# DCF Application Form

**Use of form:** Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your application. Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

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| |  |  |  | | --- | --- | --- | | Application #  437002-G21-0001688 | Title  Preschool Development Grant Birth through Five (PDG B-5) Lead Remediation Initiative Contract | | | **Request for Applications:**  The Wisconsin Department of Children and Families (DCF) Division of Early Care and Education (DECE) was awarded a Preschool Development Grant (PDG) to expand Early Care and Education (ECE) initiatives throughout the state. One such initiative is to address clean water needs in ECE centers, specifically to reduce lead exposure. Providers may apply for funds needed to address clean water needs. This contract is to outline the responsibilities of the selected vendor to, award grants to providers applying for funds to reduce lead exposure in water.  DCF is soliciting applications from a single organization/company (e.g., counties, non-profits, for-profits, etc.) to identify, evaluate, and award Lead Remediation funding to ECE providers who demonstrate the need for funding to provide clean safe drinking water to children accessing ECE services. This funding can reduce children’s overall exposure to lead by addressing clean water needs in ECE centers. This funding will achieve two main objectives:   1. Reduce number of children exposed to lead 2. Improve DCF understanding of infrastructure and facility needs | | | | **Contract Term:**  The anticipated contract start date is November 1, 2020. Contract will conclude on October 31, 2021, subject to continued federal grant award periods. Two optional one-year contract renewals may be exercised, subject to funding availability. Award of initial contract term does not guarantee renewals. | | | | **Budget:**  The total amount of funding for the Lead Remediation project is $250,000 with an administrative overhead cap of ten percent (10%). Applicants must provide a detailed line-item budget identifying how they will provide the services outlined in this request without exceeding the amount of $25,000. Additionally, all applications should include a budget narrative that describes the line-item expenditures. The submitted budget should be developed for the time period of November 1, 2020 through October 31, 2021. Budgets for one-year renewals will be requested from the applicant if renewals are exercised. | | | | **Program Objective:**  The Department will contract with the selected vendor to distribute Lead Remediation funds to ECE providers or contractors to provide filter installation and maintenance, lead fixture replacement, lead service line replacement, bottled water, or clean water filling stations at ECE centers with underserved populations. The vendor will work with the Department to develop an application process through which childcare providers who demonstrate a need could receive up to $10,000 for clean water needs. Providers must provide the selected vendor with the following information:   1. Population served, including number of children and if any underserved populations. 2. Need for water remediation or mitigation strategies, including any information on positive water contamination tests. 3. How funds will be used for remediation or mitigation strategies. 4. Detailed budget including labor costs, number of filters, and other associated costs. 5. Justification of strategy for addressing the need   In collaboration with the Department the selected vendor will develop an application template that childcare providers can use to apply for funds authorized under this program and design an automated approach to receiving all applications and distributing awarded funds to approved providers. | | | | **Minimum Requirements:**  Minimally qualified applicants will have the organizational capacity and documented experience to develop a comprehensive outreach effort, grant application process, funding distribution process, quality assurance / verification process, and reporting process. | | | | **Application Requirements:**  In your application, please submit the following:   1. No more than four-page narrative indicating how you will provide the following functions for the entirety of the grant period:    * **Identification** of potential ECE providers who would benefit from Lead Remediation funds.    * **Specific outreach efforts** that would be utilized to promote the Lead Remediation project and how it can benefit children.    * **Creation of a Lead Remediation application process** including the development of an application instrument (i.e. form)to create a user-friendly process for families and providers to apply for Lead Remediation funds to remove existing lead exposure and ensure clean safe water in the ECE facilities.   How will the Lead Remediation application process will be developed in collaboration with the Department and include the following questions?   * **Population Served**   + Number of children served   + Number of employees   + Any nursing or pregnant employees (Y or N) * **Need for water remediation or mitigation** (narrative response) * **Remediation or mitigation strategy** (i.e. how would funds be used)   + Installing water filters   + Replacing water filters   + Replacing lead fixtures   + Replacing lead service lines   + Providing bottled water   + Providing clean water filling stations   + Other: * **Detailed budget information around request for funding** (see example below)  |  |  |  | | --- | --- | --- | | Item | Notes | Cost | | *Ex. Point of use filters* | *Ex. 3 sinks will receive a $42 filter* | *Ex. $126* |  * **Justification of strategy proposed to remove or mitigate lead exposure** (narrative response)   + **Development of process to distribute funds** to awarded ECE facilities. Please describe what process you would use to award funds either through manual or automated processes.  1. No more than 2 pages outlining a program monitoring, evaluation, and reporting plan. Detail how you will monitor and evaluate the program success and report on program specifics such as deliverables reached, strategies used, barriers encountered. Some activities may include:  * Developing a well-documented report process to provide the Department with monthly updates of Lead Remediation funds awarded. * Developing a comprehensive process to verify the reported need for Lead Remediation or Mitigation as described in ECE applications for funding. * Recruitment, training, and supervision of high-quality staff to work on this project. * Monitoring of Lead Remediation funds to ensure all expenditures are reasonable and appropriate as outlined by the grant funding requirements. * Developing a monthly funding report to be provided to the Department to show the amount of funding distributed to ECE providers.  1. No more than two (2) pages outlining how you could expand on this initiative if given the opportunity to extend the contract beyond the initial contract term. If not given the opportunity to expand beyond the initial contract term, explain how you would ensure the sustainability of progress made during this contract by leveraging existing partnerships or your organization’s existing structure. 2. Complete a cost proposal for the workplan you are proposing within the initial contract term and funding for this project. Use the attached cost proposal template (Exhibit 1). With your cost proposal include a budget narrative that provides detail supporting your costs.   All four (4) sections must be answered in your application to be evaluated and considered for the contract.  **Direct all questions about the application to David Timmerman,** [david.timmerman@wisconsin.gov](mailto:david.timmerman@wisconsin.gov)  **Submit completed applications to** [**DCFProcurement@wisconsin.gov**](mailto:DCFProcurement@wisconsin.gov) **on or before the due date and time.** | | | | **Evaluation:**  Applications will be evaluated through a point scale given to the four (4) individual application sections based on the program requirements (objectives) listed. Applications will be evaluated and graded by a team of evaluators. The applicant with the highest overall score from the compiled sections will be awarded the contract. Applicants who do not meet the eligible applicant requirements will be automatically disqualified. | | | | Issue Date  October 15, 2020 | | Due Date  October 29, 2020 by 2:00 PM | | | |
| DCF Contact Name  Luke Reible | DCF Contact Phone  608-422-6389 | DCF Contact Email  dcfprocurement@wisconsin.gov |
| Grantees will be expected to sign a contract. Most will be signing the DCF Standard Contract. For situations where the Standard Contract is not required, the DOA Standard Terms and Conditions will apply. Both can be found on our DCF Grant Opportunities Page. <https://dcf.wisconsin.gov/doingbusinesswith/applications> | | |

## APPLICANT INFORMATION

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| Legal Applicant/Organization Name | | | Telephone Number |
| Applicant Contact Name | | | DUNS Number |
| Applicant/Organization Mailing Address (Street, City, State, Zip Code) | | | |
| Applicant Contact Email Address | | | |
| **We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.** | | | |
| Name of Authorized Company Representative: | Title of Company Representative: | Phone of Company Representative: | |
| Signature of Company Representative: | Date Signed | Email of Company Representative: | |