



CHILD CARE CAPACITY-BUILDING PROGRAM

FREQUENTLY ASKED QUESTIONS

Q: What is a grant?

A: A grant differs from a loan in that it is a monetary award that is typically not paid back. Note: Unless terms of the contract are not met, such as not remaining open for a year after receiving the grant.

The purpose of the Child Care Capacity-Building Program is to increase the quality and supply of safe, healthy, appropriate child care where shortages exist. Grants will be awarded to child care providers who meet the criteria for creating, expanding, or enhancing programs to fill identified gaps. The areas of child care where shortages exist are: care for Infants and Toddlers, care for School-Age children, care for Children with Disabilities, care for Mildly Ill Children, and Non-Traditional Hour child care.

The following information is provided to help you when writing your proposal for the Child Care Capacity-Building Program. Please read the **Request for Proposal (RFP)** thoroughly *before* referring to this information. If you need further clarification on the proposal writing process, or the Capacity-Building Program, please contact Laura Greenlee, Program Coordinator, Children & Families First at (302) 479-1698.

1. QUESTIONS RELATED TO THE PROPOSAL COVER SHEET:

Q: On the Proposal Cover Sheet, what does "Designate only 1 category for which grant funds will be used" mean?

A: Grant funding can only be requested for ONE of the five categories that the Capacity-Building program targets. For example, you cannot submit a proposal requesting funds for both the infant/toddler category

and the school-age category. Below are the definitions of each of the five funding categories:

- Infant/Toddler (children ages birth to 36 months)
OR
- School-Age (children enrolled in kindergarten and older)
OR
- Children with Disabilities (children with *identified needs*)
OR
- Mildly-Ill children (as defined by Delacare Regulations)
OR
- Non-traditional hour childcare (care that is provided during non-traditional work hours, to better meet the needs of parents working 2nd and/or 3rd shift schedules). Please note that if you apply in the 'Non-traditional hour' category, you must provide 3 letters of support verifying that there is a need for this type of childcare in your area, or submit a formal needs assessment.

Q: Please explain “**Check 1 program**” **New_ Expanded_ Enhanced__**

A: You can only qualify as **one** of the above choices.

- **New** - Programs that have been open and licensed one year or less
- **Expanded** - Programs that are increasing or expanding the **number of children** that they are able to care for, according to DelaCare regulations. Examples: A family childcare provider is moving from Level 1 to Level 2. Therefore, they are increasing the number of children they are able to care for, according to DelaCare Regulations. A child care center has been providing care for children 2 years and older. They have now decided to care for children starting at 6 weeks, therefore increasing the number of infants & toddlers they are able to care for.
- **Enhanced** - Programs that are **not** increasing the number of children they serve, but are asking for funds to enhance/improve the quality of childcare that they are currently providing.

Q: Please explain "Requested funds will create ___# of new slots"

A: How many children will you be able to take in your child care program in the category for which you're applying if you receive the grant funding? For example: If you are requesting the grant funding for the infant/toddler category, how many new slots or spaces will you designate in your program for infants and toddlers?

This applies to New or Expanded programs only.

Q: What does "Total capacity of entire program" mean?

A: The total capacity of your program is the maximum number of children that you are able to care for, according to DelaCare regulations

2. QUESTIONS RELATED TO THE BUDGET:

Q: What is the Budget?

A: The Budget is how much money you are asking the funder for.

Q: How do I fill out Form A- Budget Summary?

A: The '**Revenue**' Chart is where you should list all estimated income for an entire year. If you are a new program, start by estimating your income per week or month & multiply as needed. If you have a source of income that is not listed, include it under "Other". Be sure to total everything for your estimated annual income.

The '**Expenditures**' Chart is where you should list all estimated expenses or costs of doing business for an entire year. All relevant categories should be included, regardless of whether you are asking for grant funds in that category. Be sure to total everything for your annual expenses.

The '**Capacity Grant**' column of this chart should be completed with the amount of grant money that you are requesting. For example, if you are requesting \$2,000 for Supplies & Equipment, you will write \$2,000 under the 'Capacity Grant' column, in the 'Supplies/Equipment' row. If you are

requesting \$250 for Training, you will write \$250 under 'Capacity Grant', in the 'Training' row.

Then total the amount of grant money you are requesting at the bottom of the Capacity Grant column. Make sure that this total matches the amount requested on the Proposal Cover Sheet.

Please refer to pages 10 & 11 of the Request for Proposal for additional explanation of the Budget Summary- Form A.

Q: How do I fill out Form B- Personnel Schedule?

A: This form must be completed and attached **only** if you are requesting grant funds for personnel/staff. Personnel funds may only be requested for staff who work directly with the children. Personnel funds may be requested for a maximum of 3 months, and must be related to the category you are applying for. For example, if you are applying for the School-Age category, the personnel funding would be able to pay for staff who work with the school-age children. This category of funding applies to Large Family Child Care, School-Age Child Care programs, and Child Care Centers ONLY. You must also include a job description for any positions you are requesting grant funds for. Please see page 11 of the Request for Proposal for further explanation of this category.

Q: What is a Budget Narrative?

A: The Budget Narrative is an explanation of EVERY item on the 'Capacity Grant' column of the Budget Summary. The amounts on your Budget Narrative must match the amount requested on your Budget Summary Form-A and on the Proposal Cover Sheet. For the Budget Narrative, provide an itemized breakdown of your grant request. For example, if you are only requesting grant money for Supplies & Equipment, you will provide a breakdown of those funds and attach it to your Budget Summary - Form A. Your budget narrative might look like this:

Request \$300 for Supplies & Equipment:

<u>Item:</u>	<u>Cost:</u>	<u>Total:</u>
2 cribs	\$100/each	\$200
2 high chairs	\$ 50/each	<u>\$100</u>

Total requested for Supplies & Equipment: \$300

Money-saving Suggestions:

These may help maximize your grant funds so you can purchase more hands-on learning materials for the children.

Instead of a Bye-Bye Buggie, consider a double or triple stroller. They are much easier to handle and to store.

Instead of a large expensive bookshelf, would a basket or a bin in your quiet area be sufficient?

Instead of cubbies, could you design your own using crates or hooks?

If you are requesting the grant funds in other categories (Personnel, Contract Services, Travel, Space and/or Training) you must provide a breakdown for each of those as well. (See page 11 of the Request for Proposal for further explanation of funding categories)

Q: If I am funded, will I be able to purchase everything listed on my budget narrative?

A. While the committee does try to honor your budget requests, the final determination of what the funds will be spent on is based on the actual needs of the program as assessed by the Environment Rating Scales. The Technical Assistant (TA) working with your program will use these results to help you develop priorities of spending, which will take precedent over your initial requests. Sometimes you are funded less than initially asked for as well in which case you would not be able to purchase everything on your requested list.

Q: How do you determine who is funded?

A: All of the proposals submitted are considered by a Review Committee comprised of staff from Children & Families First, Department of Health and Social Services, Department for Children, Youth and Their Families, Department of Education, and the community at large. Selection is based upon a few different factors: points are assigned to each proposal reviewed based on clarity of the proposal, site visits prior to final award determinations, the program/provider's past history with the Office of Child Care Licensing and Purchase of Care, and the amount of money available.

MISCELLANEOUS QUESTIONS:

Q: How many pages does my proposal have to be?

A: Your proposal does not have to be a certain number of pages, just be sure to follow the format detailed on pages 7-11 in the RFP, and provide all of the information that is asked for. Make sure you attach a copy of your child care license and Purchase of Care verification (ex. Contract, monthly statement, POC Portal documentation) to your proposal as well. When you have put your entire proposal together, make 3 copies of the whole proposal. It is required that you submit one original and 3 copies (for a total of 4) of your grant proposal. Proposals become the property of the Division of Social Services and will **not** be returned.

Q: Does my proposal have to be typed?

A: Yes, you should be sure to type your proposal. You do not have to type the Proposal Cover Sheet, Form A, or Form B.

Q: What is an on-site assessment?

A: If your program is awarded a grant, you must agree to have CFF staff or a designee assess your program using the Environment Rating Scale, at the beginning of your award and 4-6 months later. Environment Rating Scales are used to assess programs with a focus on quality improvement. The following Environment Rating Scales are used for assessments:

- Infant-Toddler Environment Rating Scale - Revised (ITERS-R)
- Early Childhood Environment Rating Scale - Revised (ECERS-R)
- School-Age Environment Rating Scale (SACERS)
- Family Child Care Environment Rating Scale - Revised (FCCERS-R)

The scale used will reflect the setting and category of funding you applied for. For example, if you are a child care center applying for the

infant/toddler funding, the tool used will be the Infant Toddler Environment Rating Scale - Revised (ITERS-R).

Q: What if I have 3 classrooms that provide care for infants & toddlers?

A: Since we will be using the Environment Rating Scales, you will have to focus your grant funds on one of those classrooms. The results of the assessment will be used to help you prioritize your spending. If you have completed all of the recommendations for that classroom and have additional funds left, then you may use those funds for the other two classrooms that are within your category of funding.

Q: What is a management workshop?

A: A pre-approved workshop, related to the business aspects of the type of care your program reflects, ie, family child care, child care center, etc. The program director or family child care provider must attend a pre-approved management training in order to access all grant funds.

CHECKLIST!

Before submitting your grant proposal, have you...?

- Included 4 copies of the entire proposal - original plus 3 additional copies
- Attached a copy of your DelaCare license to each copy of your proposal
- Attached POC verification to each copy of your proposal

Be prepared to...

- Respond quickly to questions or requests for additional documentation.
- Answer any questions at the pre-award site visit.

For further information or clarification, contact:

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