**Grant Request**

**TANF PRESCHOOL**

**PARTNERSHIP GRANTS**

**PROPOSALS DUE: April 22, 2016**

**Proposal Issue Date: March 21, 2016**

**Proposal Award Notification Date: May 13, 2016**

**Proposal Contact: Lachelle Brant**

**E-mail:** lachelle.brant1@wyo.gov

**ON THE GRANT PROPOSAL DUE DATE**

One original grant application with signatures must be provided in

12 pt Times New Roman font and bound together.

Applications must be **received** at the Cheyenne office of the Wyoming Department of Education on or before **April 22, 2016 at 5:00 p.m.** to the attention of Lachelle Brant. No Faxes.

Lachelle Brant

Wyoming Department of Education

2300 Capitol Avenue

Cheyenne, WY 82002

For technical assistance or questions regarding this RFP contact

Lachelle Brant

- at-

lachelle.brant1@wyo.gov

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**WYOMING TANF PRESCHOOLS FOR AT-RISK STUDENTS**

**Part 1. APPLICATION GUIDANCE DOCUMENT**

**Background Information**

The Wyoming Legislature provided for three million dollars ($3,000,000.00) of TANF (Temporary Assistance for Needy Families) “…funds to the Department of Education for contracts with preschool providers to provide preschool programs for economically disadvantaged students. The intent of the TANF act was to provide support to the poor and to help individuals become self-sufficient.” Senate Enrolled Act No. 61

It is the intent of the Department of Education to conduct a comprehensive, fair, and impartial evaluation of the applications received. The purpose of this evaluation will be to select the proposal(s) which rank(s) the highest overall in terms of grant proposal and cost factors. The maximum number of points possible is 150.

**1.0 GENERAL**

**1.1. Definitions**

**TANF Preschool Administrator**: The agency or agency director with whom the Department of Education will contract to provide oversight to the TANF Preschools. Provides monitoring for the TANF Preschools and makes policy recommendations to the Department of Education.

**TANF Preschool Advisory Committee**: Consists of personnel from the Department of Education, Department of Family Services, statewide non-profit agencies and early childhood professionals. Provides monitoring for the TANF Preschools and makes policy recommendations to the Department of Education.

**Curriculum:** Research-based curriculum, aligned with Wyoming’s Readiness Standards includes:

* The goals for children's development and learning;

* The experiences through which the children will achieve curriculum goals which are developmentally appropriate by age;
* Identifying staff and parents to help children achieve these goals; and
* The materials needed to support the implementation of the curriculum to ensure children are progressing toward kindergarten readiness.

**Preschool Program:** Any program meeting accreditation standards providing services to children ages three to elementary school enrollment and their families; hereinafter, to be referred to as "program.”

**Family-Centered Practice:** Characterizes beliefs and practices that treat families with dignity and respect; individualized, flexible, and responsive practices; information sharing so that families can make informed decisions; family choice regarding any number of aspects of program practices and intervention options; parent-professional collaboration and partnerships as a context for family program relations; and the provision and mobilization of resources and supports necessary for families to care for and rear their children in ways that produce optimal child, parent, and y- family outcomes.

**1.2. Purpose**

The Department of Education is issuing applications for funding as part of the TANF Preschools for At-Risk Pre-School Children. The TANF Preschools are intended to address identified community needs to support economically disadvantaged children who are at risk for school failure and their families.

Programs will be funded through contracts with the TANF Preschool Administrator. The TANF Preschool Administrator will receive invoices from funded preschools and submit the collection of invoice payments to the Department of Education for reimbursement. Payment reimbursements will go through the TANF Preschool Administrator to the preschools.

The TANF Preschool Administrator will be responsible for tracking program expenses and providing technical assistance for fiscal issues. The Department of Education and TANF Preschool Administrator will be responsible for technical assistance for early childhood educational issues.

A TANF Preschool Administrator will be identified by the Department of Education and Department of Family Services to evaluate the quality of individual preschool programs and develop reports regarding the program's overall effectiveness.

 **1.3 Who May Apply For Funding**

Programs must meet all of the criteria listed below:

* Programs providing services to children age three to elementary school enrollment and their families;
* Programs that can illustrate how funds will be used to directly address the needs of the

 local community;

* Programs will complete necessary assessments identified by the TANF Preschool

 Administrator to track student progress throughout the year; and

* Programs that meet the quality criteria of the grant application.

**1.4 Performance-Based Contract**

The contract will be based on a fixed price for the provision of "high quality preschool" services as defined by the *National Association for the Education of Young Children*. All payments to the programs will be paid in reimbursements, no more frequently than monthly, based on actual TANF related expenditures paid by the preschool. The contract is also performance-based in that penalties will be assessed for failure to meet specific performance standards as outlined below in 2.0.

 **1.5 Contract Effective Date**

The contract shall commence upon the date the contract is fully executed, but not before **October 1, 2016**, and will continue through **September 30, 2018**, contingent upon funding availability.

**2.0 TANF PRESCHOOL RESPONSIBILITIES**

**2.1 Preschool Responsibilities**

* Provide "high quality preschool" services to eligible children and their families in a manner consistent with the needs of the local community, including partnerships with other early childhood providers, to enhance program services and avoid duplication.
* Programs are required to demonstrate how services provided by the preschool are based on the needs of qualifying children in the local community. Programs may develop their own needs assessments or use needs assessments completed by other local agencies or local entities.
* Eligibility Criteria for children attending TANF preschool programs:
* Age of preschool pupils: “…a pupil must have attained at least his/her third birthday on or before September 15th of the year in which that pupil enrolls.”

(defined in W.S. 21-4-302 (c) (ii), Age for registration in first grade and kindergarten; preschool programs)

* Children must also meet the following criteria for TANF eligibility:
* “Economically disadvantaged student” means a student who has qualified or will qualify for free or reduced priced lunches under the National School Lunch Program established by 43 U.S.C. 1751 or children and families eligible for the Child and Adult Care Food Program. Validation of eligibility will be required.
* Children must be citizens of the United States.
* Utilize developmentally appropriate curriculum designed to correlate with Wyoming's Early Childhood Readiness Standards, benchmarks for a child's development upon kindergarten entry.
* Encourage parents'/caregivers' involvement in child's developmental process through

a menu of options for family-centered practice that may include home-based activities,

preschool-based activities or activities facilitated by a partner in the community (i.e.

Parent Education Network, Wyoming Mental Health and Substance Abuse Centers,

Prevent Child Abuse, Department of Family Services, Public Health, and others.)

* Collaborate with local Child Development Center (CDC) to complete comprehensive developmental screenings to include hearing, vision, speech/language, cognitive**,** gross and fine motor skill, social-emotional, and adaptive (self-help) skills within the first two (2) months, for all enrolled TANF Preschool children with parental consent. (Parent may refuse screenings and assessments without negatively impacting child's enrollment. Parents signature mush be on file.) Proof of screening in all areas must be documented in child’s folder.
* Document completion of all screenings and assessments, as well as follow-up services

identified in the screening and assessment process within specified CDC timeframe, and

cooperate with local Child Development Centers (CDC) to develop Individualized Education Program (IEP), provide intervention services and monitor the progress of children on an IEP if needed.

* Collaborate with local Public Health, WIC and medical professionals for physical health services and referrals based on screenings as appropriate.
* Complete ongoing observational assessments and progress reporting of children to develop curriculum and evaluate program effectiveness in meeting readiness goals of Wyoming Early Childhood Readiness Standards. Programs will participate in the Wyoming Instructional Foundations for Kindergarten (or current adopted assessment) in the fall and spring of each grant year.
* Participate in the Classroom Assessment Scoring System (CLASS) consultancy and

training or have a similar documenting system in place to be approved by the Department of Education.

* Preschool programs may use funds for the following activities:
* Portion of teacher’s salaries for services to TANF Preschool students.
* Training and/or activities for parents to help increase their capacity to facilitate the development of cognitive, language, social-emotional, adaptive, and motor skills to promote learning readiness, and promote effective parenting.
* Enhancing early childhood literacy, math, and social and emotional domains in the Wyoming Early Childhood Readiness Standards, underscoring the importance of play.
* NAEYC Accreditation.

**2.2 Monitoring of Program Requirements**

The program shall maintain a close liaison with the TANF Preschool Administrator for the purpose of monitoring the contract. Changes to the grant and budget, after they are approved, must be reported to the TANF Preschool Administrator within 10 days including budget, enrollment, and staffing.

* 1. **Confidentiality**

The Contractor shall maintain the confidentiality of all of its records, including but not limited to, billings, the Department’s records and participant records, in accordance with applicable federal and state laws, regulations and directives relating to confidentiality.

The Contractor shall inform all of its officers, employees and agents providing services hereunder of the confidentiality provisions of this contract. The Contractor shall be responsible for the consequences of any breach of confidentiality by any of its officers, employees, or agents.

* 1. **Closure**

In the event that any preschool entity having received TANF funds ends its services to children and cannot and will not utilize materials purchased with the TANF funds because of closing, ending the program, or any other cause which renders the materials purchased with TANF funds static or not used, the program shall make a good-faith effort to distribute all materials purchased with TANF funds to local agencies serving children whose ages fall within the TANF guidelines and aim to support the mission of this TANF grant at no cost.

If no such organization exists and the materials cannot be disseminated as described in the above paragraph, the administrator of this grant will be contacted to organize dissemination of the materials.

A detailed invoice of any and all materials distributed and to whom the materials were distributed shall be recorded and kept on file with the Department of Education.

**3.0 PENALTIES FOR FAILURE TO PERFORM**

Penalties for failure to meet the performance standards shall be applied as follows:

* The preschool’s performance shall be reviewed against the performance standards in Section 4.0 (Performance Standards) on a timeframe outlined by the TANF Preschool Administrator and Department of Education;
* Failure to meet a standard may require the preschool to develop a corrective action plan; and
* Successfully implement the corrective action plan or face termination of the contract.
1. **PERFORMANCE STANDARDS**

Contract performance shall be measured by the following performance standards.

**4.1 Verification**

The preschool shall have the ability to immediately produce documentation which verifies eligibility of enrolled children and the number of children served, and all of the performance information reported to the Department of Education and the TANF Preschool Administrator.

 **4.2 Deadlines**

The preschool shall accomplish all of the reporting and documentation deadlines and requirements as provided for in the contract.

**4.3 Adherence to Schedules:**

The preschool shall adhere to the established schedule for the delivery of designated services as approved by the Department of Education.

**5.0 APPLICATION SPECIFICATIONS**

 In submitting an application, programs agree to the stipulations below:

* The Department of Education reserves the right to reject any application received

if it is determined the proposal does not meet the specifications outlined in the

application;

* The Department of Education reserves the right to reject any application received

if funds should be limited for any reason;

* The Department of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from the application;
* Funding amounts may be reduced by the TANF Preschool Advisory Committee or the Department of Education;
* Funding for purchase, construction or permanent improvement of any building or facility will not be authorized;
* All documents, reports, records, field notes, data, and materials of any kind resulting from this application become the property of the Department of Education and the Department of Family Services; and
* The application must include a signed cover page with original application.
1. **APPLICATION REVIEW AND SELECTION PROCESS**

The TANF Preschool Advisory Committee, designated by the Department of Education and the Department of Family Services, will evaluate each proposal received.

Selection of the awards will be made by the Department of Education based on recommendations of the TANF Preschool Advisory Committee. An award is not final unless approvals are given at each level and no funds may be expended prior to final approval.

If a conditional approval is recommended, a letter will be sent to the applicant, setting forth a list of conditions that must be met for the application approval. Application amendments must be submitted and contain the recommended changes or explanations of how the applicant will meet these conditions. Upon review and approval of the applications and amendments, and if monies are available, the applicant may be approved for funding. Selection will be made on or prior to April 29, 2016.

**7.0 RIGHT TO AWARD, REJECT OR NEGOTIATE**

The Department of Education retains the right to negotiate reasonable adjustments with programs or reject any and all applications. The successful award will meet the intent of the funding and be the most advantageous to the goals of the Department of Education. The Department of Education may consider suggested modifications to the application received at any time before the award is made, if such modifications meet the intent of the funding and are in the best interests of the State of Wyoming.

The successful applicant will demonstrate the ability to document, coordinate and integrate project activities with direct project costs and expected outcomes that best meet the intent of the funding.

**8.0 CANCELLATION OF CONTRACTS**

The Department of Education reserves the right to terminate any contract if:

* The recipient demonstrates fiscal irresponsibility as defined by the Department of Education and Department of Family Services;
* The recipient fails to perform in accordance with the conditions of the application and/or contract;
* The recipient fails to perform in accordance with the application and any negotiated modifications; or
* The terms and conditions under which the application was approved change and the applicant cannot fulfill the need, goals, objectives and/or population to be served.

**9.0 NONDISCRIMINATION**

Equal and fair consideration of all populations, regardless of race, gender, color, national origin, religion, age or those with disabilities, shall be given in the selection of personnel, advisory or steering committee members and in other activities operated as part of the project.

***Instructions***

Complete all forms accurately. This document will be used to evaluate compliance with RFP and TANF Preschool Requirements if funds are granted.

**Please use the following grant application format and use only the space provided for responses.**

**Grant responses should be single spaced and 12 point font.**

**Any changes in grant format will result in elimination of grant from consideration.**

**All data should be based on the local need and not based on national statistics or studies. Data generated internally must meet the requirements for compliance with research-based, data-driven design. Reports may be attached or grant readers may request additional data or reports to verify information.**

**Any assessment described in the grant application must be used according to its intended purpose, including the appropriate assessment for the age group and according to publisher’s written assessment guidelines.**

**Assessments used for monitoring student progress and written curriculum must follow NAEYC guidelines and Wyoming Early Readiness Standards.**

**Part 2. APPLICATION**

TANF PRESCHOOL GRANT COVER PAGE

**Grant Period: October 1, 2016 to September 30, 2018**

|  |  |
| --- | --- |
| **Program Title:**  |  |

|  |  |
| --- | --- |
| Total Number of TANF eligible children to be served by Project: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested Amount: |  | TANF Per Child Amount |  |

|  |  |
| --- | --- |
| Fiscal Agent: |  |
| Address:  |  |
| Phone:  |  |

|  |  |
| --- | --- |
| Applicant Organization: |  |
| Applicant Mailing Address:  |  |
| Federal I.D. Number:  |  |

**Project Administrator:** Implements program, communicates grant changes and provides requested paperwork and data to TANF Preschool Administrator

|  |  |
| --- | --- |
| Name:  |  |
| Phone: |  |
| E-Mail: |  |

**TANF Preschool History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you applied for the TANF preschool grant previously?  | **[ ] Yes****[ ] No** | If yes, how many years have you received the grant? |  |

**Geographic Coverage (Population to be served):**

|  |  |  |
| --- | --- | --- |
| **[ ]** | **County (ies)** |  |
| **[ ]** | **School District(s)** |  |
| **[ ]** | **Local Community(ies)** |  |

**ASSURANCE**

In compliance with this grant proposal, as published by the Department of Education, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for a TANF Preschool Partnership Grant, applicant agrees to the following:

1. Must abide by all district rules (if applicable), state, and federal laws applicable to the grant.

2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

**Authorized Representative** (Board Chair, Superintendent, Owner)

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:**  |  |
| **Phone:**  |  |
| **Fax:** |  |
| **E-Mail:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Note: An authorized representative must be a person who has the authority to enter into contracts with the state and commit the organization’s resources to the project.**

**A. Summary of Proposed Program**

**Please provide a synopsis of the program you propose and how you plan to meet the NAEYC requirements of the grant.**

* Attach documentation of program quality to appendix (e.g., Head Start Monitoring results, NAEYC/NAFCC accreditation).
* If you have completed a strategic plan that includes TANF Preschool services, please attach to appendix.

**B. Statement of Need**

The intent of the TANF preschool grant is to provide local communities with high quality preschool programs for underserved children who are at high risk for school failure due to poverty. Applicants must demonstrate how they will serve additional new children who are TANF eligible and not children already attending the program.

1. How have you determined there is a need for the services you propose? Describe local data that were used to determine the population you will serve and the needs of families. (Grant readers may contact programs for additional information to verify data.)
2. How will you recruit eligible children who are not currently receiving preschool services?

**C. Community Partnerships**

1. Describe how you will partner with existing local social service and early childhood community services (i.e., Child Development Center (CDC), Head Start, Even Start, Local School District, Child Care providers) to expand support for children and avoid duplication of services such as screening, home visiting, parent education, etc.
2. Attach Interagency Agreements in appendix.
3. Collaborative Planning Document: The purpose of this document is to confirm that the proposal was developed with the active involvement of local agencies (i.e., CDC, Head Start, Even Start, Child Care) and the collaborating local school district(s). Describe how this community partnership will be ongoing throughout the grant period. Documentation of ongoing collaboration needs to be available upon request.

Planning Meeting:(Additional meetings may be listed on a separate sheet.)

|  |  |  |  |
| --- | --- | --- | --- |
|  Date: |  | Location: |  |
|  Agenda: |  |
|  Participants: |  |
|  Minutes: |  |

1. Signatures of Participating Agencies: (Complete one for each community to be served. Only one person should sign for each agency) *Note: Please duplicate as many pages as needed if you are serving more than one community.*

My signature below confirms that I have been an active participant and I am authorized to represent my agency/organization in entering this collaborative agreement in the proposal planning meeting(s):

|  |  |
| --- | --- |
| Agency/Organization: |  |
| Agency Role and Responsibilities: |  |
| Contact Name: |  | Title: |  |
| Signature: |  | Date: |  |
|  |
| Agency/Organization: |  |
| Agency Role and Responsibilities: |  |
| Contact Name: |  | Title: |  |
| Signature: |  | Date: |  |
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| Agency/Organization: |  |
| Agency Role and Responsibilities: |  |
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| Agency Role and Responsibilities: |  |
| Contact Name: |  | Title: |  |
| Signature: |  | Date: |  |

**D. Project Goals and Outcomes**

1. **Goals for Project:** How will your services support eligible children by using current research on children in poverty? (Reference <http://www.nccp.org/projects/pathways.html>)
2. **Outcomes:** How you will provide the program and identify the measurable outcomes you expect for children and their parent(s) as a result of program implementation in order to meet these goals?

*Sample*

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Measurement | Activities/Collaborations | Timeline |
| *25 eligible children will improve vocabulary and language readiness by 50%.* | *Creative Curriculum Progress reports**ELSA**PPVT-3*  | *Writing center**Big Books/Story acting**Monthly Field Trips/Projects**Family Library Program**Raising Readers**Teacher Training on Language Development-CDC**CDC Speech/Language* | *October baseline established in CC and ELSA-June end of year assessment.**October Parent Program on language**Ongoing Sp/L**Visits* |
| *6 Native Spanish Speaking parents will increase in knowledge of conversational English by 30%* | *Tutor logs**ELP* | *Even Start**County Library Literacy Program**School District GED*  | *Parents will choose appropriate programs and be assessed at entry.**Post test at completion.* |

Complete your outcomes for the TANF Preschool Project ( additional page may be added if needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Measurement | Activities/Collaborations | Timeline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**E. Relationships**

1. Describe how your program develops the key relationships represented in the NAEYC standards.

(Reference: <http://goo.gl/1ChLE5>)

1. Describe how you assess and support the social-emotional growth of young children as a foundation for learning, including children with challenging behaviors.

**F. Agency Administration, Leadership and Management**

**1**. Describe your agency/organization: (brief history, mission and how many years in operation).

 (Attach a graphic of your organizational structure/ownership in the appendix.)

**2**. Describe how you meet the NAEYC standards for leadership and management related to this grant.

**3.** Teachers must have a B.A. in Early Childhood Education or related degree with Early Childhood Endorsement or Early Special Education Endorsement. (Attach teacher certifications and resumes of key staff to appendix.)

**4**. What are your policies on teacher salaries and benefits, including time off?

**5**. What is the level of education required for classroom aides and assistants? How do they receive support for additional training or mentoring/planning time with teacher in classroom? Classroom Assistants and Aides must have a minimum of a CDA or enrolled in a program. (Attach plan for getting CDA.)

**G. Professional Development**

*There will be 2 choices for professional development*

1. **CLASS Observations: (For information on CLASS go to:** [**http://teachstone.com/classroom-assessment-scoring-system/**](http://teachstone.com/classroom-assessment-scoring-system/)**.) At least one person from your program must be designated as a CLASS consultant. Class consultant must have current reliability from Teachstone. This must be someone who is an administrator, curriculum coordinator, and/or mentor and has the education and experience to coach teachers using videotapes, live observations and monthly consultations with the teacher.**

Reflective Supervision will be provided to CLASS consultants so they can provide Reflective Supervision to their teachers. Documentation of RS sessions must be available for review during on-site visits and/or sent to the TANF Administrator in January and May of each year. Consultant should use the CLASS tool and score the teacher(s) 2 times/year. Scores are to be used for Continuous Improvement and should not be shared with the teachers.

Identify the qualified consultant for CLASS:

|  |  |
| --- | --- |
| **Name:** |  |
| **Degree and Area:** |  |
| **Years of Experience teaching preschool:** |  |
| **Certifications:** |  |

*- OR -*

1. **Administrator Selected Professional Development: This development must be approved by the Grant Administrator and will be done so after the grant has been awarded within a reasonable timeframe. Please list potential professional development you may choose below. The person administering training and coaching must be someone who is an administrator, curriculum coordinator, and/or mentor and has the education and experience to coach teachers.**

|  |  |
| --- | --- |
| **Potential Professional Development Program:** |  |
| **Reason for selection:**  |  |

**H. Family Partnership**

**1**. How will you support families through community collaborations and:

a. Ensure continuity of care throughout the day for children;

 b. Ensure continuity of care throughout the year for children and families;

 c. Ensure families are referred to services such as WIC, DFS, and Counseling as needed; and

 d. Ensure children are receiving ongoing health services.

**2.** Describe the role of parents in your program and in making decisions in the TANF preschool program?

**3.** How do you accommodate a working parent’s schedule?

**4**. How do you include a family’s language and culture in the classroom?

**5.** Describe your strategies for communicating with families.

**I. TANF Classroom Description (a minimum of 10 hours per week for each TANF class)**

1. Fill out the following information for **each** class that will be supported in whole or partially by the TANF pre-school funding:

|  |  |
| --- | --- |
| Classroom Number: |  |
| Location: |  |
| Check all of the days the class will normally be in session: | [ ] Monday[ ] Tuesday[ ] Wednesday[ ] Thursday[ ] Friday |
| What is the start and end time of the class:(Attach a daily classroom schedule, including routines/activities to the Appendix) |  |
| Total number of weeks class will be in session: |  |
| Total enrollment for this class (TANF and Non-TANF eligible): |  |
| Total number of TANF eligible children in this class:(Children must meet birth date, citizenship and TANF income eligibility) |  |
| What percentage of children served in this classroom are TANF eligible? |  |
| Number of qualified/degreed teachers that will be present in the classroom during the class time:(TANF teacher child ratios are 1:10 with a maximum group size of 20. |  |
| Will the teacher(s) teach more than one class session? | [ ] Yes[ ] No |
| Number of teaching assistants that will be present in the classroom: |  |
| Will the teachers/assistants work in more than one class session? | [ ] Yes[ ] No |
| Total sq. footage of the classroom:(square footage is based on usable open space not occupied by furniture) |  |
| Square footage per child:*(Must meet licensing requirements)* |  |

1. Attach the TANF preschool teacher’s daily schedule including class preparation and setup**. (Attach to appendix and indicate if the teacher teaches morning and afternoon sessions with TANF children.)**
2. Describe your child recruitment and enrollment process, including how you determine eligibility using the TANF income guidelines. <http://frac.org/wp-content/uploads/2010/08/fedrates.pdf>. (Proof of eligibility must be verified through tax forms, pay stubs, etc.) **A TANF FORM for each child must be completed.**
3. Describe your screening process with your local Child Development Center (CDC). (How will all children be screened within the first 60 calendar days of enrollment for health and development?)
4. Describe how you will serve children with disabilities, once identified. Address cooperative efforts with the CDC in the IEP process and placement to ensure program compliance with federal law. What is your teacher’s participation in the IEP process? What time is provided for teachers to meet with therapists and families?
5. Describe your plan for integrating TANF children with other non-TANF children.
6. Describe your transition process for children going to Kindergarten.

**J. Learning Environment**

1. Describe your approach to creating a learning environment and the responsibility of the teacher in creating and maintaining the environment.
2. Describe the support that will be provided to the classroom. This includes the teacher’s budget for materials and necessary equipment, as well as classroom maintenance.
3. Programs must meet child care licensing standards for health and safety. Children must also be served meals in accordance with the USDA guidelines for the Child and Adult Care Food Program. If you are **not** licensed or enrolled in the CACFP, explain how you will meet this requirement.
4. Please provide a drawing or photo of classroom(s) environment in appendix, including outdoor environment.

**K. Curriculum**

**Definition of Curriculum**: The curriculum includes the goals for the knowledge and skills to be acquired by children and the plans for learning experiences through which such knowledge and skills will be achieved.

A written curriculum includes not only published and researched programs such as Creative Curriculum and High Scope, but also the rationale, lesson plans, progress monitoring, and documentation through programs such as Reggio Emilia and Montessori.

1. What curriculum do you use? Describe the research that supports the effectiveness of your curriculum and your theoretical approach to how children learn?
2. How does your curriculum integrate the ***Wyoming Early Childhood Standards*** and ensure children are receiving developmentally appropriate and intentional practices for kindergarten readiness in each of the following areas in the chart?

**Wyoming Early Childhood Readiness Standards**

*You may use additional space for this chart if needed.*

|  |  |
| --- | --- |
| Domain | Description of practice |
| Language |  |
| Literacy |  |
| Social Emotional |  |
| Approaches to Learning |  |
| Mathematics |  |
| Science |  |
| Physical Health and Development |  |
| Creative Arts |  |

1. How do you monitor the implementation of the curriculum you use?
2. How will you differentiate and make accommodations to the curriculum so that children of different ages and abilities can be successful?
3. If you serve children who are non-English speakers, how do you support the development of both the native language and emergent English?

**L. Child Assessment**

1. What formative and summative reports/assessments do you use for monitoring child progress and developing curriculum?
2. Describe your process for sharing this information with parents?

**M. Program Evaluation**

How will you evaluate the effectiveness of the TANF program for children and families? How do you determine the success of your program?

**N. BUDGET** (Please read instructions before completing)

No administrative costs are allowed under this grant.

Agencies and contractors who receive TANF funding shall assure that they adhere to these specifications.

The following are not considered allowable costs under TANF, even if they are related to program operations:

* Purchase of vehicles;
* Renovation, construction or purchase (including payment of a mortgage) of a building used for program operation;
* Payment of bad debts or interest payments as a result of credit agreements;
* Medical services;
* Payment of stipends to program participants without prior authorization from the Department of Family Services;
* Payment of ongoing basic needs (cash, food or housing) beyond four months;
* Services provided to elderly adults without minor children and single adults without children;
* Payment of basic needs (housing, beds, etc.) for minors and adults in secure facilities;
* Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
* Purchase of alcohol; and
* Services/materials determined to be inappropriate in their relation to program delivery.
* Gifts are prohibited together with any lobbying efforts by personnel being paid by these funds.

**Program Allocations to TANF**

Only expenses related to services to TANF eligible children can be allocated to the TANF preschool grant. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible children funded under this proposal. Teacher salaries are based on the number of TANF children in a classroom (e.g., classroom time, planning, parent meetings). Only that portion of a teacher’s salary and benefits can be considered as an allowable cost, not the entire annual salary. The cost of salaries and related benefits should be calculated only for the percentage of time personnel are working with TANF-related activities such as CLASS.

If enrollment of TANF children falls below the number indicated in the grant, TANF Administrator must be notified of changes within 10 business days of changes to enrollment. TANF is a federal fund and must follow federal rules on supplanting.

1. TANF funds are limited and can only provide a portion of the funding needed for preschool services. What is your source of additional funding to support preschool children? (*Cash contributions and non-federal funds used to support programs*)
2. Please identify in-kind/matching sources for support to the program. *(Community collaborations, donated goods and services)*
3. What is the per child amount that will be used from TANF Preschool Funds for eligible TANF preschool children?

 $

 What is the total amount per eligible child combining TANF and all matching direct funding sources?

 $

**Expense Definitions**

**ADMINISTRATIVE (administrative expenses cannot be paid through TANF, but can be used as part of the match to TANF funds)**

**Personnel-** Salaries and wages and benefits paid to administrators including health insurance, pension, withholding taxes, unemployment, and workman’s compensation.

**Accounting-** Expenses for accounting, tax preparation, and audit.

**Insurance-** Premium costs for liability insurance including organizational liability, offices, staff services, and vehicle coverage for company lease and staff used vehicles when used for business.

**Rent-** Monthly lease payments for building space, utilities, and office set-up costs.

**PROGRAM**

**Personnel-** Salaries and wages paid to staff including withholding taxes, unemployment, and workman’s compensation.

**Benefits-** Costs for health insurance and pension for personnel.

**Supplies-** Expenses for consumable office supplies, program supplies, assessment and curriculum.

**Parent Programs-** Costs for parent education/collaboration including training materials, food, building rentals, and supplies.

.**NO EQUIPMENT MAY BE PURCHASED WITH TANF FUNDS**

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|  |  |
| --- | --- |
| **TANF Preschool Grant Budget for One Year** For All Classrooms | **Project Fiscal Agent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| (If you have received TANF funds previously, please include the total income and match up to the previous 5 years. |
| Previous Funding | FY 11 | FY 12 | FY 13 | FY 14 | FY 15 | Comment |
| TANF Preschool funding |   |   |   |   |   |   |
| Matching Funds |   |   |   |   |   |   |
| TOTALS |   |   |   |   |   |   |

|  |
| --- |
| **PROPOSED BUDGET FY 16-18  (October 1, 2016 - September 30, 2018)**This section of the grant should include the budget for the entire two years of the grant. |
| **INCOME** | **TANF Grant Funds** | **Matching $** | **Explanation** |
| Tuition | N/A |   |   |
| Non-Federal Grants | N/A |   |   |
| Fundraising | N/A |   |   |
| Donations | N/A |   |   |
| Other (specify) | N/A |   |   |
| **TOTAL INCOME/GRANT** |   |   |   |
| **EXPENSE** | **TANF Grant Funds** | **Matching $** | **Explanation** |
| **Administrative** | N/A |   |   |
|  Personnel | N/A |   |   |
|  Accounting | N/A |   |   |
| Insurance (liability/property) | N/A |   |   |
| Rent/Mortgage | N/A |   |   |
| Other | N/A |  |  |
| *Administrative Expense Subtotal* |   |   |   |
| **Program** |   |   |   |
| Personnel |   |   |   |
| Benefits |   |   |   |
| Professional Development | N/A |   |   |
| Substitutes | N/A |   |   |
| Supplies |   |   |   |
| Equipment(No TANF funds) | N/A |   |   |
| Communications | N/A |   |   |
| Postage | N/A |   |   |
|  Parent Programs |   |   |   |
| Other(specify) |   |   |   |
| *Program Expense Subtotal* |   |   |   |
| **TOTAL EXPENSES** |   |   |  Income and Expenses must balance |

**O. Budget Narrative:**

***Instruction***

You will only be completing the narrative for the expenses for one year. Explanation of income, if necessary, can be placed under comments in the budget sheet. Budget income and expenses must balance.

All expenses must be allocated by the number of TANF students to be served. Teacher salaries are allocated based on number of children in teacher’s classroom and time in classroom to include a reasonable daily planning period. Reimbursements will be based only on the enrollment of eligible TANF students. (If grant is approved, documented proof of income eligibility, enrollment and attendance of children must be maintained according to budget guidelines.) Receipts for expenses are to be accounted for following Generally Accepted Accounting Procedures (GAAP). Allocations of all expenses are based on enrollment of TANF eligible children.

For example:

Full- time teacher:

Teacher salary is $31,000 for classroom. Teachers work a double schedule a.m and p.m and teach a total of 30 children, 15 in each group. Five (5) children in each group will be TANF preschool eligible children for a total of 10 children. 10/30 = 1/3 student allocation for TANF grant request. The balance of teacher’s salary will be paid through parent tuition.

$31,000 teacher salary x 1/3 = $10,333

In the budget Excel sheet under Expenses, you will only enter $10,333 under TANF Funds. The balance $20,667 will be entered under matching funds.

Part-time TANF teacher:

Teacher’s salary is $31,000 for full 8 hour day but teacher only has morning TANF preschool. Teacher has a one hour planning time and 3.5 hours for the classroom. Teacher also has 30 minutes before and after the classroom for setup and parent communication. The amount of time determined for the TANF preschool would be the total 5.5 hours of an 8 hour day or 69% of the day for TANF. 5/10 = ½ student allocation for TANF grant request.

$31,000 teacher salary x .69 = $21,390

**EXPENSES: You may increase the space on this form to provide more detailed information. Provide a separate form for each program if the allocations and funding sources are different. (**In this section, you will be providing details on your allocations for each year of the grant and for each program/classroom. You may use additional pages as necessary. Please show the formula used to determine budget numbers.

|  |  |  |
| --- | --- | --- |
| Budget Category | Allocation Formula | Comments |
| **Administrative** |  |  |
|  Personnel |  |  |
|  Accounting |  |  |
|  Insurance |  |  |
|  Rent |  |  |
|  Other |  |  |
| **Program** |  |  |
|  Personnel |  |  |
|  Benefits |  |  |
|  Professional Dev. MTP/CLASS |  |  |
|  Substitutes |  |  |
|  Travel |  |  |
|  Supplies |  |  |
|  Communications |  |  |
|  Postage |  |  |
|  Printing |  |  |
|  Parent Programs |  |  |
|  Other |  |  |

CHECKLIST:

CONTENTS OF APPLICATION

The application consists of the following forms and narrative documents that must be submitted by March 21, 2016:

* Application Cover Sheet ***(signatures required)*** and, if applying for more than one organization, an additional sheet listing participating programs and locations.

*Note: Signature on cover page should be the person who has authority to formally commit the organization or agency to comply with all the terms of the grant application and enter into contracts.*

* Certification Of Compliance With General Grant Conditions And Assurances ***(signature required)***
* Completed responses to all grant components, A through O.

Applicable Attachments: Depending on the proposal, these may include:

* + Child Care License(s), Accreditation, Monitoring Report, etc. – A
	+ Data for each participating locality (additional pages if more than one community is served) related to:
		- Needs Assessment - B
		- Projected Participants - C
		- Goals and Outcomes - D
		- TANF Classroom Form – I
		- Daily Classroom Routines/Schedule - I
		- Daily Teacher Schedule - I
		- Individual preschool classroom budget expense narrative – O
	+ Organizational Graphic – F
	+ Professional Qualifications of key staff(Degree, Certification, Resume) – F
	+ Parent Policies related to H
	+ Drawing or photo of learning environments(s) – J
	+ Additional Documentation (TANF Preschool Strategic Plan, Interagency Agreements)

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