# Attachment A: Child Care Licensing Assistance Program

**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-G23-0002068 | TitleChild Care Licensing Assistance Program |
| **Request for Applications:**The Child Care Licensing Assistance Program is an opportunity to support child care providers in the Northern and Western regions of Wisconsin who are interested in pursuing licensure. It will involve administration of a grant program to prospective licensees in the two regions, along with provision of support services and communications/outreach tasks.  **Background & Problem Statement:** The Northern and Western regions of Wisconsin, including rural and tribal communities, lack an adequate supply of licensed child care to meet the needs of children, families, and communities. To address this issue, the Joint Committee on Finance recently approved $2.5 million in American Rescue Plan Act (ARPA) funds to assist unregulated child care providers to become regulated, including, but not limited to, assistance with licensure fees, background checks, compliance with regulations, and training and certifications. The motion requires DCF to focus the grant program in the [Western and Northern licensing regions](https://dcf.wisconsin.gov/cclicensing/contacts) of the state. The funding will be available through June 30, 2024.      |
| **Activities and Deliverables Required of Grant Recipient:** Main Activity: Administer a subgrant program targeting all unlicensed child care providers (family, group and day camps) who may apply for subgrants administered by the awarded grant vendor(s). Eligible providers include unlicensed programs (family, group and day camps), and certified family programs. Providers who are in the pre-licensing phase will also be eligible. Additional details regarding activities and deliverables are listed below:  * Selected vendor(s) will be responsible for developing a subgrant application process, in conjunction with DCF, which will include:
* Drafting and releasing the subgrant application
* Drafting thresholds for application approval
* Developing a thorough and detailed list of allowable and unallowable expenditures (in collaboration with DCF) to guide providers in their applications for subgrant funds
* Providing technical assistance to ensure applicants’ requests for funding and expenses are allowable, suitable and meet the grant program’s goal of increasing licensed providers in each region.
* Determining eligibility as applications come in (rolling acceptance process), including ensuring that all expenses presented in applicants’ budgets are allowable
* Issuing subgrant funds to applicants as they submit invoices or receipts for purchases of approved items and services listed in their budget
* Monitoring and reporting on subgrantees’ spending of funds
* Following up to ensure subgrantees’ expenditures follow submitted budgets (from their applications), grant rules, and licensing regulations
* Vendors may offer
* Technical assistance for providers on matters related to business start-up, administration, personnel, programming, etc.
* Support in connecting applicants to existing resources such as the Wisconsin Early Education Shared Services Network (WEESSN), the Wisconsin Registry, and additional trainings/services.
* Programming with the goal of attracting unregulated providers to learn and grow their business practice, as long as programming includes information about the benefits of licensure
* If programming is not filled by unlicensed providers, space may be made available for Wisconsin regulated providers and/or in-state community members/organizations to participate in these offerings. Vendors should make a good faith effort to ensure majority of participants in such programming are unlicensed providers.
* The vendor shall plan and implement ongoing communication and outreach to raise awareness of the project.
* The vendor shall administer the program using an equity lens to ensure grant services are accessible to all community members, and particularly to underserved populations including tribal communities.
* Vendor(s) will be required to submit monthly reports for the duration of the grant period on the number of unlicensed providers reached through communication and outreach; program inquiries received; subgrant applications received, awarded, their amounts and spending status; provider types; new licenses attained by applicants; and financial reports of other expenses like administration, programming, communication, and outreach for the program.
* All vendor and subgrantee fund expenditures must comply with federal funding restrictions on capital expenses (e.g., funds cannot be used to purchase land or vehicles) and significant renovations (e.g., cannot change the purpose or footprint of the property). It is the responsibility of the vendor to ensure that subgrantees do not violate these terms.
* Funds must be liquidated by June 30, 2024.
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| **Eligible Applicants:** Any organization that is not currently licensed to offer child care in Wisconsin. Requirements for the Grant Administrator(s) include, but are not limited to:* Experience administering a grant program, including the ability to describe each process in the administration.
* Experience with contract administration, including making payments in a timely manner to child care providers or other businesses.
* Experience running a clear and transparent grant process, including soliciting applications, evaluating applications, and making final awards.
* Regional presence in child care/education, economic development, workforce development, or other community support.
* Working relationships with child care providers and other agencies engaged in supporting them.
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| **Contract Term:** The anticipated contract start date is November 1, 2022 and will conclude on June 30, 2024, subject to continued federal grant extension period. All work must be completed during this time.  |
| **Budget:** The total amount of funding for the Child Care Licensing Assistance Program is $2,500,000. The Northern Region will receive an initial allotment of $875,000 and the Western region will receive $1,625,000. DCF reserves the right to reallocate funds from one region to the other at any time based on their success in spending funds to administer subgrants and provide services to applicants. One Child Care Licensing Assistance Program administrator will be selected for each of the Northern and Western Child Care [Regions](https://dcf.wisconsin.gov/cclicensing/contacts).  |
| **Program Objectives:** The goals of this grant are, in order of importance, to:  1. Increase the number of licensed child care providers in the Northern and Western licensing regions.
2. Support prospective or newly licensed child care providers’ start-up and long-term sustainability and connect them to services available.
3. Increase public awareness among providers, families and community of the benefits of licensed child care.
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|  **Reporting Requirements:** Applicants will be expected to report the following information monthly and submit a final report at the end of the grant:  * Unduplicated number of child care providers/programs served and number of child care programs obtaining licensure.
* Amount of funding distributed through subgrant program, including number of awards and total amounts by county.
* Lessons Learned/Challenges to be Addressed.

Additional measures may be negotiated and dependent on the program.    |
| **Application Requirements:**In your application, please include a plan that addresses questions 1 through 10 (maximum 30 pages). Application responses should be submitted in a separate Microsoft Word document from this application with 11 point, Roboto font, single-spaced, 1- inch margins on top, bottom, left and right. Answers should be numbered with corresponding requirements (1-10) listed below:1. **Overview (20 pts):** Provide an overview explaining why your organization should be selected for the activities highlighted above. Describe how your organization applies an equity lens to ensure that all programs, including this one, are accessible to all community members, and particularly to underserved populations.
2. **Target Population: (20 pts)** Describe your organization’s experience working with Early Care and Education (ECE) providers, including licensed and unlicensed center-based and family child care programs and day camps. Describe your agency’s knowledge of or ability and willingness to immerse itself in Northern and Western region-specific ECE-related challenges. Further, describe your agency’s involvement in or knowledge of existing regional child care networks and how you might leverage them for this program. Include reference to how your organization will engage Wisconsin’s sovereign American Indian tribes and tribal child care providers.
3. **Early Care and Education Expertise: (20 pts)** Describe your organization’s knowledge of and involvement with the Early Care and Education System, including workforce issues, program quality, training requirements, licensure, USDA Child and Adult Care Food Program, budget development, Wisconsin Shares subsidy program, etc.
4. **Capacity Building (20 pts):** Describe your organization’s experience supporting child care capacity-building initiatives. What were the goals of past capacity-building projects? What internal resources would you leverage to support recipient individuals/ organization(s), and what external resources would you draw on (if any)? How will you identify the coaching and technical assistance needs of the recipient individuals/ organizations? How will you incorporate sustainability of participants’ learning into your coaching or technical assistance provisions? Further, please describe any organizational experience with supporting, training, and mentoring/coaching ECE programs in their understanding and mastery of financial and administrative tasks associated with starting up and running an ECE business.
5. **Grant Management (20 pts):** Describe your organization’s experience with administering grant funding. Include your experience developing and implementing policies and procedures that address eligibility, application, award, and review/evaluation of compliance.
6. **Communication and Outreach (20 pts):** How will your organization identify community members interested in becoming licensed for this program? How will your organization promote the value of licensure to community members and unlicensed programs? Describe your organization’s experience working in partnership with DCF and/or other communication professionals (internal and/or external) to plan and implement an ongoing communication and outreach campaign to raise awareness of the project among child care providers, community members, and families.
7. **Activities (20 pts):** Detail the major activities you anticipate completing in order to achieve the objectives of this project, including but not limited to the grant subaward application and award process, outreach to potential participants, and providing technical assistance. Activities should be written as SMARTIE (Specific, Measurable, Achievable, Relevant, Time-Scaled, Inclusive, Equitable) objectives and deliverables.
* Specific and Measurable: Define how many unlicensed providers you anticipate serving; the impact on providers/programs served; how many partners will be engaged; and number of services connected to ECE programs.
* Achievable: Describe why you believe you can achieve each activity (consider your experience, your relationships, other strengths, and resources you bring to the implementation of the activity, etc.)
* Relevant: How will local needs be identified and how do you plan to address those needs.
* Time-Scaled: Detail how you will achieve the objectives within the specified timeline.
* Inclusive and Equitable: Describe how services will be targeted towards underserved populations.
1. **Collaboration (10 pts):** Describe how you will collaborate with other organizations, groups, networks, businesses, etc. to support the goals of the project.
2. **Work Plan (20 pts):** Please describe the approach you would take to develop a workplan for this effort. Please provide relevant example of workplans you have completed in the past to manage goals and outcomes, activities, responsibilities, costs, and evaluation/reporting.
3. **Budget Response and Form (30 pts):** Describe how funds will be used for greatest impact. Include a description of current resources, both financial and personnel, available for the project. Include estimated cost to be passed through to child care providers, support programming costs, and administrative costs. Attachment B – Cost Proposal must be completed for your application to be accepted. Please fill out the corresponding tabs for which region you’re applying for, or all tabs if you’re applying for both regions.

**Notes:** * Per the grant proposal request, capital expenditures such as land, construction, buildings, vehicles are not allowed to be purchased with Licensing Assistance Program funds. These items, however, are not precluded from the activities if non-Licensing Assistance Program funds are supporting them.
* Applications must use the provided Budget Form. Using the form, detail the costs associated with your plan that funding will directly support.
* If applying to administer the program in both regions, please provide a separate budget for each region.

All 10 sections must be answered in your application to be considered for the Unregulated Provider Assistance project.    |
| **Evaluation:**Applications will be evaluated through a point scale given to the 10 individual application sections based on the Application Requirements listed. Applications will be evaluated and graded by a team of evaluators. The applicant with the highest score in each [region](https://dcf.wisconsin.gov/cclicensing/contacts) (Northern and Western) will be selected.  |
| Issue Date**July 29, 2022** | Due Date**August 19, 2022 by 2:00PM**  |

 |
| DCF Contact NameLuke Reible | DCF Contact Phone608-422-6389 | DCF Contact Emaildcfprocurement@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. Some awarded applicants may be asked to establish their financial stability. Samples of all 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:      |