

Vermont Afterschool, Inc. 150 Kennedy Drive South Burlington, VT 05403

2022-2023 Room for Me Grant Expanding access to afterschool and summer programs

Request for Proposals

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Application Deadline: November 15, 2022, 4PM EST

Award Notification: January 15, 2023

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I. Introduction

Vermont Afterschool is proud to be working with the Vermont Department for Children and Families' Child Development Division to establish the 2022-2023 Room for Me Grant.

Over the next 12 months, we anticipate \$960,000 in federal funding will be available through this competitive grant process to expand the number of school age (ages 5-12) child care slots in afterschool and summer programs for children and youth statewide, especially in underserved areas of Vermont. Projects must include start-up of new programs, or expansion of existing programs.

As we continue to work to address needs created or worsened by the pandemic, afterschool and summer child care programs offer important opportunities for Vermont's children and youth to engage, connect, and heal. They provide safe and inclusive environments with more time for learning and growth and allow children and youth to build relationships, explore interests, develop skills, and have valuable experiences. Furthermore, afterschool and summer programs help support working families by providing quality care and supervision during the work day and play a critical role in our communities.

Our collective efforts to continue to reduce barriers and expand access to quality afterschool programs and summer child care programs will help inform efforts to provide universal afterschool in the future. We encourage you and your partners to think innovatively as you plan what these important opportunities can look like for the children and youth in your community!

GRANT PURPOSE

This grant opportunity is designed to:

- Expand the amount of child care capacity throughout the state of Vermont;
- Support children, youth, and families with high quality afterschool and summer (year-round)
 child care programs that support working families, and meet youth's well-being, connectedness,
 and mental health needs;
- Expand afterschool and summer child care programs for children and youth (ages 5-12) in areas where few or no services currently exist and in ways that increase the affordability, accessibility, availability, and inclusivity of all afterschool and summer programs throughout Vermont; and
- Increase the number of programs that accept CCFAP thereby expanding opportunities for Vermont children and youth.

PROGRAM FUNDING PRIORITIES

- Expanding capacity and access to afterschool and summer child care programs by:
 - increasing year-round (operating at least 42 weeks) licensed program slots for children and youth

- creating new licensed or regulated programs in parts of the state where few or no options are currently available, extending hours of operation to serve more children and youth, or adding new locations
- addressing affordability for children and youth (ages 5-12) and their families by enrolling in the Child Care Financial Assistance Program (CCFAP)

II. Funding Available and Grant Awards

At least \$950,000 in Child Care and Development Block Grant funding supported by American Rescue Plan (ARPA) investments is available for 2022-2023 awards. Maximum grant requests may be up to \$50,000, determined by program type:

Program Type:	Maximum Grant Award:
Family child care (home-based) programs	\$20,000
Child care centers, schools, businesses, municipalities, and other agencies	\$50,000

Vermont Afterschool, working in close collaboration with and at the direction of the Child Development Division, reserves the right to make funding decisions based on added criteria, including but not limited to, geographic location, fiscal risk analysis of prospective grantees, prospective grantee's non-compliance with previous awards, and failure to comply with information requests.

III. Eligible Applicants

Eligible Applicants:

To be eligible, a program shall:

- Be a new or existing regulated, center-based child care or afterschool program or family child care home in good regulatory standing with the Vermont Child Care Licensing regulations specific to the type of program being operated.
- Enroll children/families eligible for and participating in CDD's Child Care Financial Assistance Program (CCFAP).
- Provide child care for school age children (ages 5-12) for at least 42 weeks of the year.
- Propose a type of project that results in a higher number of school age slots available. Projects
 may include minor remodeling, equipment, materials, or increased levels of staffing (e.g., hiring,
 training, or increased or extended staffing hours) in order to increase the licensed capacity,
 extend program hours or days resulting in more slots.
- Outline intent to achieve any eligibility criteria within project proposal if program does not currently meet criteria.

PLEASE NOTE: we strongly encourage you to reach out to a <u>CDD Child Care Business Technician</u> to ensure your project will meet licensing requirements prior to completing this grant application.

IV. 2022-2023 Grant Application Timeline

Task	Date
RFP Published	September 15, 2022
Intent to Apply Due (not required but strongly recommended)	September 30, 2022 Submit an intent to apply here: https://bit.ly/roomformeintent
Questions Due	November 14, 2022, 12PM EST Please submit questions about completing this application here: https://bit.ly/roomformequestions Questions will be answered within 24 hours during regular business hours here: https://bit.ly/roomformefaq
Applications Due	November 15, 2022, 4PM EST Complete and submit electronic application here: https://bit.ly/roomformeapp
Award Notification	January 13, 2023
Program Periods	January 30, 2023 – July 28, 2023
Award Periods	January 30, 2023 – August 11, 2023

V. Fiscal Management

Fiscal Reporting and Reimbursement Process:

Vermont Afterschool agrees to reimburse the Subrecipient for services performed up to the maximum amount stated in the grant agreement, provided such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.

The Subrecipient will provide financial reports, invoices, and other supporting documentation on or before the fifth day of each month for the duration of their grant period. Upon receipt, the School Age Child Care Capacity Coordinator and the Vermont Afterschool business staff will review reimbursement requests for completion and accuracy. If there are any discrepancies, unallowable expenses, or errors, submissions will be returned for correction or updating. Please note that the need for corrections and further communication may result in a delay in your reimbursement.

Grant funds will be distributed through a reimbursement process. Upon receipt and approval of reimbursement requests, Subrecipients will be paid within 30-60 days for eligible reimbursable

costs incurred in carrying out the purpose(s) of the program, upon receipt of funds from the Vermont Department for Children and Families Child Development Division to Vermont Afterschool.

General Payment Information:

The maximum dollar amount payable under this grant is not intended to guarantee an amount of payment. The Subrecipient will be paid for services performed up to the maximum allowable amount. Unless amended, this is a one-time grant award for the amount indicated with no assurances of continued funding beyond the initial grant term. The Subrecipient should monitor their expenditures and invoices. No payment beyond the maximum total grant amount shall be rendered.

Allowable Use of Funds:

Allowable activities and associated expenses in two categories; temporarily and continuously reimbursable throughout the grant term:

Temporarily Reimbursable:

- Salaries and fringe benefits (i.e. employer paid taxes, company paid benefits to employees, etc.) up to 6-8 weeks. Once enrollment and CCFAP reimbursement support this cost, this is no longer reimbursable.
- Healthy snacks and meals that comply with the <u>USDA Afterschool Program</u> and <u>Summer Food Service Program nutrition meal pattern, up to 6 8 weeks. Once enrollment funds support this cost, this is no longer reimbursable.
 </u>

Continuously Reimbursable:

- Costs associated with expansion of existing program: number of weeks and hours, number of children served, staffing, activities, adding a site, etc.
- Costs associated with creating a new program in a community where few or no options are currently available
- 1099 Contractors
- Accounting or consulting services directly related to financial operations of the grant
- Consultants, subcontractors, and evaluators
- Program materials and supplies (<u>eCFR :: 2 CFR 200.1 -- Definitions)</u> related to expanding the number of school-age child care slots
- Equipment related to expanding the number of school-age child care slots in their program <u>eCFR</u> :: 2 CFR 200.1 -- Definitions
- Costs associated with developing partnerships and creating new partnerships with community-based organizations, municipalities, higher education, businesses and/or schools
- Advertisements, promotional, and marketing items for community outreach associated with the expansion of available slots or program opportunities
- Capital improvements and permanent renovations
 - Use this guidance on allowable construction as outlined in the Code of Federal Regulations: https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-98/subpart-F/section-98.56

 Allowable funding can include minor renovations and projects to non-structural walls, new flooring, plumbing etc. Outdoor structures, sitework, survey feels, permitting, design and initiative funding.

Unallowable Use of Funds:

The following activities and associated expenses are not eligible to be funded:

- Costs cannot be incurred or paid before the start, or after the end, of the grant period
- Scholarships or subsidies
- Incentives including plaques, trophies, stickers, certificates, t-shirts (unless approved and purchased for safety reasons for field trips), and give-a-ways
- Gift cards
- Field trips purely for entertainment purposes
- Unapproved out-of-state or overnight field trips, including retreats, lock-ins, etc.
- End-of-year celebrations or food associated with parties or socials
- Decorative items
- Purchase of facilities and vehicles (e.g., buses, vans, cars) or land acquisition
- Dues to organizations, federations, or societies for personal benefits
- Interest expenses
- Direct labor and subcontract costs for remodeling or construction
- Major renovations, new buildings or major additions to buildings, foundation changes, roof replacements, etc.

IMPORTANT NOTE: This is not an all-inclusive list of allowable and unallowable expenses. 2 C.F.R. §§ 200.420-475 lists general allowability for selected items of costs. If you have questions about whether an expense is allowable or unallowable, please submit them here: https://bit.ly/roomformequestions. Questions and answers will be made accessible here: https://bit.ly/roomformefag.

VI. Monitoring and Technical Assistance

Monitoring and technical assistance opportunities are essential in setting your programs up for success and ensuring your grant goals are being met. Vermont Afterschool will be available and accessible throughout the grant period for support and guidance, both proactively and as needed.

The goals of monitoring and technical assistance are to recognize areas of strength and areas for continued growth, all while satisfying the collective goal of providing exceptional programming for Vermont's youth. Additional details on monitoring and technical assistance expectations and availability can be found below.

Monitoring:

Monitoring activities for Subrecipients may include: emails, phone calls, virtual meetings, and/or onsite visits. Subrecipients may be monitored on topics including, but not limited to staffing, effectively maintaining the health and safety of youth and staff, training and development, transportation, general strengths, challenges, and compliance with the grant agreement.

Additionally, Subrecipients will submit a final narrative performance report for each program period for which they receive funding, to include: total number of children served; total number of increased slots for participants; total number of days the program was able to expand; data on the program's other measurable outcomes; lessons learned; challenges and successes. Additional data points may be required. Reports will be due on the following dates: April 5, 2023; July 5, 2023; and September 5, 2023.

Technical Assistance:

Subrecipients will be required to attend a virtual Financial Management webinar prior to the start of the grant period. In addition, community check ins will be held quarterly to provide subrecipients with updates, best practices, support, and resources. Other technical assistance opportunities may be scheduled as identified by Vermont Afterschool during the grant period.

Additionally, Vermont Afterschool will be available for individualized technical assistance as needed. More information about your program specialist and their contact information will be made available prior to the beginning of your award period.

VII. Grant Application and Submission

Complete and submit electronic application here: https://bit.ly/roomformeapp
Submit questions about completing this application here: https://bit.ly/roomformeapp

VIII. Review Process and Criteria

Grant applications will be read and scored using the Scoring Rubric found in Appendix A. Vermont Afterschool will engage a variety of reviewers with expertise in afterschool and summer learning; youth development; diversity, equity, and inclusion; health; childcare; grants and grant making; higher education; K-12 education; community schools; and profit and non-profit organizations. Each proposal will be reviewed and scored by a team of reviewers who will participate in orientation and training, prior to beginning their application reviews. Review team assignments will ensure that no reviewers review proposals from programs/organizations in which they serve as a staff member, board member, volunteer, or consultant or have any other conflict of interest. Vermont Afterschool will guide the review process and provide the teams a platform to meet to make their funding recommendations.



IX. Room for Me 2022-2023 Grant Application

COVERSHEET AND ASSURANCES:
Name of Organization/Program Name: Year Agency Founded: Project Director:
Mailing Address: City: State: Zip: County:
Program Location (if different from above):
☐ This project serves children and youth in Bennington, Essex, Grand Isle, Franklin, Orleans, Orange, or Windham County (5 Priority Points)
Contact Name: Contact Phone #: Contact E-mail:
Amount of Funding Requested:
Current Annual Budget - total annual operating budget (whole numbers only) for current fiscal year:
State of Vermont Child Care License Number: If Applicable
Unique Entity Id (UEI) (SAM): (A SAM UEI # replaces the previous DUNS system and is required. If you have applied for one, but have not received your number at the time of application, please indicate that and submit a Vermont Afterschool when assigned.) Federal EIN #: VT Tax ID #: Website for program or organization (put n/a if you don't have one):
Title of Project/Program:
Grant Purpose (a two-sentence explanation of the grant project): Select Your Program Type:

Please Select One ☐ This is a new program
☐ This is an expansion of an existing program
Are you a: Please Select One Family child care (home-based) provider Child care center, school, business, municipality, or other agency
Current Capacity and Offerings: Based on your existing operation without this grant funding , what is your program's current offering and capacity?
Summer Vacations: Current number of weekly summer program slots: Current number of summer programming weeks/days/daily hours in your program://
Afterschool: Current number of weekly afterschool program slots: Current number of afterschool programming weeks/days/daily hours in your program://
School Vacations: Current number of weekly school vacation program slots: Current number of school vacation programming weeks/days/daily hours in your program://
On a typical DAY in your child care program how many ADDITIONAL youth do you anticipate serving with this grant funding?
Please complete the Afterschool, School Vacation, and Summer Program Schedule. *Please note that the ESTIMATED start/ end times are to be considered WITH the grant funding being requested.
Afterschool program CURRENT start/end dates:

Afterschool program ESTIMATED start/end dates:							
Afterschool	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current		100000	l social control and y	· · · · · · · · · · · · · · · · · · ·	111000		Junuay
Start time							
Current							
End time							
Estimated							
Start Time							
Estimated							
End Time							
Summ	er program	n ESTIMATEI	start/end date: O start/end da	tes:		1	
Summer	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current							
Start time							
Current							
End time							
Estimated Start Time							
Estimated							
End Time							
School Vacation program CURRENT start/end dates: School Vacation program ESTIMATED start/end dates:							
Summer	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current							
Start time							
Current							
End time							
Estimated							
Start Time							

Program Assurances (please check each one and sign):

Recipients of grant funding shall:

Estimated End Time

□ not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information □ be a new or existing regulated, center-based child care or afterschool program or family child care home serving school-aged (5-12) children, youth, and families in Vermont; □ be in good regulatory standing with the Vermont Child Care Licensing regulations specific to the type of program being operated or if you are a new program, licensing will be pursued in the first year; □ offer low or no-cost options for eligible students; □ provide appropriately trained, certified, and/or licensed staff; □ participate in Vermont Afterschool's Room for Me grant monitoring and technical support; □ follow all applicable health guidance; □ ensure that healthy snacks and meals are available, and that they comply with the USDA Afterschool Program, Summer Food Service Program and nutrition meal pattern; □ comply with the requirements set forth in eCFR :: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
☐ certify that, if utilizing another federal funding stream for any expenses, this grant will not also be charged;
☐ submit performance reports as defined above;
☐ comply with all laws and regulations applicable to Subrecipient's operations;
☐ indemnify, defend and hold harmless Vermont Afterschool and its directors, employees and staff
against any liabilities, losses, claims, lawsuits, costs or expenses (including reasonable attorney's fees) arising out of or incurred in connection with Subrecipient's operation of its programs;
☐ use grant funds exclusively to carry out the purpose(s) of the program; and
☐ grant Vermont Afterschool, upon reasonable prior notice to Subrecipient, the right to audit the Subrecipient's books and records for purposes of confirming compliance with the requirements of the grant.
Note: Final contracts will also include DCF State Assurances.
Signature of Designated Official Title Date

INSTRUCTIONS: Answers to all questions must be complete in order for the application to be accepted. Please also be sure not to exceed the character limit (including spaces) specified for each question. To see how proposals will be scored, please see the "Scoring Rubric" in Appendix A.

REMINDER: Answers to all questions should reflect back to the grant purpose and priorities, included below:

- Expand the amount of child care capacity throughout the state of Vermont;
- Support children, youth, and families with high quality afterschool and summer (year-round) child care programs that support working families, and meet youth's well-being, connectedness, and mental health needs;
- Expand afterschool and summer child care programs for children and youth (ages 5-12) in areas
 where few or no services currently exist and in ways that increase the affordability, accessibility,
 availability, and inclusivity of all afterschool and summer programs throughout Vermont; and
- Increase the number of programs that accept CCFAP thereby expanding opportunities for Vermont children and youth.

1. BACKGROUND:

A. Describe the overall needs of the community(ies) and the youth that this project will be serving. How were these needs identified? How were community members, partners, parents, educators, and youth input included?

(Limit: 1500 characters including spaces)

B. Describe your agency/organization, mission, structure, staff, number of years of service, number of youth/families served, and its previous grant history. This section should also include your diversity, equity, and inclusion statement or goals, as well as how your staff reflects the race, gender culture, sexual orientation, language, and other qualities of the youth being served. If this is a new program, describe your structure, staff, anticipated number of youth served, and proposed fiscal management.

(Limit: 1500 characters including spaces)

2. PROJECT DETAILS:

A. Please tell us about your current and proposed licensed program capacity that will result from this project.

Without Grant	With Grant Funding			
Funding				
Current number of weekly	Estimated number of weekly			
summer program slots in	summer program slots in			
your program	your program			
Current number of	Estimated summer			
summer programming	programming			

weeks/days/daily hours in	weeks/days/daily hours in
your program	your program
Current number of weekly	Estimated number of weekly
afterschool program slots	afterschool program slots in
in your program	your program
Current number of	Estimated afterschool
afterschool programming	programming
weeks/days/daily hours in	weeks/days/daily hours in
your program	your program
Current number of weekly	Estimated number of weekly
school vacation program	school vacation program
slots in your program	slots in your program
Current number of school	Estimated school vacation
vacation programming	programming
weeks/days/daily hours in	weeks/days/daily hours in
your program	your program

- **B.** Please describe the project and how it will expand the number of school age slots in your child care program? For example, what specifically will you do to increase program hours, days, or weeks; increase staffing; increase space; and/or create new program options in areas of the state where few or no programs currently exist? (Note: These actions may require changes with licenses issued to regulated child care programs serving school age children. Please include details of your conversation with a <u>CDD Child Care Business Technician.</u>) (Limit: 1750 characters including spaces)
- C. Describe your staffing plan and staff qualifications for the project leader and any key personnel who will be involved in the development and implementation of the proposed project. If you are adding staff, how will they be chosen for this project?

 (Limit: 1000 characters including spaces)

3. OUTCOMES & EVALUATION:

A. Please list at least two distinct specific and measurable programmatic outcomes in the table(s) below related to how this will increase capacity, accessibility, availability, and affordability of the program.

Program Outcomes:				
1.				
2.				
Additional Outcome (optional):				

B. What data will you collect, and when, to measure the effectiveness of your project? How will you track participation, protect data privacy, and share data as appropriate with partners? (Limit: 1500 characters including spaces)

4. BUDGET & TIMELINE

A. Complete the budget table below. Under each category, provide an explanation of costs with the detail and accuracy needed to provide a clear picture of how the grant funds will be spent. Be as accurate and specific as possible. (For example, list each staff position for this grant, their # of hours on the project, hourly rate, and a subtotal for each position. List equipment and supplies that will be charged to this grant and the cost per item.) Add categories and space as necessary.

Category	Specific Details	Project Cost	Grant Funding Requested	Other Secured Funding
Staff Salaries (Object Code 100)				
Staff Benefits (Object Code 200)				
Staff Training/ Professional Development (Object Code 300)				
Supplies/Materials (Object Code 600) In accordance with 2 CFR 200.314				
Equipment (Object Code 600) In accordance with 2 CFR 200.313				
Contracted Services (Object Code 300) Follow the Federal compliance for organization/school procurement policies, 2 CFR				
200.320, for each contract exceeding \$10,000 Transportation				
(Object Code 500)				
Nutrition (Object Code 600)				
Other Expenses Please specify and add new lines as needed.				

Indirect		
(Object Code 900)		
To be determined with		
Vermont Afterschool		
TOTAL		

- Provide a detailed budget narrative and timeline, by month, describing how the grant funds will be spent. Please reference the level of specificity needed at the start of this section.
 (Limit: 2500 characters including spaces)
- C. Describe other sources of funding that will contribute to this project. Other sources might include participant fees, other grants, in-kind services, pursuing licensing and utilizing the Child Care Financial Assistance Program for families who quality, or fund-raising efforts. (Limit: 1000 characters including spaces)
- Provide a comprehensive timeline for all aspects of the project. Include all permits or tests (i.e. child care licensing, water quality, wastewater, furnace inspection, and other zoning-related requirements) that must be completed for your project to be successful.
 (Limit: 1500 characters including spaces)
- **E.** Describe your plan to continue to develop partnerships and address sustainability beyond the funding period.

(Limit: 1500 characters including spaces)



APPENDIX A: Scoring Rubric

	EXCELLENT	GOOD	FAIR	MARGINAL	NO EVIDENCE PROVIDED
	(well- conceived and thoroughly developed)	(solid, acceptable, expected)	(requires additional clarification)	(lacks sufficient information)	(information not provided)
Coversheet is Complete (5 Points)	5	5	0	0	0
BACKGROUND (20 Points)					
Describes the overall needs of the community(ies) and the youth that this project will be serving. How were these needs identified? How were community members, partners, parents, educators, and youth input included?	10	8	6	4	0
Describe your agency/organization, mission, structure, staff, number of years of service, number of youth/families served, and its previous grant history. This section should also include your diversity, equity,	10	8	6	4	0

and inclusion statement or goals, as well as how your staff reflects the race, gender culture, sexual orientation, language, and other qualities of the youth being served. If this is a new program, describe your structure, staff, anticipated number of youth served, and proposed fiscal management.					
Background Total:					
PROJECT DETAILS (20 Points)					
Please tell us about your current and proposed licensed program capacity that will be resulting from this project. (Filling out the table).	5	4	2	1	0
Please describe the project and how it will expand the number of school age slots in your child care program? For example, what specifically will you do to increase program hours, days, or weeks; increase staffing; increase space; and/or create new program options	10	8	6	4	0

in areas of the state where few or no programs currently exist? (Note: These actions may require changes with licenses issued to regulated child care programs serving school age children. Please consult with your licensor.)					
Describe your staffing plan and staff qualifications for the project leader and any key personnel who will be involved in the development and implementation of the proposed project. If you are adding staff, how will they be chosen for this project?	5	4	2	1	0
Project Design Total:					
OUTCOMES & EVALUATION (10 Points)					
Please list at least two distinct specific and measurable programmatic outcomes in the table(s) below related to how this will increase capacity, accessibility,	5	4	2	1	0

availability and affordability of the program.					
What data will you collect, and when, to measure the effectiveness of your project? How will you track participation, protect data privacy, and share data as appropriate with partners?	5	4	2	1	0
Outcomes & Evaluation Total:					
BUDGET (40 Points)					
Budget table demonstrates that costs are reasonable in relation to the anticipated results and benefits.	10	8	6	4	0
Budget narrative provides adequate detail about how the grant funding, related to cost categories, would be spent.	10	8	6	4	0
Describes other sources of funding that will contribute to this project.	5	4	2	1	0
Provide a comprehensive timeline for all aspects of the project. Include all	10	8	6	4	0

permits or tests (i.e. child care licensing, water quality, wastewater, furnace inspection, and other zoning-related requirements) that must be completed for your project to be successful.					
Describes the plan for continued partnership and sustainability development beyond the funding period.	5	4	2	1	0
Budget Total:					
PRIORITY POINTS (5 Points)					
The project serves children and youth in Bennington, Essex, Grand Isle, Orleans, or Windham County.	5	0	0	0	0
TOTAL PROPOSAL SCORE: (Up to 100 points)					