



Child Care Resource Center

Division of Child Care Resource & Referral Region 1

Child Care Program Infant Toddler Enhancement Grant FY21 (ITEG FY21)

Purpose: To assist licensed child care centers, facilities, and registered family child care homes in enhancing the quality of their Infant and Toddler physical classroom and outdoor playground environment by acquiring safety compliant, high quality, developmentally appropriate equipment and resources.

Scope: Inclusive of all areas utilized by infants, toddlers, and their families in the child care program, with a priority being given to improvements in the quality of spaces used by children based on the *Infant Toddler Environmental Rating Scale -3rd Edition*[®].

Eligibility:

- All licensed child care centers, facilities, and registered family child care homes who apply must currently be caring for at least one subsidized child and a child up to 35 months. Provider Services Agreement (PSA) must be current.
- Program must have a regular license or certificate of registration for a minimum of two years.
- Must be located within Region 1's Child Care Resource Center counties: **Brooke, Hancock, Marion, Marshall, Monongalia, Ohio, Tyler, and Wetzell.**

General Guidelines:

- Infant Toddler Rooms in a child care center may request up to \$1,500
- Infant Toddler child care facilities may request up to \$1,000
- Registered family child care homes may request up to \$500
- All applications must be received in the **Morgantown office** by **Tuesday, June 1, 2021 by close of business, 4:30pm. Any application, including mailed applications, received after this deadline will be ineligible. Morgantown drop box applications will not be accepted after Tuesday, June 1, 2021 at 4:30pm.**
- Any playground equipment, surfacing, or fall zone materials must be compliant with WV Child Care Licensing Regulations and meet Consumer Product Safety Commission safety standards as listed in the "Public Playground Safety Handbook" found on the following website: <https://www.cpsc.gov/s3fs-public/325.pdf>. Proof of this must be provided with application. The CCRC grant committee will decide whether the provided information is enough for an informed decision to be made. Due to the timing of this grant, time will not be provided to allow for additional information to be submitted.
- Grants will be awarded one per child care program. In the case of an agency or owner that operates more than one site, each site may be eligible for a grant, but individual applications must be submitted.
- Previous Health and Safety Grant recipients of this fiscal year are eligible to apply for this grant.
- Any taxes and shipping fees the grant recipient want covered should be included in the application.

Restrictions for Usage of Grant Monies:

- Cannot be used to purchase item which restrict a child’s motor development (exersaucers, bouncy, etc.).
- Cannot be used for capital improvements. However, funds may be used for updating of playground equipment and proper installation, playground fencing, surface material, fall zone material).
- Cannot be used for consumables (art supplies, paper, paint), staff wages, office supplies, and other administrative purposes. Consumables are one-time use items or disposable items (PPE acceptable).
- Cannot be used to purchase technology, software, etc.
- Materials purchased are to be used at the program’s address listed in the application.
- Purchases must directly benefit the infants/toddlers and must remain in infant/toddler spaces.

Examples of appropriate purchases to consider for the grant are in the chart below.

Welcome area for families	Greenhouse/gardening project	Add natural elements to playground
Shade for infant/toddler playground space	Outdoor/Indoor art and/or music stations	Outdoor play equipment/ climbers/playground surfacing
PPE and Cleaning supplies due to COVID-19 Pandemic	Furniture and resources to create defined interest areas	Creating outdoor play space for non-mobile infants
Tier II approved curriculum	Sensory stations	Changing Tables
Unit Blocks and accessories	Playground fencing	Dramatic Play furniture
STEM Materials	Literacy and Language materials including furniture for quiet area	Age-Appropriate Fine Motor Manipulatives (non-choking hazard)
Evacuation Crib	Glider Chairs for adults to feed/rock infants	High chairs for feeding

Accepted Vendors (Walmart, Etsy & eBay are not approved):

Kaplan	www.kaplanco.com
Community Playthings	www.communityplaythings.com
Lakeshore	www.lakeshorelearning.com
Play with a Purpose	www.pwap.com
Discount School Supply	www.discountschoolsupply.com
Nature Explore	https://natureexplore.org/
Child Care Depot	http://www.childcaredepot.com
School Specialty	http://www.schoolspecialty.com
LOWES Home Improvement	
Home Depot	
Amazon (for PPE and Cleaning Supplies only)	http://smile.amazon.com

We will not approve the following vendors as they do not provide long-lasting, high-quality equipment:

Walmart

Etsy

eBay

Grant Application Grading System: All completed applications will be reviewed by a grant committee using a rubric. This committee reserves the right to award or deny any application, in part or its entirety, based on the availability of funds and items requested within the application. Funds are limited. Not all applicants will receive a grant award. Applications will be scored against like programs (i.e. Center vs Center, Facility vs Facility, etc.) Grants will be awarded based on demonstration of need as articulated by the applicant in the Plan of Action and intent for use of those funds to comply with regulatory requirements and meet higher quality standards. Photographs of your space are encouraged to be submitted with your application to show a need for items. In an instance where a decision must be made between programs, submission date will be considered.

Child Care Resource Center, a West Virginia Child Care Resource & Referral, is a program of Catholic Charities West Virginia, Inc. This program is presented with financial assistance as a grant from the WV Department of Health and Human Resources, Division of Early Care and Education.

Child Care Program Enhancement Grant Application Form

Please print clearly. **Any application that is not legible will not be considered for grant rewards.**

Program/Provider Name: _____

Director/Owner Name: _____ County of program: _____

Program Mailing Address: _____

Number Street Apt #. Suite #

City State Zip Code

Program Physical Address: _____

Number Street Apt #. Suite #

City State Zip Code

Email: _____ Applicants will be notified via this email.

Main Number: (_____) _____ Alternate Phone: (_____) _____

I am a (check only one): Registered family child care home Facility Child Care Center

Are you currently serving one (1) or more subsidized children? Yes How Many? _____ No

Do you currently care for infants 0 - 12 Months? Yes How Many? ____ No

Do you currently care for toddlers 13 – 35 Months: Yes How Many? ____ No

Total number of staff on site including owner/director: _____ Total number of classrooms: _____ or N/A

Read the following statements and sign to acknowledge your agreement to the statements:

Everything that I have stated in this application is correct to the best of my knowledge. I understand that the Child Care Resource Center, a West Virginia Child Care Resource and Referral agency, on behalf of WV DHHR and the Division of Early Care and Education, will retain this application whether or not it is approved.

I, _____, self-certify that:

Program Director/Owner (Please Print)

- Upon acceptance and receipt of these grant monies, I will use these funds for their intended purpose,
- I understand that based on the availability of funds, not all applicants will receive a grant award and my request may be approved in part or its entirety or not at all,
- I will provide copies of all receipts that show each item, price and payment for purchases by **July 30, 2021** or I may be ineligible for future grants available through the Child Care Resource Center CCR&R and other Division of Early Care and Education state grants,
- I will participate in a Technical Assistance visit by the Child Care Resource Center Quality Improvement Specialist or any other member of the Child Care Resource Center Professional Development team that the Quality Improvement Specialist recommends.

Applicant's Signature _____ Date _____

Return Application to the **Morgantown Child Care Resource Center CCR&R** by close of business on **Tuesday, June 1, 2021**. Any questions can be addressed by emailing CCRC@wv.gov or calling your local CCRC.

GRANT RECIPIENTS WILL BE NOTIFIED BY JUNE 11, 2021.

Child Care Program Quality Enhancement Grant Plan of Action

If additional space is needed, please add an additional page and indicate continued section on new page.

Provide a description of your **plan for implementing program enhancements** including goals, action steps, and expected outcomes.

Implementation Strategy:

Goals:

Action Steps:

Expected Outcomes:

Describe **how the requested items will support and improve the quality** of the physical indoor and/or outdoor environment. Please **include all items you have included on the QEG FY20 Purchasing Chart**.

Please fill out the Purchase Chart that was included in the email – Excel Spreadsheet

Application Acknowledgement Form

Applicant must fill out this form in full to be considered eligible for the grant. Form must accompany application.

Dear Provider:

In the circumstance your program is awarded funds from the **Quality Enhancement Grant FY21 (QEG FY21)**, you must acknowledge and agree to the following requirements in advance. This form is to be completed by the owner or director of the child care program. We recommend you make a copy of this form before submitting your application to keep for your records. Please initial where indicated beside each statement and sign below. Any item left blank will eliminate your application from being considered.

- Any changes of items requested on the original application will have to be submitted to CCRC in writing for approval before a different purchase can be made. If the original item requested is no longer available, had a price change or a substitution for the item is needed, an approval from the CCRC Director is required. The original grant amount will not increase based on a product no longer being available/change in price/substitution. A copy of your Purchase Chart will be supplied to you.
_____ (provider's initials) ***Deadline for replacement request submission is **June 30, 2021*****
- I understand that the monetary award from this grant may only be used to purchase the approved items listed.
_____ (provider's initials)
- Original or Copies of all Original receipts** must be supplied verifying that the full amount of your grant was used to purchase the items requested on the original application and must be submitted to CCRC by **July 30, 2021**. Each receipt must include the approved item(s), item price(s) and total for the order. Emailed online shipping confirmation receipts will be accepted via email forward as long as each approved item, item price and total for the order is visible. Failure to do so may result in your program returning all monies to the Child Care Resource Center that do not have receipts. Program will be ineligible for future grants from CCRC and from the Division of Early Care and Education. Use of items purchased must be for their intended use according to the application. *Consumable (one use/disposable) items will not be approved if included in application (PPE is acceptable).
_____ (provider's initials).
- If any grant money is unused, it will need to be returned to CCRC via check. The amount to be returned will be shared with you after we have received all receipts. **DO NOT submit a check prior to us communicating your amount to be returned.**
_____ (provider's initials)
- I understand that by accepting these funds, I will give permission for a Child Care Resource Center Professional Development Team member to enter my program to provide technical assistance and see how the quality enhancement grant funds are being utilized within the year.
_____ (provider's initials)
- I understand that failure to abide by these rules will result in repayment of all grant funds and denial of future grant approvals.
_____ (provider's initials)
- The information within my application is correct to the best of my knowledge. I understand that the grants are awarded based on the availability of funds. I understand that I may not purchase items until I receive approval from CCRC as my application may be denied, not receive funding, or only a portion of the funding provided.
_____ (provider's initials)

By signing below, I verify that I agree to the terms listed within this document.

Signature of Provider

Printed Name of Provider

Date

Signature of Child Care Resource Center Representative

Printed Name of Child Care Resource Center Representative

Date Application Received

Thank you for your cooperation!

Brittany Lucci, CCRC Program Director

Cathy Knox, CCRC PD Team Supervisor

Kelly Coen and **Kalie Perdue**, CCRC Child Care Coordinators

Marcyjo Evans, Quality Improvement Specialist

Chrissy Pownell, Infant Toddler Specialist

Child Care Program Enhancement Grant Checklist

Submission dates	Through Tuesday June 1, 2021
Submission Deadline	Tuesday June 1, 2021 by 4:30pm
Grant Recipients notified by email	By June 11, 2021
Checks mailed	Week of June 15 th , 2021
Item substitution requests due by	June 30, 2021
All receipts due	July 30, 2021

All applications must submit the following:

- _____ Completed Application Form, Application Acknowledgement Form, & this Grant Checklist
- _____ Completed Plan of Action: including ___goals, ___action steps, and ___expected outcomes, ___support/quality
- _____ Completed Purchase Chart(s) (Excel worksheet allows you to enter data and it will total it for you)
- _____ Copy of Child Care License/Certificate of Registration
- _____ Copy of CURRENT Provider Service Agreement (PSA)
- _____ Copy of Child Care Center Director’s WV STARS Career Pathway Credential Certificate (not FCC applicable)

To earn additional points towards your overall score on the grant grading system please submit:

- _____ Copy of registered family child care home or facility owner/administrator’s current WV STARS Career Pathway Credential Certificate. (Not number assigned as a registry participant. This is an actual certificate for doing the full credential with WV STARS)
- _____ Tiered Reimbursement Certificate: Copy of current certificate showing Tier II status or NAEYC/NAFCC Accreditation (Tier III status)
- _____ Copies of a Certificate of Completion for each currently employed staff member who has attended any/all of our module series trainings; WVIT I, WVIT II, Mind in the Making, WV Elements of Family Child Care, and/or Early Childhood Positive Behavior Supports.

Has your program participated in Technical Assistance with one of the following services from the Child Care Resource Center (CCRC)?

- **Quality Improvement Specialist** (between 2018-2019) Yes No
 - Name of your staff member: _____
 - Name of the CCRC Specialist: _____
- Long Term Technical Assistance from an **Infant Toddler Specialist** (in the last 3 years) Yes No
 - Name of your staff member: _____
 - Name of the CCRC Specialist: _____
- Utilized the TRAILS Van (in 2019) Yes No
- Do you or one of your currently employed program staff have the WV Training Certificate in Early Care and Education (WVTCECE) available through WV STARS for obtaining 120 hours of training in five years?
 - Yes No
 - If yes, please attach a copy of the WV Training Certificate in Early Care and Education

All applications must be received no later than Tuesday, June 1, 2021. Submit applications in the following ways:

Mail: Child Care Resource Center, 965 Hartman Run Road, Suite 1103, Morgantown, WV 26505

Morgantown Drop Box: Child Care Resource Center, 965 Hartman Run Road, Suite 1103, Morgantown, WV 26505

Email: CCRC@wv.gov Application and forms should be in PDF format. Excel worksheet submitted as excel doc. Subject line must say: **“QEG FY21”** with your program name/FCC Owner Name

For example: QEG FY21 ABC Learning Center

If you printed your application on 2-sided paper and are scanning, please be sure to include both sides.