

DEPARTMENT OF LABOR**Employment and Training
Administration****Notice of Availability of Funds and
Solicitation for Grant Applications
(SGA) for the Purpose of Training
Child Care Providers**

AGENCIES: Employment and Training Administration, Department of Labor.

SUMMARY: This notice contains all of the necessary information and forms needed to apply for grant funding. The Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training (BAT), invites proposals for a minimum of ten (10) awards for the implementation of the Quality Child Care Initiative. It will assist with the initiation of building a national system for the education and training of professional child care providers and expand the National Apprenticeship System by incorporating diversification of occupational entities through development of new and innovative strategies for increasing the participation among the child care industry.

DATES: Applications will be accepted commencing (date of publication). The closing date for receipt of applications is May 11, 1999, at 4 P.M., (Eastern Time) at the address below.

ADDRESSES: Applications shall be mailed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: B. Jai Johnson, Reference: SGA/DFA 99-006, 200 Constitution Avenue, N.W., Room S-4203, Washington, D.C. 20210.

FOR FURTHER INFORMATION: Questions should be faxed to B. Jai Johnson, Grants Management Specialist, Division of Federal Assistance, Fax (202) 219-8739. This is not a toll-free number. All inquiries should include the SGA number (DFA 99-006) and a contact name, fax and phone number. This solicitation will also be published on the Internet on the Employment and Training Administration's Homepage at <http://www.doleta.gov>. Award notifications will also be published on this Homepage.

**QUALITY CHILD CARE INITIATIVE
SOLICITATION****I. Purpose**

To invite proposals for providing a credentialed career path for development of professional child care providers through the utilization of the National Registered Apprenticeship System; which will reduce turnover,

increase wages for providers, provide a more stable environment for children and lower the concern of parents.

II. Background

The Child Care Industry is in trouble. A 1989 study by the National Center of Early Childhood Workforce found that the quality of services provided by most day care centers was rated as "barely adequate," and a more recent four-State study by the University of Colorado at Denver found that only 14 percent of child care centers were rated as good quality. In addition, child care workers are faced with relatively low wages, inadequate benefit coverage, and high job turnover.

On October 23, 1997, President and Mrs. Clinton hosted the White House Conference on child Care—to focus the Nation's attention on the importance of addressing the need for safe affordable, available, quality child care. Integral to providing the "right" care is the quality of the child care worker.

Quality child care service goes hand in glove with having an adequate supply of competent, professional child care providers. This requires enhanced training opportunities and a redefinition of the basic concept of what constitutes a child care provider. A national focus on accreditation demands that practitioners have access to education and training that will promote professional development. As the field of early care and education becomes established as a profession, practitioners are required to master basic knowledge, skills and core competencies of early childhood development. As professionals, practitioners must develop practical knowledge that will enable them to apply new approaches and strategies for working effectively with young children.

III. Statement of Work

As our society continues to evolve and demands are placed on parents to secure full time jobs/careers, the need for safe, affordable, available, quality child care has been brought to the forefront. Utilization of the National Apprenticeship System can provide needed training for early care and education practitioners. High quality training has the potential to change the culture of the child care industry from one dominated by low pay and high turnover to one of respected professional service. No longer would child care be equated to baby-sitting. The apprenticeship model validates the integral part that child care plays in the economy, as working families rely on dependable, accessible care for their children. As families move from welfare

to work, additional sources of training child care providers are in demand.

The major tasks of this project will be, but not limited, to the following:

- System and capacity building by incorporating in a collaborative spirit organizations, agencies, employers, associations and higher education to develop a vision for implementation of an individual statewide sustainable infrastructure built upon successful registered apprenticeship and best practice models;

- From the above activity, establishment of an oversight body to provide direction and guidance to the vision, utilizing the services of an Apprenticeship and Training Representative.

- Utilization of an established curriculum or development of a curriculum based on developmentally appropriate inclusive practices for young children and an interactive adult education teaching approach that is effective for adult learners.

- Adoption of or establishment of a train-the-trainer system that will ensure the availability of knowledge, experienced, skilled instructors for the related instruction course work;

- Development of a process to promote career lattice for those graduates of the registered apprenticeship system (i.e., articulation into an Associates Degree or higher);

- Ensuring the inclusion of those with other nationally recognized credentials such as the Child Development Associate (CDA) through previous credit for documented prior experience;

- Demonstration of in-kind support from institutions involved in the process (i.e., time spent to facilitate and foster the process and/or free facilities to conduct related instruction);

- Development and implementation of a strategy or strategies to ensure inclusion of practitioners representing diversity of culture, ethnicity, gender and ability;

- Development of policies, procedures and formulas to ensure the consistency and integrity of system implementation and beyond. The system will be sustainable and ownership established, if the process is followed throughout the state;

Priority will be given to those applicants who incorporate all relevant partnerships and establish a Statewide system, and that provide information relative to the projected number of participants (i.e., employers, apprentices and the diverse make-up of the participants).

IV. Application Process

Eligible Applicants: Those eligible to apply are as follows: States that have a State Apprenticeship Agency (SAA), State Agencies designated by the Governor, Governor's Early Childhood Initiative, other State Agencies with responsibility for child care regulations or funding. Only one proposal will be accepted per State and for States without a SAA, a letter from the Governor designating the agency must accompany the proposal. Applications that fail to meet this requirement will not be considered.

V. Application Submittal

Applicants must submit four (4) copies of their proposal, with original signatures. The applications shall be divided into two distinct parts: Part I—which contains Standard Form (SF) 424, "Application for Federal Assistance," (Appendix A) and "Budget Information Sheet," (Appendix B). All copies of the (SF) 424 MUST have original signatures of the legal entity applying for grant funding. Applicants shall indicate on the (SF) 424 the organization's IRS Status, if applicable. According to the Lobbying Disclosure Act of 1995, Section 18, an organization described in Section 501(c) 4 of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan. The Catalog of Federal Domestic Assistance number is 17.249. In addition, the budget shall include—on a separate page(s)—a detailed cost break-out of each line item on the Budget Information Sheet. Part II shall contain the program narrative that demonstrates the applicant's plan and capabilities in accordance with the evaluation criteria contained in this section. Applicants must describe their plan in light of each of the Evaluation Criteria. Applicants MUST limit the program narrative section to no more than 30 double-spaced pages, on one side only. This includes any attachments. Applications that fail to meet the page limitation requirement will not be considered.

VI. Late Applications

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made and it—(a) was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application submitted in response to a solicitation requiring receipt of applications by the

20th of the month must have been mailed/post marked by the 15th of that month); or (b) was sent by the U.S. Postal Service Express Mail Next Day Service to addresses not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of applications. The term "working days" excludes weekends and federal holidays. The term "post marked" means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service.

VII. Hand Delivered Proposals

It is preferred that applications be mailed at least five days prior to the closing date. To be considered for funding, Hand-delivered applications must be received by 4:00 p.m., (Eastern Time), on the closing date at the specified address.

Telegraphed and/faxed applications will not be honored. Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness. Overnight express mail from carriers other than the U.S. Postal Service will be considered hand-delivered applications and must be received by the above specified date and time.

VIII. Funding Availability and Period of Performance

The Department expects to make at least 10 awards with a maximum total investment for these projects of \$3.5 million. The estimated range of awards is from a minimum of \$175,000 to a maximum of \$350,000. The period of performance will be 18 months from the date of execution.

IX. Review Process

A careful evaluation of applications will be made by a technical review panel who will evaluate the applications against the criteria listed below. The panel results are advisory in nature and not binding on the Grant Officer. The Government may elect to award the grant with or without discussions with the offeror. In situations without discussions, an award will be based on the offeror's signature on the (SF) 424, which constitutes a binding offer. Awards will be those in the best interest of the Government.

Evaluation Criteria

A. System and Capacity Building—The extent to which the offeror has

delineated collaboration strategies to develop a vision and implementation plan for a statewide infrastructure utilizing the registered apprenticeship system of training and forecast of implementation. (25 points)

B. Sustainability—Plan for long term viability of the system after this funding ends. (15 points)

C. Curriculum—Delineation of utilization or development of curriculum based on developmentally appropriate inclusive practices for young children and an interactive adult educational component for effective adult learners and a forecast of implementation. (15 points)

D. Career Lattice—Describe the process for inclusion of participants with documented prior experience linked with substantial increases in compensation and next steps for apprenticeship graduates in the process (awarding of college credit and articulation with higher education). (20 points)

E. Diversity—Outline the strategy or strategies developed to ensure inclusion of participants representing diversity of culture, ethnicity, gender and ability (i.e., projected number of employers and apprentices) and a forecast of implementation. (15 points)

F. Consistency and Integrity—Delineation of the policies, procedures, and formulas developed to ensure consistency and integrity of the statewide system. (10 points)

The grants will be awarded based on applicant response to the above mentioned criteria and what is otherwise most advantageous to the Department.

X. Reporting Requirements:

- Attendance to a post award orientation briefing (i.e., time and place TBA), where BAT will reiterate and delineate the overall desired outcomes of the project;
- Quarterly Status Reports within 30 days of quarters end;
- Final report on completed tasks, and specific recommendations for future grants for Child Care Initiatives, no later than 45 days following the end of the grant.

Signed in Washington, DC, this 8th day of March, 1999.

Laura A. Cesario,
Grant Officer.

BILLING CODE 4510-30-U

Appendix A: (SF) 424—Application Form

APPLICATION FOR FEDERAL ASSISTANCE			Appendix A OMB Approval No. 0348-0047	
1. TYPE OF SUBMISSION: <input type="checkbox"/> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED Applicant Identifier		
3. DATE RECEIVED BY STATE State Application Identifier				
4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier				
5. APPLICANT INFORMATION				
Legal Name		Organizational Unit		
Address (give city, county, State and ZIP code)		Name and telephone number of the person to be contacted on matters involving this application (give area code)		
6. DELETED IDENTIFICATION NUMBER (DN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		7. TYPE OF APPLICANT (enter appropriate letter in box) <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px 0;"></div>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		9. NAME OF FEDERAL AGENCY		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</div> </div>		11. DESCRIPTION TITLE OF APPLICANT'S PROJECT		
12. AREA INTERESTED BY PROJECT (city, county, State, etc.)				
13. PROPOSED PROJECT:		14. COMPLEMENTAL PROJECTS OF:		
Start Date	Ending Date	15. APPLICANT		
		16. PROJECT		
17. EXPENSES FOR:		18. IS APPLICATION SUBJECT TO REVIEW BY STATE SCIENCE BOARD (SSB) PROJECT?		
a. Federal	b. State	19. THE PROPOSAL/PROJECT WAS MADE AVAILABLE TO THE STATE SCIENCE BOARD (SSB) PROJECT FOR REVIEW ON DATE _____		
c. Applicant	d. Local	20. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY LEO. (SSB)		
e. Other	f. Program Income	21. IS THE APPLICANT REQUESTING OR HAS FEDERAL HELP?		
g. TOTAL	h. TOTAL	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach an explanation.		
22. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PROPOSAL ARE TRUE AND CORRECT. THE REQUESTOR HAS BEEN FULLY ADVISED BY THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCE IF THE ASSISTANCE IS AWARDED.				
23. Type of Authorized Representative		24. Title		25. Telephone number
26. Signature of Authorized Representative		27. Date Signed		

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required face sheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Self-explanatory.	12.	List only the largest political entities affected (e.g., State, counties, cities).
2.	Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).	13.	Self-explanatory.
3.	State use only (if applicable)	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
5.	Legal name of applicant, name of primary organizational unit which will undertake this assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
7.	Enter the appropriate letter in the space provided.	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided. - "New" means a new assistance award. - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.		
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required.		
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of the project.		

Appendix B—Budget Information Form

APPENDIX B

PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

	(A)	(B)	(C)
1. Personnel			
2. Fringe Benefits (Rate)			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Other			
8. Total, Direct Cost (Lines 1 through 7)			
9. Indirect Cost (Rate %)			
10. Training Cost/Stipends			
11. TOTAL Funds Requested (Lines 8 through 10)			

SECTION B - Cost Sharing/ Match Summary (if appropriate)

	(A)	(B)	(C)
1. Cash Contribution			
2. In-Kind Contribution			
3. TOTAL Cost Sharing / Match (Rate %)			

NOTE: Use Column A to record funds requested for the initial period of performance (i.e. 12 months, 18 months, etc.); Column B to record changes to Column A (i.e. requests for additional funds or line item changes; and Column C to record the totals (A plus B).

SECTION A - Budget Summary by Categories

1. Personnel: Show salaries to be paid for project personnel which you are required to provide with W2 forms.
2. Fringe Benefits: Indicate the rate and amount of fringe benefits.
3. Travel: Indicate the amount requested for staff travel. Include funds to cover at least one trip to Washington, DC for project director or designee.
4. Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$5,000 or more. Also include a detailed description of equipment to be purchased including price information.
5. Supplies: Include the cost of consumable supplies and materials to be used during the project period.
6. Contractual: Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.
7. Other: Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants.
8. Total, Direct Costs: Add lines 1 through 7.
9. Indirect Costs: Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.
10. Training /Stipend Cost: (If allowable)
11. Total Federal funds Requested: Show total of lines 8 through 10.

SECTION B - Cost Sharing/Matching Summary

Indicate the actual rate and amount of cost sharing/matching when there is a cost sharing/matching requirement. Also include percentage of total project cost and indicate source of cost sharing/matching funds, i.e. other Federal source or other Non-Federal source.

NOTE: PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.