



Competitive Grant Announcement
FY2017-18

Infant/Toddler Quality Enhancement Grant for Tier I Centers and Tier I Facilities

The Bureau for Children and Families, Division of Early Care and Education with the WV Department of Health and Human Resources is pleased to announce the availability of a competitive grant for licensed child care centers and facilities that are currently a Tier I status in the West Virginia Tiered Reimbursement Program. This grant will be made available by the West Virginia Department of Health and Human Resources (WVDHHR) through a contract with West Virginia Early Childhood Training Connections and Resources (WVECTCR) at River Valley Child Development Services.

Applications for the grant should be sent to WVDHHR, Division of Early Care and Education. Once approved, WVECTCR will distribute the grant funds to the selected applicant. Eligibility requirements include a regular license to operate through WVDHHR and having in place a provider services agreement through the local Child Care Resource and Referral agency. This grant opportunity is specifically available to Tier I child care centers and Tier I facilities that have current enrollment of children less than 36 months of age. The following procedures and guidelines have been established:

Infant/Toddler Enhancement Grant Procedures and Guidelines

1. The purpose of the Infant/Toddler Enhancement Grant is to assist Tier I licensed child care centers and Tier I facilities to enhance the quality of care provided for children under the age of 36 months and to move to a higher quality tier level as part of the WV Tiered Reimbursement Program.
2. Applications for the Infant/Toddler Enhancement Grant shall be considered without regard to race, color, sex, religion, age, disability or national origin of the applicant.
3. Applicants must have a regular license through WVDHHR to operate a child care center or facility to care for at least 7 children including infants and toddlers less than 36 months of age, have in place a Provider Services Agreement to care for children in the subsidy program through the local Child Care Resource and Referral agency, and have a program exemplifying primary care.
4. Licensed child care centers and facilities shall complete and submit an application with all required documents to WVDHHR, Division of Early Care and Education. The Infant/Toddler Enhancement Grant application will be evaluated and scored by the Division of Early Care and Education based on the components on the attached scoring chart.
5. Once the application has been approved, an award announcement will be sent by mail to the selected program. A requisition for a check is then submitted by the Division of Early Care and Education to WVECTCR. The grant check will be distributed by WVECTCR by mail in approximately 45 days pending availability of funds. All services provided, and items purchased must occur/be delivered by June 30, 2018
6. Any changes to the plan and/or purchase chart require prior written approval from the Division of Early Care and Education.
7. Original receipts for items purchased with the Infant/Toddler Enhancement Grant funds are to be saved and filed at the child care center for documentation of purchases. Submit a copy of all expenditure documentation (must match approved grant purchase chart) to Division of Early Care and Education by **July 31, 2018.**
 - Receipts for expenditures – all must be dated within the grant award period.
 - Itemized receipts - acceptable (legible) itemized receipt documentation must include: vendor name; date of purchase; item(s) purchased or service(s) provided; quantity purchased; and purchase price.
 - Packing slips/delivery confirmation/matching invoices – acceptable packing slips/delivery confirmations should verify date of delivery (initialed by receiver), delivery location, content(s) of delivery (verify content – initialed and dated by the person verifying contents). Matching invoice(s) must also be submitted with packing slip(s)/delivery confirmation.
8. All unspent grant funding must be returned to WVECTCR/RVCDS. Failure to return unspent funding may result in repayment of grant funding and/or ineligibility for future grant funding. Checks are to be made payable to River Valley Child Development Services.
9. Failure to comply with funding requirements will eliminate eligibility to receive a grant award in the following fiscal year and may require partial or full repayment of grant funding to WVECTCR/RVCDS.
10. The total amount of the Infant/Toddler Enhancement Grant per licensed child care center or facility may not exceed \$1,000.00.

11. Grant terms require that recipients apply for Tier II or Tier III quality status by January 30, 2019. The attached Quality Tier Application Agreement must be signed and submitted with this grant application.
12. A Division of Early Care and Education Specialist or designee may conduct an on-site visit to evaluate quality enhancements.
13. If the center or facility ceases operation within five years of receiving grant funds, all non-consumable resources must be returned to the Division of Early Care and Education.
14. Centers or facilities that have defaulted on previous grants will not be eligible for this grant. Default includes failure to submit appropriate receipts by deadline date, purchase of unapproved items, or any other failure to fulfill grant obligations.

RESTRICTIONS

1. Funds shall be expended in accordance with applicable State and local laws.
2. No funds shall be expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility. However, funds may be expended for minor remodeling and for upgrading child care facilities to enhance the quality of care.
3. Funds may not be expended for children over 36 months of age.
4. The purchase of outdoor play equipment with grant funds must meet ASTM standard F1487: Playground equipment used at the child care center must meet manufacturer standards for a public-use playground.
5. Grant funds may not be used for salaries or wages.
6. Grant funds may not be used for office supplies or for other administrative purposes not involving the care of children and families in the program.
7. Funds provided under grants or contracts to providers may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
8. The grant may not be used as the non-Federal share for other Federal grant programs.
9. The grant may not be used for accreditation fees as other assistance is available for that purpose.

Assurances and Certifications

All subaward grant recipients of WVECTCR must abide by Title 2, Part 200 (subparts B through D) of the Code of Federal Regulations (2 CFR 200), as well as any applicable WV Code, administrative rules, and/or Department policies.

Conflicts of Interest: The Grantee attests that it, its officers or members, employees, or subgrantees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner the performance of services. The Grantee further attests that during the performance of the Grant Agreement, the Grantee shall periodically question its officers, members and employees concerning such interests. Any such interest discovered shall be promptly presented in detail to the Department. The Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

Transactions with Affiliated Business Entities or Relatives: Grantee will make a full disclosure in writing to the Department any corporation, partnership, sole proprietorship, or other business entity of any kind which is a wholly or partially owned entity of the Grantee or whose relatives supply goods or services to Grantee or work for or provide services to Grantee.

Certification of Compliance with Environmental Tobacco Smoke/Pro Children Act of 1994: Grantee certifies compliance with Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the Grantee certifies that it will comply with the requirements of the Act.

Certifications Related to Lobbying: Grantee shall not endorse or support any candidate running for partisan political office. No federal or state funds under this Grant Agreement shall be expended to support any legislative lobbying efforts of Grantee related to specific legislation. Grantee shall certify that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, Grantee shall immediately complete and submit a disclosure form to report lobbying.

Civil Rights: Grantee shall comply with all Federal and State laws, rules and regulations that prohibit any unlawful discrimination or violations of civil rights. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) any other nondiscrimination provisions in the specific statute(s) under which application for Federal and State assistance is being made; and, (h) the requirements of any other nondiscrimination statute(s) which may apply to this grant.

INSTRUCTIONS FOR COMPLETING INFANT/TODDLER ENHANCEMENT GRANT APPLICATION

A competitive Infant/Toddler Enhancement grant will be used to assist Tier I child care centers and Tier I facilities in enhancing the quality of care for children less than 36 months of age and to move to a higher quality tier level as part of the WV Tiered Reimbursement Program. The deadline for grant applications is March 23, 2018. No applications will be accepted after the deadline date.

1. Grant applications must have all sections (Section I – Section VI) completed. Sign and date the application. Incomplete applications will not be considered.
2. Provide a detailed summary explaining how funds will be used to enhance the quality of care for children less than 36 months of age.
3. Provide a list of professional development (Section III) regarding infants and toddlers for all staff working with children less than 36 months of age.
4. Provide a detailed list of the vendors and items to be purchased along with the cost of each on the Purchase Chart (Section IV).
5. For minor repairs, if any, include the cost of the repair and who will complete the repair on the Purchase Chart (Section IV).
6. List each item for purchase and classify how it demonstrates improvement of quality in each appropriate category (Section V)
7. Read and sign the Quality Tier Application Agreement (Section VI) stating that you agree to the terms and conditions of the I/T Quality Enhancement Grant.
8. Return the complete application, including all required sections, to WVDHHR, Division of Early Care and Education no later than March 23, 2018. Applications may be mailed or scanned and emailed. Faxed copies will not be accepted.
9. Return a completed W-9 form for payee dated for 2018 with complete application.
10. Save and file at the child care center all original receipts for items purchased with this grant. Copies of all receipts, Purchase Chart and Summary of Outcomes are to be sent to WVDHHR, Division of Early Care and Education no later than July 31, 2018. These can be sent electronically. (See Procedures and Guidelines for complete instructions for receipts)



Infant/Toddler Enhancement Grant 2018
Application Form

Section I.

Program _____

Director _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Email _____ **FEIN#** _____

Telephone # _____ **Date program opened** _____

Number of infants, 0 to 24 months, enrolled _____ **Number of toddlers, 25 to 36 months, enrolled** _____

Is the center Tier II? _____ **Is the center nationally accredited?** _____ **Type of license** _____

How do you implement primary care? _____

Section II.

Fill out and submit the Overview of Plan for enhancing the quality of care for infants and toddlers.

Section III.

Fill out and submit the Staff Professional Development Chart for all staff working with children less than 36 months.

Section IV.

Fill out and submit the Purchase Chart with each item or service to be purchased with the Infant/Toddler Enhancement Grant, including the item number, the vendor, quantity and the cost of each item. This may include shipping and handling costs for the purchase.

Section V.

List each item for purchase and classify how it demonstrates improvement of quality in each appropriate category.

Section VI.

Read and sign the Quality Tier Application Agreement stating that you understand the terms and conditions of the I/T Quality Enhancement Grant 2018 and agree to apply for a higher quality tier level in WV's Tiered Reimbursement Program if awarded the grant funds.

Section VII.

If your center or facility receives an Infant/Toddler Enhancement Grant, the Outcomes Summary (Section VIII), is to be completed and returned to WV DHHR, Division of Early Care and Education with your Purchase Chart (Section IV) and copies of all receipts at the conclusion of your project by July 31, 2015. These may be submitted electronically.

Read the following statements and sign:

Everything that I have stated in this application is correct to the best of my knowledge. I understand that WVDHHR, Division of Early Care and Education will retain this application whether or not it is approved. I understand that I am required to provide copies of all receipts for purchases as requested by WVDHHR, Division of Early Care and Education.

Applicant's Signature _____ Date _____

The enclosed affidavit must be completed and returned with your application by March 23, 2018. No notary signature is required.

AFFIDAVIT

I, _____ of the _____ County in the state of West Virginia,

MAKE OATH AND SAY AS FOLLOWS:

1. That upon receipt of the Infant/Toddler Enhancement Grant funding, I plan to use these funds for their intended purpose by June 30, 2018.
2. The original receipts for items purchased with the Infant/Toddler Enhancement Grant will be saved, filed, and copies returned along with the Summary of Outcomes to the Division of Early Care and Education by July 31, 2018.

Applicant's Signature Date _____

Return application to West Virginia Department of Health and Human Resources, Division of Early Care and Education:

WV DHHR
Division of Early Care and Education
350 Capitol Street, Room B-18
Charleston, WV 25301

If you have any questions regarding these grant application materials, please contact Joyce Tucker at Joyce.m.tucker@wv.gov or by phone at (304) 356-4951.

Section II

Overview of Plan (You may add more pages if needed)

Provide an overview of your plan for enhancing the care of infants.

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Section VI.

Quality Tier Application Agreement

West Virginia's Tiered Reimbursement Program is a financial incentive that includes higher rates of reimbursement as part of the child care subsidy system. Licensed programs that meet higher quality standards of care may apply to receive these higher reimbursement rates. While Tier II is a set of state-specific quality standards, Tier III is equivalent to national accreditation by an approved accrediting body. Approved accrediting bodies in West Virginia are the National Association for the Education of Young Children (NAEYC) and the Council on Accreditation (COA). Programs approved for Tier II quality status receive \$2 above the base rate of pay for each child participating in the subsidy system, per day. Tier III programs receive an additional \$4 for each child, per day. Fees incurred for national accreditation are not covered as part of the Tiered Reimbursement Program or the Quality Tier Grant. However, several other sources of financial assistance are available for national accreditation applications. This includes Quality Support Services, a program in West Virginia that reimburses child care programs for half of all accreditation fees.

Recipients of the Infant/Toddler Quality Enhancement Grant 2018 are required to apply for Tier II or Tier III quality status by January 30, 2019. Grant recipients that apply for Tier II status and are not approved may receive mentoring services and apply a second time. Recipients that apply for national accreditation will not be penalized if denied accreditation. If approved for Tier II or Tier III quality status, programs will receive a bonus payment of \$1,500 in addition to the grant funds and any financial assistance used for accreditation fees. Please sign the agreement below as part of your Quality Tier Grant application:

I, _____, according to the terms and conditions of the Infant/Toddler Quality Enhancement Grant 2018 agree to submit an application for Tier II quality status or national accreditation by January 30, 2019. If an Infant/Toddler Quality Enhancement Grant 2018 is not awarded, this agreement is void. I understand that failure to submit an application to increase quality tier level following receipt of Infant/Toddler Quality Enhancement Grant 2018 will result in default of the grant and ineligibility for future grant funds.

Signature

Date

Section VII
Summary of Outcomes

Center Name Address	Director's Name
Date Submitted	
Describe the successes of the grant to enhance the care of infants/ toddlers.	

Agency Use Only

Infant/Toddler Enhancement Grant Scoring Chart

Center/Facility: _____ Date Received: _____

Item	Points Possible	Points Earned
Application is complete with all sections, documentation, W-9, and signatures	5	
Site has regular license, provider service agreement, Tier I and serves children less than 36 months of age	5	
Overview of Plan (Section II)	10	
I/T Professional Development Form (Section III)	20	
Purchase Chart (Section IV)	20	
Purchase Classification Chart (Section V)	30	
Quality Tier Application Agreement (Section VI)	10	
Total Points	100	

Notes:

<p>Agency Use Only</p> <p>Approved By: _____ Date: _____</p>
