



**Quality Counts Child Care Grant Program
Guidelines & Requirements
July 1, 2010 – June 30, 2011**



children's home + aid

Children's Home + Aid Child Care Resource + Referral Program, working in cooperation with the Illinois Department of Human Services, announces the availability of the Quality Counts Child Care (QCCC) Grant funds. The grant program has had major changes! Applicants are strongly encouraged to read the entire QCCC grant pack before completing the application. **Attendance at a QCCC Grant Information Session is required for participation in the grant program.**

The QCCC Grant Program is designed to support center/community based and family child care in the improvement of quality care provided to infants, toddlers, preschool and school age children. These funds are to support planned program improvements. They are also intended to assist providers in the achievement and maintenance of Illinois Quality Counts – Quality Rating System (QRS) certification.

The QCCC Grant Program consists of two options:

Option 1: Training - This option provides training on program quality improvement in a cohort model. A group of providers will meet a set number of times for training and for guidance using a program assessment tool. Using assessment tool results, items can be requested for purchase with grant funding.

Option 2: Competitive Grant - This option provides funding through a competitive grant application process. The applicant must show through documentation that a program improvement assessment tool or accreditation process has been completed and used to inform the grant request.

The grant program has had major changes! In this QCCC Grant Pack you will find:

- Section 1 The QCCC Grant Overview Chart
- Section 2 Approved Funding Areas
- Section 3 Frequently Asked Questions
- Section 4 Grant Application Checklist
- Section 5 Commonly Used Terms/Acronyms
- Section 6 Application Forms
 - 1. Training Option
 - 2. Competitive Grant Option

Section 1: Grant Overview

The QCCC Grant Program consists of: Option 1- Training and Option 2- Competitive Grant. The following chart outlines the basic guidelines for each option.

Quality Counts Child Care Grant Options

July 2010 – June 2011

<i>FCC = family child care CCC = child care center</i>	Providers must select one (1) grant option to apply for per Fiscal Year	
Option	OPTION 1: Training Option (Cohort Model)	OPTION 2: Competitive Grant Option
Open To	Licensed FCC & CCC License Exempt FCC & CCC	Licensed FCC Licensed CCC
Basic Eligibility	<ol style="list-style-type: none"> 1. Program must be listed on the local CCRR provider database 2. Must currently be providing Child Care services in one of the following Illinois counties: Bond, Clinton, Madison, Monroe, Randolph, St Clair or Washington 3. Have no unpaid financial obligation to CCRR agency, IDHS Bureau of Child Care & Development or INCCRRA 	
Program Prerequisites	Attend a QCCC Grant Information Session	<ol style="list-style-type: none"> 1. Attend a QCCC Grant Information Session 2. Completed an Assessment Tool/Accreditation process 3. Working towards/ Participating in QRS
Priority Programs	<ol style="list-style-type: none"> 1. Programs that serve children and families receiving IDHS child care financial assistance 2. Programs that are full year/full day program (at least 8 hours/day and at least 47 weeks/year) 3. School age only programs that operate a minimum of nine (9) months a year 4. Programs that are not currently QRS certified and not currently accredited 5. Programs that did not receive a Quality Counts grant from July 1, 2007 to June 30, 2010 	<ol style="list-style-type: none"> 1. Programs that serve children and families receiving IDHS child care financial assistance 2. Programs that are full year/full day program (at least 8 hours/day and at least 47 weeks/year) 3. School age only programs that operate a minimum of nine (9) months a year 4. Programs that are QRS certified, Head Start certified or nationally accredited
Approved Funding Areas	<ol style="list-style-type: none"> 1. Learning Environment 2. Professional Resources 3. Facility Improvement 4. Parent Resources <p style="text-align: center;"><i>See page 3 for complete descriptions</i></p>	<ol style="list-style-type: none"> 1. Learning Environment 2. Professional Resources 3. Facility Improvement 4. Parent Resources 5. Staff Training 6. Program Improvement <p style="text-align: center;"><i>See page 3 for complete descriptions</i></p>

Funding Levels	Minimum Funding: \$300		Minimum Funding: \$300	
	Maximum Funding		Maximum Funding	
<i>License Exempt FCC</i>	\$750		Not Applicable	
<i>Licensed FCC</i>	\$900		\$2,000	
<i>Lic. Group Homes</i>	\$1,100		\$2,600	
<i>Child Care Centers</i>	Capacity	Maximum Funding	Capacity	Maximum Funding
	50 or less	\$2,200	50 or less	\$5,400
	51-100	\$4,300	51-100	\$10,800
	101 or more	\$6,400	101 or more	\$16,000

Additional Information	A provider or program may participate in this option for up to three (3) years.
-------------------------------	---

Section 2: Approved Funding Areas

	Training Option	Competitive Grant Option
Learning Environment	✓	✓
Professional Resources	✓	✓
Facility Improvement	✓	✓
Parent Resources	✓	✓
Staff Training		✓
Program Improvement		✓

All requested items must be directly related to and used solely for child care purposes.

Learning Environment: this refers to the physical set up of a classroom / home setting and the materials that are used for teaching and learning. Examples include, but are not limited to, child-sized table/chairs, cribs, blocks, books, playground equipment, musical instruments, multi-cultural resources, curricula, etc. All items must be directly related to the safety and quality of the child care services, all items should be age and developmentally appropriate.

Professional Resources: this refers to professional resources such as business computers/software, professional library (e.g., books on curriculum, classroom activities, child development).

Facility Improvement: this refers to minor modifications/repairs to the facility. Examples include, but are not limited to, child size restroom, fence, modifications for children with special needs, fire door, playground surface, etc.

Parent Resources: this refers to resources for parents. Such as, but not limited to, printed information on health, safety and child development, family resource library, children's book lending library, parent training.

Staff Training: this refers to group training and/or on-site consultation which leads to increased knowledge and high-quality child care practice.

Program Improvement: this refers to the improvement of program quality. Funds may be requested for consultants to assist with preparing for QRS Star Level certification or national accreditation.

Non-eligible Funding Items and Activities:

Items that a program cannot apply for include, but are not limited to:

- Cosmetic Home/Building Improvements
- Decks
- Pools
- Trampolines
- Televisions
- Video Games
- Motorized riding toys
- Items that restrict child mobility (indoor infant swings, walkers, playpens, etc)
- Used equipment
- Items from online auctions or third party purchases
- Consumable items (e.g., paper, paint, markers, diapers, food, etc)
- Non-age appropriate items
- Developmentally inappropriate items
- Service agreements (e.g., cell phone minutes, internet access, subscriptions, etc.)
- Operating expenses (business supplies, gas, advertising, etc)
- Child Care staff salaries, bonuses, etc.
- Provider travel
- Vehicles/vehicle repairs

Section 3: Frequently Asked Questions

General – applies to Options 1 and 2

1. When is the QCCC Grant timeline?

Grant application packets may be mailed or hand delivered. They must be received (mail or delivered) to:
Children’s Home + Aid CCR+R Program (Granite City)

- Training Option: December 15-17, 2011 between 9:00 a.m. - 3:00 p.m.
- Competitive Option: before January 6, 2011 before 4:00 p.m.

Grants received after these deadlines or times will not be reviewed. An applicant may not add further documentation once the grant is submitted to the CCR+R Program.

2. If a program has questions, who is the contact?

Janice Moenster jmoenste@childrenshomeandaid.org or 1-800-467-9200, ext. 135 or jryan@childrenshomeandaid.org

3. Can a program apply for grants in both grant options?

No. A program may only apply for one of the QCCC grant options per fiscal year.

4. Is it a requirement to attend a Grant Information Session?

Yes. The grant program has had major changes for this year. All programs applying for either the QCCC Grant Training Option or the QCCC Competitive Grant Option are required to attend.

5. If a program received a Quality Counts Grant last year, can they apply this year?

Yes, a program may apply for a grant during this year.

6. Which programs receive higher priority?

For the Training Option and the Competitive Grant Option the following programs will receive higher priority:

- Programs that serve children and families receiving IDHS Child Care Financial Assistance.
- Programs that are full year/full day (at least 47 weeks / year and at least 8 hours per day).
- School age only programs that operate a minimum of nine (9) months per year.

Please note: additional priorities apply to each option. See FAQs #18 and #24.

7. What can a program request funds for?

There are six funding areas: Learning Environment, Professional Resources, Facility Improvement, Parent Resources, Staff Training, and Program Improvement. *Please note: not all funding areas are available for all options.* See page 3 of this document for complete descriptions and allowable funding areas for each option.

Applicants, who request funds to make Facility Improvements and do not own the building, must include written permission from the landlord with the application.

8. Am I required to use a program improvement assessment tool or process?

Yes. All participants in both options are to complete a program improvement assessment tool or accreditation process. Additional information regarding assessment tools and processes is available in FAQ #21 and FAQ #27.

9. Which assessment tools are recognized?

Depending on the type of program and the request, the following tools will be used or recognized:

- Family Child Care Environment Rating Scale Revised
- Infant & Toddler Environment Rating Scale Revised: Ages birth – 30 months
- Early Childhood Environment Rating Scale Revised: Ages 2½ - 5 years
- School-Age Care Environment Scale: Ages 5 –12 years
- Business Administration Scale (FCC)
- Program Administration Scale (center based)
- Accreditation Self Study

10. What accreditation processes are recognized?

- | | | | |
|---------|--|--|----------------|
| • NAFCC | National Association of Family Child Care | www.nafcc.org | 1-800-359-3817 |
| • NACCP | National Accreditation Commission for Early Care & Education | www.naccp.org | 1-512-301-5557 |
| • NAEYC | National Association for the Education of Young Children | www.naeyc.org | 1-800-424-2460 |
| • NECPA | National Early Childhood Program Accreditation | www.necpa.net | 1-800-505-9878 |
| • COA | Council on Accreditation/School-Age | www.coaafschool.org | 1-866-262-8088 |

11. Can an agency submit one application for all sites if they have more than one site?

No. Each site/location is considered to be a program. Each program (site) must submit an application with requests specific to that program. One license=one site=one program=one application.

12. Can a program submit more than one application?

No. A program may only submit one grant application from July 1, 2010 – June 30, 2011.

13. How many grants will be awarded?

The number of grants funded depends on the number of applications received and amount awarded to successful grant requests. **Approximately \$238,000 will be awarded in our service delivery area.**

14. If a program's grant request is approved, will the full amount of funding requested be received?

A request may be fully or partially funded. Any costs exceeding the grant award are considered out-of-pocket expenses for the program and will not be reimbursed by the CCR&R.

15. If a program is awarded funding, how do they receive the funds?

The Child Care Resource + Referral Program will forward up to 75% of the grant funds awarded to you and reimburse the remaining 25% after receipt of a Grantee Report and approved expenditure documentation for the total grant amount. This means after you receive your award letter from the Child Care Resource + Referral Program, you will receive 75% of your grant award. You then purchase 100% of what your grant specified and was approved for and then submit receipts along with a reimbursement form that will be provided to you. The Child Care Resource + Referral Program will then reimburse you for the remaining 25%. For example, if you are a FCC provider and you are awarded \$1500 you will need to upfront 25% of that request (\$375)

- Any item purchased prior to the award letter will not be reimbursed.
- Any costs exceeding the award amount are considered out-of-pocket expenses and will not be reimbursed.
- Items must be in the budget for reimbursement.

16. Is this a grant or a loan?

This is a grant program, not a loan, which means funds do not generally need to be paid back. Grant funds come from the State of Illinois, and certain policies and procedures must be followed. Please note: if a program goes out of business within two years of the grant award, funds will need to be repaid at a pro-rated amount or the CCR+R will re-allocate materials purchased with grant funds.

17. Do grant funds need to be reported as income?

Grant funds may need to be reported as income. If awarded grant funds, a completed W-9 form will be required. Items purchased with grant money may be eligible to claim as business deductions. Please consult an accountant or tax preparer for further information.

FREQUENTLY ASKED QUESTIONS: OPTION SPECIFIC

Option 1: Training Option

18. Which programs receive priority?

- Programs that serve children and families receiving IDHS child care financial assistance
- Programs that are full year/full day program (at least 8 hours and at least 47 weeks/year)
- School age only programs that operate a minimum of nine (9) months a year
- Programs that are not currently QRS certified and not currently accredited
- Programs that did not receive a Quality Counts grant between July 1, 2007 and June 30, 2010.

19. What are the expectations of a program participating in this option?

- Attend all required training and cohort meetings
- Complete a program self-assessment using an Environment Rating Scale(s) with the assistance of a CCR&R staff specialist
- Develop a quality improvement plan with the CCR&R staff specialist
- Submit requests for grant dollars based on program self-assessment and quality improvement plan
- Submit receipts and required documentation for all grant purchases by April 1, 2011.

20. Who should represent the child care program in the training cohort?

For a center an administrative staff member must attend. For a family child care home the primary caregiver must attend. The same person must attend all the trainings and cohort meetings.

21. What training/meetings will be required?

- Introduction to the Environment Rating Scales training January 29, 2010 or attendance within last 6 months will be accepted.
- Twelve clock hours of ERS training held on three separate dates (Feb-March) in Granite City, Belleville or East St. Louis

22. How are grant funds awarded?

Funds will be awarded upon completion of the expectations listed in FAQ #20.

23. Who will be reviewing the applications?

The Child Care Resource and Referral staff will be reviewing the applications. Programs will be selected based on the priorities and on the date received.

Option 2: Competitive Grant Option

24. Which programs receive priority?

- Programs that serve children and families receiving IDHS child care financial assistance
- Programs that are full year/full day program (at least 8 hours and at least 47 weeks/year)
- School age only programs that operate a minimum of nine (9) months a year
- Programs that are QRS certified, Head Start certified or nationally accredited

25. What supporting documents are required to submit with the grant packet?

In addition to the application, copies of any and all of the following documents that are applicable to the grant request should be submitted:

- Narrative
- Completed budget form and attachments
 - Bids/estimates for any contracted work requested if applicable
 - Pictures if applicable
- Copy of IDCFS license
- Written permission from the landlord
- Corrective action plan
- QRS summary report/facility report **OR** QRS certificate
- Accreditation request for visit and receipt of payment **OR** a copy of accreditation certificate
- Head Start grantee letter or certificate
- One page Assessment Profile Sheet(s):
 - FCCERS
 - ITERS
 - ECERS
 - SACERS (only available at www.fpg.unc.edu/~ecers/)
 - BAS
 - PAS

26. Should a program's request relate to the assessment tool(s) and/or the standards for accreditation?

The grant request should be directly related to improving the quality of the child care program. Results of assessment tool use or an accreditation process should be used to inform a program's grant requests.

27. If an assessment tool(s) is used for program self-assessment, is there a time limit?

Yes, self-assessments need to be completed after July 1, 2008.

28. If a center-based program is requesting funds for items used by more than one classroom, are they required to complete an assessment tool for each classroom?

Yes, the appropriate assessment tool must be completed for each room.

29. If a grant request includes labor or installation, how many bids should be included?

For contracted labor work, you must attach at least two itemized bid estimates for work and materials. All contract labor work must be licensed. The preferred bid should be used on your budget form.

30. Who will be reading the grant application/narrative and how will it be scored?

- An initial review of the grant application is done to confirm all eligibility requirements are met and that all required documentation is attached. QCCC Grant Applications not meeting the requirements, incomplete applications or applications missing required documentation will be disqualified and will not be reviewed.
- A knowledgeable and impartial panel of readers will review and score the grant applications. All steps will be taken to ensure reviewers do not have a conflict of interest with a particular program.
- A grant request will be rated on priorities, the clarity of narrative and completeness of budget.
- An applicant may not add additional documentation once the grant is submitted to the CCR&R.

Section 4: Grant Application Checklist

For both QCCC Grant Options, a total of **four (4) sets of documents (the original + three (3) copies)** are required.

A complete Grant Application Pack includes:

Item	Training Option	Competitive Grant Option
Completed Application	✘	✘
Narrative		✘
Completed Budget Form and attachments ▪ If applicable: Bids/estimates, Pictures		✘
Copy of IDCFS license	✘	✘
Supporting Documentation, as applicable:		
Written permission from the landlord		✘
Corrective Action Plan		✘
QRS status ▪ Copy of the Summary Report/Facility Report OR ▪ Copy of QRS certificate	✘	✘
Accreditation status ▪ Request for visit and receipt of payment OR ▪ Copy of certificate		✘
Head Start Grantee letter or certificate		✘
Assessment: ▪ One Page Profile Sheet(s) ▪ FCCERS ▪ ITERS ▪ ECERS ▪ SACERS (only at www.fpg.unc.edu/~ecers/) ▪ BAS ▪ PAS		✘

**Grant application packets may be mailed or hand delivered to:
Children's Home + Aid CCR+R Program, 2133 Johnson Road, Granite City, IL**

- **Training Option: December 15-17, 2011 and between 9:00 a.m. - 3:00 p.m.**
- **Competitive Option: before January 6, 2011 and before 4:00 p.m.**

**Grants received after these deadlines or times will not be reviewed.
An applicant may not add further documentation once the grant is submitted to the CCR+R Program.**

Section 5: Commonly Used Terms/Acronyms

Accredited/Accreditation

A process through which child care programs voluntarily meet specific standards to receive endorsement from a national agency. The following accreditation agencies are approved for funding through this grant process:

NAFCC	National Association for Family Child Care
NACCP	National Association of Child Care Professionals
NAEYC	National Association for the Education of Young Children
NECPA	National Early Child Care Program Accreditation
COA/SA	Council on Accreditation – School Age Accreditation

Accreditation Self Study

Applies to programs that are in the process of becoming accredited.

BAS Business Administration Scale

A tool for family child care programs to measure overall quality of management and business practices.

CCAP Child Care Assistance Program funded by the Illinois Department of Human Services

CCRR Child Care Resource & Referral agency

Corrective Action Plan

Plan to meet required standards for a local or state agency

IDCFS Illinois Department of Children and Family Services

IDHS Illinois Department of Human Services

INCCRRA Illinois Network of Child Care Resource and Referral Agencies

ERS Environment Rating Scales

Assessment tools used to measure and assess the level of quality in a program. Each ERS is designed for specific program types and/or age groups.

FCCRS-R	Family Child Care Rating Scale Revised	
ITERS-R	Infant & Toddler Environment Rating Scale Revised	ages birth – 30 months
ECERS-R	Early Childhood Environment Rating Scale Revised	ages 2½ - 5 years
SACERS	School Age Care Environment Rating Scale	ages 5-12 years

PAS Program Administration Scale

A tool for center-based programs to measure the overall quality of management and administrative practices.

QRS Quality Counts Quality Rating System

Illinois voluntary system for child care providers which recognizes program quality above licensing standards and provides Child Care Assistance Program bonus payments.

Program Assessment

An evaluation tool used to determine a program's strengths and areas in need of improvement. Assessments are based upon observation of the program and its environment.

For more information on the following programs, please contact the listed agency.

Quality Counts Quality Rating System (QRS)

- Your local CCR&R
- Illinois Network of Child Care Resource and Referral Agencies www.inccrra.org 1/866-697-8278 or qrsinfo@inccrra.org

Accreditation Programs:

- National Association of Family Child Care www.nafcc.org 1-800-359-3817
- National Accreditation Commission for Early Care & Education www.naccp.org 1-512-301-5557
A division of the National Association of Child Care Professionals
- National Association for the Education of Young Children www.naeyc.org 1-800-424-2460
- National Early Childhood Program Accreditation www.necpa.net 1-800-505-9878
- Council on Accreditation / School-Age www.coaafschool.org 1-866-262-8088