

CONNECTICUT STATE DEPARTMENT OF EDUCATION
AND
CONNECTICUT STATE DEPARTMENT OF SOCIAL SERVICES

**SCHOOL READINESS AND CHILD DAY CARE
GRANT PROGRAM**

*Application for Participation
Priority School District Municipalities
(A Non-Competitive Grant Program)*

Purpose of Grant Application

- 1. To significantly increase the number of spaces in accredited and/or approved programs for young children in order to provide greater access to high-quality school readiness programs;*
- 2. To significantly increase the number of spaces for young children to receive full-day, full-year child day care services to meet family needs and to enable parents to become employed; and*
- 3. To establish a shared cost for such school readiness and child day care programs among the state and its various agencies, the communities and families.*

RFP 053

Legislative Authority
Connecticut General Statutes
Sections 10-16o through 10-16u

Due Date
May 18, 2007

CONNECTICUT STATE DEPARTMENT OF EDUCATION

AND

CONNECTICUT STATE DEPARTMENT OF SOCIAL SERVICES

Dr. Mark K. McQuillan
Commissioner of Education

Michael P. Starkowski
Commissioner of Social Services

IT IS THE POLICY OF THE STATE OF CONNECTICUT THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

**SCHOOL READINESS AND CHILD DAY CARE GRANT
PRIORITY SCHOOL**

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SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

OVERVIEW OF THE SCHOOL READINESS GRANT PROGRAM FOR PRIORITY SCHOOLS

What Is The School Readiness Grant Program?

P.A. 97-259, An Act Concerning School Readiness and Child Day Care, established a grant program to provide the state's contribution for financial support to Priority School Districts in the establishment of school readiness programs for young children in the community. The purpose of the grant program is:

1. To significantly increase the number of spaces in accredited and/or approved programs for young children to provide access to high quality school readiness programs;
2. To significantly increase the number of spaces for young children to receive full-day, full-year school readiness and child day care to meet family needs and enable parents to become employed; and
3. To establish a shared cost for such school readiness and child day care programs among the state and its various agencies, the communities and families.

Who Is Eligible As A Priority School District?

Priority School Districts are defined under section 10-266p of the general statutes. Eligibility is determined for a five-year period based upon the applicant's designation as a priority school district for the initial year of application except that if school district that receives a grant pursuant to this subsection is no longer designated as a priority school district at the end of such five-year period, such former priority school district shall continue to be eligible to receive a grant pursuant to C.G.S. 10-16p (c).

Duration Of The Grant

This grant application is for a two year-period based on the availability of funds. Eligible applicants must submit an application for a two-year period FY 2007-2008 and FY 2008-2009. For Year 2, the State Department of Education and the State Department of Social Services require applicants to submit a cover letter signed by the Chief Elected Official and Superintendent with attached budget pages, program grid, staff grid, slot and capacity page and any revisions/changes to the information submitted in the Year 1 application as well as a summary of Year 1 activities and objectives achieved. Grants award letters will be issued annually based on the annual appropriation of the Connecticut legislature and compliance with the program requirements.

What Are The Expected Outcomes* From A School Readiness Grant Program?

Connecticut General Statutes Section 10-16o through 10-16u supports the development of a network of programs that will:

- ◆ provide open access for children into quality programs that promote their health and safety and prepare them for formal schooling;
- ◆ provide opportunities for parents to choose among affordable, accredited or approved programs;
- ◆ encourage the coordination and cooperation among programs and prevent the duplication of services;
- ◆ recognize the specific service needs and unique resources available to individual communities and provide flexibility in the implementation of programs;
- ◆ prevent or minimize the potential for developmental delay in children prior to the age of five;
- ◆ enhance federal and state funded school readiness programs;
- ◆ strengthen the family through: (a) encouragement of family involvement in a child's development and education, and (b) enhance a family's capacity to meet the special needs of their children, including children with disabilities;

- ◆ reduce the educational costs by decreasing the need for special education services for children and to avoid school retention;
- ◆ assure that all children with disabilities are integrated into programs available for children who are not disabled; and
- ◆ improve the availability and quality of school readiness programs.

*It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in **THE CONNECTICUT PRESCHOOL CURRICULUM FRAMEWORK** developed by the Department of Education and available from the Bureau of Early Childhood Education and Social Services.

Process

In each Priority School District, the chief elected official and the superintendent of schools in conjunction with the School Readiness Council shall develop a plan for the expenditure of grant funds, that includes the local responses for proposals recommended for funding. The plans, including both grantee and sub-grantee proposals shall be limited to the sections defined in the appendix. The original and three (3) copies shall be submitted by the established due date to the School Readiness Program Manager at the Connecticut State Department of Education.

Program Guidelines

Accreditation - All Grantees are to ensure that sub-grantees are licensed by the Department of Public Health, unless exempt, and either accredited by the National Academy of Early Childhood Programs (NAECP), a division of the National Association of Education for Young Children (NAEYC) (or have applied for an NAECP number and will complete the accreditation process within 3 years of receipt of school readiness funding), approved by Head Start or if accredited by the New England Association of Schools and Colleges of America (NEASC) or the American Montessori Society, the sub-grantees must meet **CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS**.

ALERTS - In 1998 a system of ALERTS was set up to issue policies and/or guidelines to Grantees. These ALERTS are numbered in chronological order and cover a variety of topics to assist grantees and sub-grantees in their adherence to the requirements of the grant. At any time, the State Department of Education and the State Department of Social Services reserve the right to issue an amendment to an **ALERT** reflecting changes and policy in process. Technical Assistance ALERTS and School Readiness Policy ALERTS are posted on the SDE Web page www.state.ct.us/sde.

Allowable Use of Funds - Allowable costs for school readiness are administrative *costs*, with the balance of the allocation spent on slot costs.

- A. **Administrative Cost** - Priority School Districts may use up to five percent but no more than fifty thousand dollars of their School Readiness Allocation for coordination, program evaluation and administration. If a town provides twenty-five thousand dollars in local funding for early childhood education coordination, program evaluation and administration, such towns may use up to ten per cent but no more than seventy-five thousand dollars of such amount for coordination, program evaluation and administration.
- B. **Program Slots** - School Readiness funds may be used to purchase capacity from center based programs only, including for profit or not for profit private preschool programs, public preschool programs, Head Start programs, and state funded day care programs. Programs must be accredited by the National Academy for Early Childhood Programs (NAECP), or documented as in process of being accredited, or approved by Head Start, or meet the criteria established by the Commissioner of Education under **CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS** (available from the Connecticut State Department of Education, Bureau of Early Childhood). Services may be provided in the four (4) program types.

Programs Types Include:

- Full Day/Full Year Programs (5 days per week, 10 hours per day for a minimum of 50 weeks per year and adhere to the policy outlined in *ALERT SR 04-03*),
- School Day/School Year (5 days per week, 7 hours per day for a minimum of 180 consecutive days as outlined in *ALERT SR 05-03*)
- Part Day/Part Year Programs (minimum of 2.5 hours per day for 180 consecutive days for children not in any other program), and
- Extended Day (extending hours and/or days for children enrolled in another program to make it a Full Day/Full Year Program).

At least 60% of the slots must be Full Day/Full Year slots. For further information and definition of program types see *ALERT SR 04-03 or SR 05-03*.

Contract - Each grantee should have written contracts with their sub-grantees that clearly spell out the terms and conditions of their responsibilities in carrying out the grant program.

Family Resource Center (FRC) – Under the school readiness legislation, the Family Resource Centers work in conjunction with the School Readiness Council to meet the goals, objectives and long-term vision for children and families in the community. School Readiness Councils and Family Resource Centers are expected to work collaboratively to support children and families.

Teacher- Each classroom that provides services under the School Readiness Grant must be staffed, for all operating hours of the day by a teacher who at minimum has a Child Development Associate (CDA) credential and 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or an associate degree or a four year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or a Connecticut teaching certificate with an early childhood or special education endorsement. These qualifications are subject to changes enacted with the 2007 legislation. **For additional information see *ALERT SR 05-02*.**

Local Request for Proposals (RFP) - Each sub-grantee that is providing school readiness services for a municipality must submit a local proposal to the School Readiness Council for approval. This proposal must be sent to the State Department of Education, either with the original grant submission package or if it occurs subsequently in the year, **prior** to the start of the sub-grantee's program.

Monitoring - Each grantee is responsible to monitor their contracted programs to ensure programmatic and fiscal responsibility, accountability for children served, and that each program is implementing the 10 quality components under Connecticut General Statutes Section 10-16q as amended by Public Act 99-230.

- (1) A plan for collaboration with other community programs and services and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education training programs;
- (2) parent involvement, parenting education and outreach;
- (3) referrals for health services, including referrals for appropriate immunizations and screenings;
- (4) nutrition services;
- (5) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- (6) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- (7) a plan of transition for participating children from school readiness program to kindergarten;
- (8) a plan for professional development for staff;
- (9) a sliding fee scale for families participating in the program pursuant to section 8 of this act; and
- (10) an annual evaluation of the effectiveness of the program.

Reports – All Priority School Districts must submit school readiness reports, including fiscal, data, and programmatic reports **by the dates indicated on the Report Matrix**, or any additional requests for data, in order not to jeopardize monthly reimbursements. Grantees are also expected to participate as requested in all state level evaluation activities.

Submission

The School Readiness and Child Day Care Grant Application (original and 3 copies) must be received by 4:30 p.m. on **Friday May 18, 2007** irrespective of the postmark dates and means of transmittal. Facsimile copies of the application will not be accepted. Only applications with original signatures will be accepted.

Mailing and Delivery Address is:

Joyce M. Staples and Deborah Adams, School Readiness Program Managers
Bureau of Early Childhood, Career and Adult Education
CT Department of Education
25 Industrial Park Road
Middletown, Connecticut 06457

SECTION II

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Priority School District Municipalities
 (A Non-Competitive State Grant Program)

This grant is supported by the State Departments of Education and Social Services

GRANT PERIOD

July 1, 2007 to June 30, 2009

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax)	<u>LOCAL PROGRAM TITLE:</u> <u>PROGRAM FUNDING DATES:</u> FROM July 1, 2007 TO June 30, 2009
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Fax)	<u>ESTIMATED FUNDING:</u>

We, _____, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature: (Chief Elected Official)

Name: (typed) _____ Title: _____
 Agency: _____ Date: _____

Signature: (Superintendent)

Name: (typed) _____ Title: _____
 Agency: _____ Date: _____

TO BE SIGNED IF FISCAL AGENT IS OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT

Signature: (Fiscal Agent)

Name: (typed) _____ Title: _____
 Agency: _____ Date: _____

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

School Readiness Council

1. Identify the Chairperson or Co-Chairs of the municipality’s School Readiness Council for the School Readiness and Child Day Care Grant Program in FY 2007-2008 and FY 2008-2009

Chairperson
or Co-Chair: _____ Affiliation: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone: _____ Fax:: _____

Co-Chair: _____ Affiliation: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone: _____ Fax: _____

SCHOOL READINESS COUNCIL MEMBERS 2007-2008

Council members shall be representative of the community and include the chief elected official or designee, the superintendent of schools or designee, parents, representatives from local programs associated with young children such as Family Resource Centers, nonprofit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children.

<u>Name</u>	<u>Address</u>	<u>Telephone/Fax</u>	<u>Role/Affiliation</u>
			Mayor/Designee
			Superintendent/Designee
			Public Librarian
			Parent(s)
			Other (please name role)

2. Early Childhood Community Strategic Plan

- a. Does your community have a strategic plan? If so, please describe: the involvement of your School Readiness Council, W.C. Graustein Discovery initiative and other community groups in the development of this plan; the process; goals; timelines; activities and actions that occurred; current status; future plans; and any actions that are planned in order to implement the strategic plan.**
- b. If the community does not have a current early childhood strategic plan, is the community planning to develop one? If so, please describe those community groups involved and the current status and activities process.**

3. Outreach Survey

- a. Describe what plan has been developed to initiate outreach to the “hard to reach” families in your community such as immigrant populations, those under 185% of the federal poverty level, and the homeless population?**
- b. Describe what consideration is given to this population when selecting program sites?**
- c. Describe any other solutions you have considered to increase the level of access to preschool such as transportation (collaborating programs, alternative schedules, public transportation collaboration)?**

**SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM
OTHER COMMUNITY GRANTS**

Please check those grants that are currently in your community. Please complete the following for each checked item below: a) Describe how each grant collaborates with the School Readiness Grant; b) List the specific activities that occur; and c) List the person(s) responsible.

Adult Education

- a.
- b.
- c.

Discovery Grant

- a.
- b.
- c.

Early Reading Success

- a.
- b.
- c.

Even Start

- a.
- b.
- c.

Family Resource Center _____ **Number and Location of Centers** _____

- a.
- b.
- c.

Head Start _____

- a.
- b.
- c.

Young Parents Program _____

- a.
- b.
- c.

Preschool Special Education _____ **0**

- a.
- b.
- c.

Other state or federal grants, private grants _____

Please include the additional following information for your Preschool Special Education Classes

Number of classes _____

Number of children with Individual Education Programs in integrated classes where 50% or more of the enrollment are children without disabilities _____

Ratio of children with Individual Education Programs to children without disabilities _____

Number of children in classes that are not integrated _____

SECTION V

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM School Readiness and Child Day Care Programs PROGRAM GRID FOR FY 2007-2009*

Name and Address of Agency	No. of Slots for 2007-2009					Initial Funding Date(s) of Program	Annualized Cost of Each Type of Slots	TOTAL Awarded for Slots 2007-2009	Type of Accreditation															
	Full Day Total	School Day Total	Part Day Total	Ext. Day Total	T O T A L S				A=Accredited	P=In Process	N=Not Accredited	NAEYC #	Head Start Date of Approval	Montessori	NEASC									
TOTALS:																								

* A new grid for 2008-2009 must be submitted in Year 2

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM**Accreditation and Approval of Programs FY 2007-2008 and FY 2008-2009**

LICENSING AND ACCREDITATION

Applicants must meet the program requirements and quality standards for participation in this grant program as described in Connecticut General Statutes Section 10-16q (a) (1-5).

- 1. Applicants must attach a copy of their current license from the Department of Public Health for each site requesting school readiness funds.**
(If not covered under licensing requirements, i.e. public schools, please indicate.)

- 2. All program sites must be accredited or in process and submit the following documentation:**
(Applicants with multiple sites must indicate the approval sought and achieved for each site).
 - 1. Programs accredited by National Academy of Early Childhood Programs (NAECP), a division of NAEYC, must submit a copy of their current accreditation.**

 - 2. Programs in process for NAECP accreditation must submit their application number and documentation of their current status. Programs enrolled in the Accreditation Facilitation Program (AFP) must submit a copy of their acceptance letter. (New programs must apply for their accreditation packet from NAECP and receive their accreditation visit within 3 years of receiving their initial school readiness allocation.)**

 - 3. Programs accredited by Head Start must submit a copy of their approval letter for that site.**

 - 4. Programs accredited by the American Montessori Society must submit a copy of their approval for that site and a plan to meet CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS for Montessori.**

 - 5. Programs accredited by New England Association of Schools and Colleges (NEASC) must submit a copy of their approval for that site and a plan to meet the CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS for NEASC.**

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Grant Fiscal Agent

- 1. Identify the fiscal agent for the School Readiness and Child Day Care Grant Program for FY 2007-2008 and FY 2008-2009.**

Please be advised that if the fiscal agent for this grant program is other than the municipality or the municipality's school district, the fiscal agent must sign the Grant Cover Page and the grant's Statement of Assurances to certify compliance with all relevant requirements of this State grant program.

Fiscal Agent Information

Identify Fiscal Agent: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Primary Contact Person: _____

Federal ID #: _____

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Grant Budget FY 2007-2008

Directions

1. The applicant agency must complete the State Budget Form, ED 114, with anticipated line item total expenditures for the municipality and the budget justification page.
2. The applicant agency must complete the Slot and Capacity Expansion page justifying the use of the anticipated funding to implement this grant program in FY 2007-2008.
3. Grantees must include a copy of each sub-grantee budget page, ED 114, in an appendix with the submission of their grant application. Each ED 114 form must identify the name of the program, address, telephone number and the name of the primary contact person for each program that will be funded in FY 2007-2008.
2. Grantees must submit a new State Budget Form, Budget Justification page and Slot and Capacity Expansion page in Year 2.

ED 114 BUDGET FORM: FISCAL YEAR 2008

GRANTEE NAME:		TOWN / AGENCY CODE:	
GRANT TITLE:	School Readiness and Child Day Care Grant Program		
PROJECT TITLE:	Priority School District Municipalities: SRCDC Grant		
ACCOUNTING CLASSIFICATION:	FUND: 1100 SPID: 17043 YEAR: 2008 PROG: 82056 CF1: 170002 CF2:		
GRANT PERIOD: 07/01/2007 –06/30/2008	AUTHORIZED AMOUNT:		
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
CODES	DESCRIPTIONS	BUDGET AMOUNT	
111A	Administrators / Supervisors Salaries		
111B	Teachers		
112A	Education Aides		
112B	Clerical		
119	Other		
200	Personal Services – Employees Benefits		
322	In-service (Professional Development)		
330	Other Professional Technical Services		
331	Audit		
400	Purchased Property Services		
530	Communications		
580	Travel		
590	Other Purchased Services		
611	Instructional Supplies		
612	Administrative Supplies		
700	Property		
	TOTAL		
Original Request Date			
Revised Request Date		<i>State Department of Education Program Manager Authorization</i>	

2007-2008 BUDGET JUSTIFICATION PAGE

A separate budget justification must be completed in detail identifying the specifics for each line item expenditure noted in your budget.

For Example:

*111A Administrator- Supervisor Salary - \$45,000
1 Full Time School Readiness Coordinator to coordinate, administer and evaluate the implementation of school readiness grant*

Please note: Programs who utilize 10% of their allocation up to \$75,000 for coordination, program evaluation and administration must attach signed documentation indicating the source for the \$25,000 in local funding that will be contributed and how the funds will be utilized.

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Slot and Capacity Expansion FY 2007-2008

1. Priority School District Municipalities must reflect: (a) the number of slots being funded and (b) the amount of dollars allocated to each type of slot.

PROGRAM	NUMBER OF SLOTS FROM FY 2006-2007 RECEIVING <u>CONTINUED</u> FUNDING	NUMBER OF <u>NEW</u> SLOTS CREATED FY 2007-2008	STATE CONTRIBUTION
<p><u>Full Day/Full Year Program</u></p> <ul style="list-style-type: none"> A full day, full year program providing services 5 days per week, 10 hours per day, for 50 weeks.* 			\$ 8,025 x _____ =
<p><u>School Day/School Year Program</u></p> <ul style="list-style-type: none"> A school day, school year program providing services for 5 days a week for 7 hours per day for 180 days. 			\$6,000 x _____ =
<p><u>Part Day/Part Year Program</u></p> <ul style="list-style-type: none"> A part day, part year program providing services for at least 2.5 hours per day, 5 days per week for 180 days. 			\$4,500 x _____ =
<p><u>Extended Day Program</u></p> <ul style="list-style-type: none"> the expansion of an existing part day program, not funded by school readiness, that extend the day and year to a full day, full-year program. (10 Hrs/Day, 5 Days/Week, 50 Weeks) 			\$ 2,772 x _____ =

*(Programs open the minimum of 50 weeks must adhere to the policy outlined in **ALERT SR 04-03**)

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Management and Accountability Structure

C.G.S. Section 10-16p (g) (2) requires each school readiness community to “*designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Departments of Education and Social Services.*”

This section must include the following information:

- 1. The School Contact Liaison is the person responsible for the management (as defined above) of the grant program. Please address the following in your response.**
 - Describe how that person carries out the fiscal and programmatic monitoring of each sub-grantee.
 - How does that person measure how the programs adhere to the ten (10) quality standards, program standards, accreditation, and grant policies?
 - If the Liaison identifies issues, what is the process to resolve them and how is it documented?
 - How often is each program visited by this person?
 - How are the visits documented and what is the process for follow-up?
 - To whom does that person report?
- 2. Who is responsible for ensuring the accuracy of the monthly data submitted and how is the enrollment and attendance is verified?**
- 3. Who is responsible for recruiting new sub-grantees and developing the contract in the local RFP process?**
- 4. How is the Council kept informed on the status of the grant in relationship to the child and program issues identified in the community as well as the ongoing management process?**

Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligation for the management and accountability of this grant program.

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Documentation and Evaluation

1. How does the applicant recruit new children and families to ensure full utilization of slots?
2. How does the applicant document the progress in the community to increase the numbers of children served and ensure that all eligible children are served?
3. Under C.G.S. 10-16q Section (a) (10), programs funded by school readiness must use the assessment measures developed by the commissioners.
 - Please address how the community will ensure that all sub-grantees comply with the requirements in “Connecticut School Readiness Preschool Program Evaluation System.”(CSRPPES)
 - How will the community provide resources and support for program improvements on issues identified in the evaluation or through monitoring visits?
 - Who will be responsible for administering and compiling results of the *CSRPPES*, including Section 3, Continuous Quality Improvement?
4. What processes and requirements does the School readiness Council have, to ensure that the curriculum and assessment system used by the school readiness programs to measure child outcomes is aligned to the “Connecticut Preschool Curriculum Framework”?
5. How does the School Readiness Council provide oversight, coordination and support for the sub-grantee’s measurement of child outcomes? For guidance, please refer to the “Connecticut Preschool Curriculum Framework”.
5. How is the information on the School Readiness And Child Day Care Grant goals, outcomes and progress disseminated to the community at-large?

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Statement of Assurances

1. **The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant.**

*Applicants need only submit
the Statement of Assurances Signature Page
in the submission of their grant application.*

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Statement of Assurances

PROJECT TITLE **School Readiness and Child Day Care Grant Program**

THE APPLICANT: _____ HEREBY ASSURES THAT:

(Insert Agency Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;

L.

Required Contract Language

(1). For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes Section 32-9n; and "good faith" means that the degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but shall not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For the purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

(2). (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a and 46a-68b to 46a-68k, inclusive and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

(3). Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: the contractor's employment and subcontracting policies, patterns and practices; affirmative advertising; recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(4). The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

STATEMENT OF ASSURANCES (continued)

(5). The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding in a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the

commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of reinforcing such provisions including sanctions for noncompliance in accordance with this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(6). The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

(7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated, when employed, without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractors has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the Connecticut General Statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning employment practices and procedures of the contractor which related to the provisions of this section and section 46a-56 of the general statutes.

(8). The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations and orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor or vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. OTHER ASSURANCES

The grant award is subject to approval of the State Departments of Education and Social Services and the availability of state and/or federal funds;

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;

STATEMENT OF ASSURANCES *(continued)*

- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of Connecticut General Statutes Sections 10-16o through 10-16r and the amendments outlined in P.A. 99-230 and P.A. 00-187 for grantees or state agencies that require grantee or subgrantee participation or compliance;
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement; and
- R. The State Departments of Education and Social Services reserve the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Statement of Assurances Signature Page

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official: _____

Name: (please type) _____

Title: (please type) _____

Date: _____

Signature of Superintendent: _____

Name: (please type) _____

Title: (please type) _____

Date: _____

Signature of the Fiscal Agent: To Be Signed

If the Fiscal Agent is other then the Municipality or the School District:

Signature of Fiscal Agent: _____

Name: (please type) _____

Title: (please type) _____

Date: _____

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Affirmative Action Packet

1. The Affirmative Action Certification Form must be signed by the applicant agency's authorized official and submitted with the grant application.

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "Certification Form" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

State Department of Education
Affirmative Action Office, Room 229
165 Capitol Avenue
Hartford, Connecticut 06106
(860) 713-6530

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Affirmative Action Certification Form

AFFIRMATIVE ACTION CERTIFICATION

AN AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

**SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM
GLOSSARY/DEFINITIONS**

ALERTS – **Policy Alerts** are issued to provide guidance to councils and providers around school readiness policies and procedures. **Technical Assistance Alerts** are issued to give guidance to programs on early childhood topics such as ADA and IDEA in Preschools, Transition to Kindergarten, Parent Involvement and Nutrition. A copy of these ALERTS should be maintained and followed. **ALERTS are posted on the SDE web page www.state.ct.us/sde.**

Child Development Associate (CDA) – This credential and 12 credits or more in approved early childhood education or child development courses from an institution of higher learning approved by the Board of Governors of Higher Education is the minimum credential required by the school readiness grant for teachers in each school readiness classroom for all operational hours of the day. For additional information see **ALERT SR 05-02**.

Connecticut Frameworks – The “**CONNECTICUT PRESCHOOL CURRICULUM FRAMEWORK**” is the guide for programs to use in the implementation and necessary adjustments to the curriculum and activities that support children in the development of skills and knowledge necessary for learning.

Connecticut School Readiness Preschool Program Evaluation System (CSRPPES) – This document must be used by all school readiness programs on an annual basis to evaluate how their programs are meeting the requirements of the School Readiness Initiative. The Community Report summarizes the information from each sub-grantee on credentials, accreditation, quality components, parent satisfaction and continuous quality improvement. The sub-grantee completes all sections of the Individual Program Report except for the section on quality components. The documentation for this section is reviewed and rated by the Contact Liaison and at least one parent from the program.

Inclusion/Integration – It is expected that all children with and without disabilities shall have access to school readiness programs. Programs must adhere to the requirements of the **INDIVIDUALS WITH DISABILITIES ACT (IDEA)** and the **AMERICANS WITH DISABILITIES ACT (ADA)** which require that no child be excluded on the basis of a disability. For more information see the **TECHNICAL ASSISTANCE ALERT ON INCLUSION SR TA. 99-01**.

Outcomes – Those skills that children with a quality preschool experience are expected to demonstrate when entering kindergarten. For more information and guidance see the publication, **CONNECTICUT PRESCHOOL CURRICULUM FRAMEWORK** that is available from the State Department of Education.

Parent Fees – The amount of money parents are required to pay for participation in the school readiness program based on the sliding fee scale or stated on their child care certificate. Fees must be used to support the activities of the school readiness program the child is attending. The School Readiness Council may choose to exempt only Part Day/Part Year Programs from this requirement.

Plus Standards – Those standards developed by the Connecticut State Department of Education in a crosswalk format to ensure that all early childhood programs, despite the various accreditation requirements have comparability to the National Academy of Early Childhood Programs Standards (NAECP). At this time, the **CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS** are applicable to New England Association of School and Colleges (NEASC) Independent Schools, NEASC Public Elementary Schools and American Montessori Society (AMS) early childhood programs. Standards are available through the Connecticut State Department of Education.

Program Standards – Those principles that programs must meet to ensure quality. Programs who either have or are seeking National Academy of Early Childhood Programs (NAECP) Accreditation under the National Association of Early Childhood Association (NAEYC) must meet the NAECP standards. Head Start programs must meet the Head Start Program Performance Standards. Montessori and New England Association of Schools and Colleges (NEASC), must meet **CONNECTICUT'S STANDARDS FOR PRESCHOOL AND READINESS PROGRAMS**.

Quality Components – Those ten components required of school readiness programs by the legislation that include collaboration, parent involvement, health, nutrition, family literacy, admission policies, transition to kindergarten, sliding fee scale and an annual program evaluation.

Sliding Fee Scale – A scale of fees based on income and family size. For all children, except those with a child care certificate, the programs must use the Department of Social Services (DSS) Sliding Fee Scale or develop their own based on the DSS Scale to determine the fees charged to parents for school readiness programs, in accordance to policy guidelines provided by their local School Readiness Council.

Teacher – Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours of the day by a teacher who, at minimum, has a Child Development Associate (CDA) credential and 12 credits or more in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education or an associate’s degree or a four (4) year degree with 12 or more credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education or a Connecticut teaching certificate with an early childhood or special education endorsement. These qualifications are subject to changes enacted in the 2007 legislative session. **For additional information see ALERT SR 05-02.**

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Local Request for Proposals FY 2007-2008

1. Each municipality is required to issue a Local Request For Proposal (RFP) in FY 2007 to identify and fund new or continuing eligible local early care and education providers to provide school readiness and child day care services to eligible children and their families.
2. In its review of these applications, the School Readiness Council must ensure that the proposals address all the requirements of Connecticut General Statutes 10-160 through 10-16u specifying how the program will meet these requirements and only submit those proposals that are complete and in compliance with the requirements.
3. Each municipality must submit a copy of the School Readiness Council's written review of each sub-grantee's application that includes the strengths and weaknesses as well as the council's recommendation
4. Agencies with multiple sites may submit one (1) application with the individual sites, slots, and cost information indicated on the slot and capacity page and attach site specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.
5. Local Proposals (New or Continuing)
 - Each proposal must be attached to the State's application as Appendices and should not be included in the grant application packet.
 - Each proposal must be accompanied by a signed Local RFP Cover Sheet that attests that the application is complete and in compliance with the School Readiness requirements.
6. Year 2 Proposals
 - Continuing programs that have a successful program evaluation, must submit their slot and capacity page, accreditation status, budget pages and documentation of their commitment and adherence to the school readiness requirements.
 - New programs or programs that have made changes to their original application must submit a complete Local RFP application that addresses all the requirements of Connecticut General Statutes 10-160 through 10-16u and specifies how the program will meet these requirements.

Please be advised that a template for the municipality's Local RFP is attached in the appendix to this grant application.

SCHOOL READINESS AND CHILD DAY CARE GRANT PROGRAM

Grant Submission Information

A. Date Of Board Acceptance

IF the submission of the application for the School Readiness and Child Day Care Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, then the official Board approval or like document should be sent under separate cover, no later than July 1, 2007.

B. Freedom of Information Act

All of the information contained in the grant application submitted in response to the School Readiness and Child Day Care Grant Program is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 to 1-241, inclusive. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

C. Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

D. State Monitoring and Evaluation

The State Department of Education or its designee, may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative Act and in accordance with the Request for Proposal.

E. Management and Control of the Program and Grant Consultation Role Of The State

The grantee should have complete management control of this grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee.

F. Reporting Requirements

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the State Department of Education on such forms as the SDE may require.

The applicant must submit a complete data report, including individual programs reports and a municipality report to the State Department of Education by the required date each month.

The applicant awarded a grant must also submit a final project report using the Connecticut School Readiness Preschool Program Evaluation System, within 60 days after the end of each funding year and within 60 days of project completion. Identification of the outcomes achieved over the course of each funding year and the progress towards achievement of an applicant's outcomes should be identified. The final report at the end of the year should include a summary of all data and information collected from an evaluation of the community's school readiness and child day care program. Documentation can include progress towards serving increasing numbers of children and families consistent with this grant program; and evaluation of the effectiveness of the school readiness grant relative to ensuring that the objectives of the program been achieved and to what extent this project has been responsible for the outcomes attained.

G. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- (1) the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department;
- (2) the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
- (3) the applicant shall designate someone to act as liaison for the referral process.

H. Grant Process

1. Review Of Applications and Grant Awards

The State reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints. All awards are subject to the availability of funds. Districts awarded funds under this grant program are cautioned not to commit such funds until an official grant award letter is received.

2. Consultative Assistance

Joy Staples and Deborah Adams, Program Managers, School Readiness, Bureau of Early Childhood, Career and Adult Education, Department of Education, will be available at (860) 807-2057 or (860) 807-2039 to answer questions regarding application procedures or proposal format.

3. Reservations and Restrictions

The State reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under this grant.

4. Facsimile (Faxed) Copies

Facsimile (faxed) copies of applications **will not** be accepted. Only applications with the original signatures and timely filed will be accepted.

5. Delivery of Applications

Delivery of the School Readiness and Child Day Care Grant Program application is required by 4:30 p.m. on **May 18, 2007**, irrespective of the postmark date and means of transmittal. Extensions shall not be given. Applications must include one (1) original and three (3) copies.

IMPORTANT NOTE: Only the enclosed application may be used. This form may be copied onto a word processing program. However modifications and appendices will not be accepted. Failure to submit the grant application on time may result in a delayed issuance of the grant award to the eligible applicant. Mailing/Delivery address is:

**Joyce M. Staples and Deborah Adams, Program Managers
CT State Department of Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543**

1-860-807-2057

1-860-807-2039

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deborah.adams@ct.gov