



Notice of Grant Opportunity

Eligible Grantees: Public Institutions of Higher Education	
Project Title:	Grants to Establish or Expand an On Campus Child Care Center Round 2
Issue Date:	October 8, 2020

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The Department of Social Services hereby requests a proposal from the above referenced grantees in response to this Notice of Grant Opportunity (NGO) to **Establish or Expand an On Campus Child Care Center**

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1 Project Summary

1.1 The mission of the Missouri Department of Social Services (Department) is that “We will lead the nation in building the capacity of individuals, families, and communities to secure and sustain healthy, safe and productive lives”.

CD desires to make child care services available on campuses of higher education (hereinafter referred to as CCHE or program) through a one-time grant with public institutions of higher

1.2 education (hereinafter referred to as “grantee”).

The purpose of the NGO is to set forth the terms and conditions for the funding of the CCHE grant.

1.3 Implementing a CCHE program will improve the quality and availability of child care and early education programs. The CCHE supports the Department’s goals of supporting and strengthening child care access to

1.4 families receiving childcare subsidy and Temporary Assistance for Needy Families (TANF) to access safe and affordable child care to allow parents to work or pursue education/training.

CD will invest up to **\$4,800,000** for the CCHE program to be awarded to multiple grantees from the date of award through October 31, 2021. No additional funding will be available beyond the end of the grant period.

1.5

Program Expectations

2 General

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2.1.1 The grantee shall provide CCHE to increase child care access to families eligible for child care subsidy, students attending the grantee’s program and faculty/staff of the grantee’s institution.

2.1.2 The grantee will establish or expand a campus based or near campus child care center serving twenty or more children ages 6 weeks to five years.

2.1.3 The grantee will ensure that the center is licensed by the Department of Health and Senior Services, Section for Child Care Regulations prior to serving children in the child care setting.

<https://health.mo.gov/safety/childcare/>

2.1.4 The grantee will contract with DSS to accept federal and state child care subsidy payments for eligible children. <https://dss.mo.gov/bids/> for Licensed Provider Child Care Subsidy Agreement

2.1.5 The grantee must make information on the child care subsidy program available to all families enrolling in the center and must ensure program services are sensitive to cultural, ethnic, religious, and diversity issues, including appropriateness of staff, materials, and approach.

- 2.1.6 At a minimum 30% of total capacity of child care slots will be for children eligible for child care subsidy.
- a. The children of students attending the grantee's institution, who are eligible for child care subsidy and enrolled in the grantee's program, shall count toward the total required for child care subsidy.
- 2.1.7 Upon award the grantee and its personnel will meet with the Department quarterly through the duration of the grant at the designated site or campus and additional meetings as requested.
- 2.2 Program Design and Deliverables:
- 2.2.1 The goals of the CCHE project through institutions of higher education is to:
- Increase the number of child care slots in centers that provide quality of care and education that children receive while away from the primary caregiver;
 - Increase access for low-income families eligible for child care subsidy; and
 - Promote community connections to increase awareness and use of available resources and services that support healthy, safe, and nurturing care for children.
- 2.2.2 The CCHE centers shall offer strategies to support center directors to design a schedule for staff and groups of children that promotes stable relationships, fosters positive learning experiences, and facilitates infant and toddler attachment to a limited number of caregivers/teachers.
- 2.2.3 Grantees shall promote center teachers to obtain a Child Development Associates credential through scholarship programs offered through the Children's Division's Early Childhood Quality Initiatives.
- 2.2.4 Grantees may participate in the Children's Division Early Childhood Infant and Toddler Specialist Network, where available.
- 2.2.5 The grantee shall utilize the Departments electronic time and attendance system, CCBIS, as outlined in the Licensed Provider Child Care Subsidy Agreement.

3 Funding

3.1 General

- 3.1.1 The Department reserves the sole right to:
- a. Reduce the amount of funding requested at the time of award;
 - b. Reduce or discontinue future funding contingent on progress made toward meeting program expectations and/or outcomes; and
 - c. Increase or decrease funding based upon availability of funds for the program.
 - 1) The Department shall notify the grantee in advance of any increase or decrease in funding.

3.2 Allowable Expenditures

- 3.2.1 Federal regulations prohibit Child Care and Development Funds to 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 assure that providers meet State and local child care standards, including applicable health and safety requirements.
- 3.2.2 The grantee may utilize funding for:
- a. Minor renovations or upgrades to meet DHSS Child Care Center Licensing Requirements. May include adding additional sinks, toilets, kitchen appliances, meal preparation area, diapering areas.
 - b. Developing secure play area with fencing;
 - c. Indoor and outdoor play equipment, books, rest mats/cots, furnishings for classrooms, meal preparation and serving items;
 - d. Computers, Wi-Fi availability, phone systems, cameras;

- e. Emergency preparedness items and first aid kits;
- f. Personnel recruitment, training, criminal background screenings, and up to one year of salaries and benefits for center personnel to be paid during the grant year; and
- g. Other items as approved by the Department.

3.3 Invoicing/Payments

3.3.1 Upon receipt and approval of a properly prepared invoice, the Department shall pay the grantee in accordance with the following:

- a. The grantee shall invoice the department for one-fourth of the approved grant allocation upon receipt of the approved and signed grant award notice from the department.
- b. By the last day of each of the quarter of the grant allocation with written confirmation from the grantee the quarter's defined milestone has been met, the grantee shall submit an invoice for one-fourth of the total grant allocation.
- b. The grantee shall only invoice for applicable services as specified herein and shall not invoice for more than the total allocation as stated in the grant award.
- c. The grantee shall repay to the Department all amounts received from this NGO for any purchase or expenditure for which:
 - 1) The grantee cannot demonstrate expenditure within the requirements of the NGO;
 - 2) There is not adequate verification and full documentation by the grantee's records.
- d. If the grantee is overpaid by the Department, upon official written notification by the Department, the grantee shall:
 - 1) Provide the Department with a check, payable as instructed by the Department, in the amount of such overpayment at the address specified by the Department, or
 - 2) As requested by the Department, deduct the overpayment from future invoices.
- e. No other payments or reimbursements shall be made to the grantee other than those specified herein.

3.3.2 The grantee must submit on grantee's original descriptive business invoice form and must use a unique invoice number with each invoice submitted to the address shown below. The invoice shall claim reimbursement for having achieved the milestone has defined in the grantee's budget.

3.3.3 The Department reserves the right to audit all records related to the grantee's performance under the NGO for a period of five (5) years from the expiration date of this agreement.

3.3.4 The Department shall have no obligation to pay any invoice submitted after the close of the grant period.

3.3.5 Invoices must be submitted to:

By Mail To:

Department of Social Services, Children's Division
 Early Childhood and Prevention Services Section
 P. O. Box 88
 Jefferson City MO 65103

OR

By E-Mail To:

Cindy Burks
Cindy.Burks@dss.mo.gov

4 Proposal Submission

4.1 General

4.1.1 The grantee should submit its proposal to the Department by close of business on October 28, 2020.

- 4.1.2 The proposal must include the name, address, phone number and electronic mail (e-mail) of the grantee's primary contact person for the program.
- 4.1.3 The proposal must be submitted to:

By Mail To:

Department of Social Services, Children's Division
Early Childhood and Prevention Services Section
P O Box 88
Jefferson City MO 65103

OR

By E-Mail To:

Cindy Burks
Cindy.Burks@dss.mo.gov

4.2 Proposal and Budget:

- 4.2.1 The grantee's proposal shall describe how the grantee proposes to address the expectations and requirements of the CCHE program. Proposal shall include:
- a. Primary contact for the program and their contact information;
 - b. Project name, location and address of proposed center;
 - c. Brief summary of how grant project aligns with the institution's mission, values and priority focus;
 - d. How your institution is best positioned to establish a child care center and sustain its operation;
 - e. Renovations or upgrades to proposed location to meet health, safety and sanitation requirements;
 - f. Number of children to be served by age group and the number of groups of each age to be served;
 - g. Hours and days of operation;
 - h. Plan for soliciting enrollment of subsidy eligible families;
 - i. A plan for how the center will be sustained once operational, include marketing plan, staffing plan and operational budget to include rates to be charged to private pay children. See <https://apps.dss.mo.gov/childcarerates/> for subsidy rates for the county in which the institution is located.
 - j. If grantee plans to sub-contract out the oversight and management of the center, include details on sub-contractor and how the institution will provide oversight to ensure compliance with state licensing regulations and child care subsidy agreement.
- 4.2.2 The grantee's Budget shall include
- a. Personnel Costs – salaries/fringe benefits (for the grant period)
 - b. Contractual Services;
 - c. Project Supplies;
 - d. Capital Assets and Equipment;
 - e. Training Costs (for onboarding of center staff)
 - f. Travel;
 - g. Other;
 - h. No Indirect Costs
- 4.2.3 Grantee shall provide a detailed budget narrative;
- 4.2.3 Grantee shall define three significant milestones for completion of the project to be used for invoicing purposes.
- 4.2.4 The grantee's proposal shall be subject to the final approval of the Department. The Department reserves

4.2.5 Questions regarding this NGO should be submitted to Cindy Burks, (573-751-6793 or by email: Cindy.Burks@dss.mo.gov)

Attachment 1: Number of Children Approved for Child Care Subsidy by County

Attachment 2: Process for calculating child care subsidy by child – rate, sliding fee, co-pay and incentives