117 E. Fifth Street	*Janet Rathke (715) 373-6104 #211		

*Site Administrator (SA)
>Dial Up Sites

NOTE: This list should not be used for program promotion. Not all sites are available for all programs. A confirmed site list is available from Instructional Communications Systems, Madison. For further information on ETN locations, call (608) 262-1598.

UW
Extension

Instructional Communications Systems
University of Wisconsin-Extension
The Pyle Center, 702 Langdon Street
Madison, WI 53706-1487
(608) 262-4342

Wisconsin Child Care Resource & Referral Network Members

www.wisconsinccrrf.org

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

(revised 4/20/09)

<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: cccc@excepc.com (Carol Maurer) cmaurer@excepc.com</p>	<p>Project Childcare Resource & Referral, Inc. Dunn, Pepin, Pierce, Polk, St. Croix Christina Krueger, Executive Director W9896 770th Avenue, P.O. Box 599 River Falls, WI 54022 (715) 425-8112 - Phone & FAX (800) 732-4048 e-mail: projccrr@presenter.com</p>	<p>Child Care Connection, Inc. Langlade, Lincoln, Marathon, Taylor Gigi Heinz, Executive Director 301 112 Grand Avenue, Wausau, WI 54403 (715) 848-5297 (800) 848-5229 (715) 848-6056 - FAX e-mail: cccwau@pccpros.net</p>
<p>Community Coordinated Child Care, Inc. Columbia, Dane, Dodge, Jefferson, Sauk, Ho-Chunk Tribes Barbara Herrick, Executive Director 5 Odana Court, Madison, WI 53719 (608) 271-9181 - (800) 750-KIDS (608) 271-5380 - FAX e-mail: info@4C.org</p>	<p>Child Care Resource & Referral of Central Wisconsin Adams, Clark, Wood Dawn Vruwink, Executive Director 210 East Jackson Street, Wisconsin Rapids, WI 54494 (715) 423-4114 (800) 628-8534 (715) 423-2444 - FAX e-mail: ccrcw@tzn.net</p>	<p>Mid Wisconsin Child Care Resource & Referral Marquette, Portage, Waushara Lois Feinen, Executive Director 23 Park Ridge Drive, Suite 11, Stevens Point, WI 54481 (715) 342-1788/1789 - (800) 930-KIDS (715) 342-1708 - FAX e-mail: mwccrr@coredcs.com</p>
<p>Child Care Partnership Resource & Referral Center Buffalo, Chippewa, Eau Claire, Jackson, Trempealeau, Ho-Chunk Tribes Jacque Hogan, Director - Doty Lillo, Manager 515 Barstow, Suite 114, Eau Claire, WI 54701 (715) 831-1700 - (800) 782-1880 - Eau Claire (715) 831-1707 - FAX - Eau Claire (715) 985-2391 - Independence (715) 985-3239 - FAX - Independence e-mail: ccpartner@anybody.com</p>	<p>Child Care Resource & Referral Services of Greater Racine & Kenosha, Inc. Margo Roslawski, Executive Director 9400 Durand Ave., Sturtevant, WI 53177 (414) 884-9892 - Margo Roslawski (414) 697-4675 - Provider Services (414) 884-9890 - Referrals - (800) 559-4698 (414) 884-9895 - FAX e-mail: ccrrs@rootcom.net</p>	<p>Northwest Wisconsin Child Care Resource & Referral Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Washburn, Bad River, Lac Court Oreilles, Red Cliff & St. Croix Tribes Jacqueline Strand, Director P.O. Box 13230, Hayward, WI 54843 (715) 634-2299 - (800) 733-KIDS (715) 634-8743 - FAX e-mail: nwchild@win.bright.net</p>
<p>Community Coordinated Care, Inc. Brown, Marinette, Menominee, Oconto, Shawano, Menominee, Oneida and Stockbridge-Munsee Tribes Karen Reeka, Executive Director 201 W Walnut, Suite 105, Green Bay, WI 54303 (920) 432-8899 - (800) 738-8899 (920) 432-6677 - Corporate Line & FAX e-mail: krecka@qbonline.com</p>	<p>Child Care Resource & Referral, Inc. Fond du Lac, Green Lake, Winnebago Susan Bohm, Executive Director 583 N Main St., Suite F, Oshkosh, WI 54901 (920) 426-8920 - (800) 316-8884 (920) 426-8940 - FAX e-mail: ccrrsh@vbe.com</p>	<p>Project Bridges Child Care Resource & Referral Florence, Forest, Oneida, Vilas, Chippewa, Forest Co, Polawatomie Lac du Flambeau & Sokaogan Tribes. Robin Mainhardt, Director 201 Hospital Road, Eagle River, WI 54521 (715) 479-0337 - (800) 470-5833 (715) 479-0338 - FAX e-mail: bridges@newnorth.net</p>
<p>South Central Child Care Resource & Referral, Inc. Green, Rock, Walworth Marcy Spangler, Executive Director 17 S. River St., Suite 254, Janesville, WI 53545 (608) 758-1170 - Janesville (608) 758-2494 - FAX (800) 758-1170 e-mail: secrrr@sccrr.com</p>	<p>Family Connections, Inc. Resource & Referral Door, Kewaunee, Manitowoc, Sheboygan Susan Hart, Executive Director 1930 North 8th, Lower Level, Sheboygan, WI 53081 (920) 457-1999 - (800) 322-2046 (920) 457-9220 - FAX e-mail: HN6322@handsnet.org</p>	<p>Southwest WI Child Care Resource & Referral, Inc. Crawford, Grant, Iowa, Lafayette, Richland, Vernon Sandy Leibfried, Program Director 304 Parker, P O Box 66, Boscobel, WI 53805 (608) 375-2537 - (800) 267-1018 (608) 375-2619 - FAX e-mail: swwicrr@nwit.net</p>
<p>Child Care Resource & 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: ccrcow@athenet.net</p>	<p>Family Resources, Inc. Juneau, La Crosse, Monroe, Ho-Chunk Tribes. Debra Suchta, 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: frclax@centuryinter.net</p>	<p>Wisconsin Child Care Resource & Referral Network Becky Mauss, Data/Training Specialist 519 W Wisconsin Avenue, Appleton, WI 54911 (920) 734-1739 - Phone - (920) 734-3887 - FAX e-mail: wicrrm@athenet.net Diane Adams, Network Coordinator 5706 Anchorage Avenue, Madison, WI 53705 (608) 231-1836 - Phone - (608) 231-0203 - FAX e-mail: dadams@facstaff.wisc.edu</p>

ATTACHMENT 6 ADDITIONAL STAFF RETENTION GRANT INFORMATION

Purpose

The purpose of the grants is to help child care programs maintain high quality standards and keep skilled staff, as defined in the Request for Proposals (RFP) for these grants. The grants are primarily to pay for improved staff or provider compensation, advanced training, and re-accreditation.

Eligibility

Individuals and organizations eligible to receive funding through this Staff Retention grant process must **already meet the High Quality Standards in Attachment 1** as of the date the Quality Staff Retention Grant application is submitted. This means that all of the items in the High Quality Standards have been achieved.

Verification of accreditation must be submitted with the grant application. Verification that all teachers and program directors meet the High Quality Standards qualifications standards for staff or provider must also be submitted within 90 days of receipt of the grant award. This verification must be obtained from the Registry, and requires participation in the Registry.

For purposes of eligibility for this grant, achievement of staff qualifications standards is required for teachers and program directors, not for assistant teachers.

Use of Funds

If centers are applying for a staff retention grant, they may also use a portion of the funds for the following expenses:

1. Planning and paying for improved staff or family day care provider wages and benefits including staff bonuses upon completion of training;
2. Equipment and supplies necessary to become accredited; and
3. Advanced professional development and continuing education.

No more than 25 percent of the maximum grant award amount or \$500, whichever is greater, may be used for equipment and supplies (that is, \$1,250 for smaller centers serving sixty or fewer children; \$2,500 for larger centers serving more than sixty children). First-year grantees may not request funds for equipment nor for supplies other than those related to administering the grant during the first year.

Grant Amounts

The amount for a Staff Retention grant are for a **per child grant**, the amount available to each grantee is based on the number of low-income and special needs children served in the prior calendar year. The maximum grant award for the 12 month grant period is \$200 per child (based on the number of full-time-equivalent children for last year). There is a ceiling on grant awards, regardless of the number of children. The ceilings for the 12 month grant period are \$5,000 for a small center and \$30,000 for a large center or multi-site organization.

For a **base grant**, the maximum grant award is \$1,500 for a small center, and \$3,000 for a large center or multi-site organization. These amounts are available to programs serving few or no low-income or special needs children.

Base Grant

Grant award is: \$1,500 for a small center
\$3,000 for a large center or multi-site organization.

Per Child Grant Calculation

The following should be used in your calculation if you are requesting a Per Child Grant.

Total FTE, Low-income and Special Needs Children in 1999.

Number of Full-Time-Equivalent (FTE) special needs children with documentation of special need on file _____

Number of Full-Time-Equivalent (FTE) low income in 1999: _____

_____ (FTE) X \$200 = \$ _____ (Enter this amount on the Grant Request on line 10)

There is a ceiling on grant awards, regardless of the number of children. The per child grant ceilings for a twelve-month grant period are \$5,000 for a small center, and \$30,000 for a large center or multi-site organization.

Submittal of Application

If you are applying for a Staff Retention grant, be sure to attach a copy of your accreditation certificate. Staff Registry certificates showing teachers with at least a Level Two and program directors with at least a Level Four must be submitted within 90 days of the receipt of the grant award, or may be attached to the application if you already have them for the relevant staff.

If you are applying for a Per Child Grant amount, please attach a copy of the Per Child Grant calculation to your budget request.

ATTACHMENT 7 CHILD CARE MENTOR TEACHER TRAINING

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

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

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

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

The projects contain some or all of the following characteristics:

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

Most of the projects were funded by August 1, 1998. Below is a list of contacts for each of the participating counties.

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

For general information regarding mentoring contact Debi Schwid at the Child Care Personnel Development Project at (608) 261-6974.

Quality Improvement grantees may use approved funds for:

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

ATTACHMENT 8
MODEL WORK STANDARDS

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

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

To order the Model Work Standard, contact:

Center for the Child Care Workforce
733 15th Suite 1037
Washington DC 20005-2112
Phone: (202) 737-7700
Fax: (202) 737-0370
email: wwd@ccw.org

Attachment 9 HEAD START ELIGIBILITY

Ineligible Head Start Programs

- Head Start programs, because similar funding has been provided by the federal government for Head Start are not eligible for Quality Improvement or Staff Retention funds except for the exceptions below.

Eligible Head Start Programs

- Head Start centers may use the funds for any non-Head Start portion of their program.
- Head Start programs that are full day and full year programs are eligible for Quality Improvement funds. Head Start Programs may apply only for full day and full year programs that meet performance standards. The application must demonstrate that is a partnership with the community. **(This is a change from previous Quality Improvement/Staff Retention Request for Proposals).**

Staff Retention Grants

- In order to qualify for a staff retention grant, the entire Head Start full day and full year program needs to have a Head Start federal review. The program must submit a copy of the most recent federal review in lieu of NAEYC accreditation. All staff will need to meet the training standard in order to qualify for the staff retention grant. This applies to staff in the program or the sites, which are full day and full year sites.

Questions Regarding Eligibility

- Head Start agencies that are interested in applying for a quality Improvement or Staff retention grant are encouraged to contact Laura Saterfield, at (608) 266-3443 for clarification of the eligibility and procedures.