

# **Request for Proposals**

## **TANF PRESCHOOL PARTNERSHIP GRANTS**

**PROPOSALS DUE: March 15, 2008**  
**Proposal Issue Date: February 5, 2008**  
**Proposal Award Notification Date: May 1, 2008**  
**Proposal Contact: Anita Sullivan (307)-777-8978**  
**E-mail: [asulli@educ.state.wy.us](mailto:asulli@educ.state.wy.us)**

## **PROPOSAL DUE DATE**

Six copies and one original grant application with signatures must be provided in 12 pt font and bound together.

Applications must be **received** at the Laramie office of the Wyoming Department of Education on or before **March 15, 2008, at 5:00 p.m.** to the attention of Anita Sullivan. No Faxes.

Anita Sullivan  
Wyoming Department of Education  
2020 Grand Avenue, Suite 500  
Laramie, WY 82070

For technical assistance or questions regarding this RFP contact Anita Sullivan at 307-777-8978 or [asulli@educ.state.wy.us](mailto:asulli@educ.state.wy.us).

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# WYOMING TANF PRESCHOOLS FOR AT-RISK STUDENTS

## **Part 1 APPLICATION GUIDANCE DOCUMENT**

### **Background Information**

The Wyoming Legislature provided for \$1.5 Million of TANF (Temporary Assistance for Needy Families) “funds to the Department of Education for contracts with preschool providers to provide preschool programs for economically disadvantaged students. The intent of the TANF act was to provide support to the poor and to help individuals become self sufficient.”

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

#### 1.0 GENERAL

##### 1.1. Definitions

TANF Preschool Administrator: The agency or agency director with whom the Department of Education will contract to provide oversight to the TANF Preschools.

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

Curriculum: Research-based curriculum, aligned with Wyoming’s Readiness Standards includes:  
(i) The goals for children's development and learning;  
(ii) The experiences through which they will achieve curriculum goals which are developmentally appropriate by age;  
(iii) What staff and parents do to help children achieve these goals;  
(iv) The materials needed to support the implementation of the curriculum to insure children are progressing toward kindergarten readiness.

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

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

## 1.2 Purpose

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

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

The TANF Preschool Administrator will be responsible for tracking program expenses, providing technical assistance for fiscal issues. The Department of Education will be responsible for technical assistance for early childhood educational issues. A TANF Advisory Committee will be identified by the Department of Education and Department of Family Services to evaluate the quality of individual preschool programs and to work with the administrator to develop reports regarding the program's overall effectiveness.

1.3 Who may apply for funding: (Programs must meet all of the criteria listed below.)

- a. Programs providing services to children (age three to elementary school enrollment) and their families.
- b. Programs that can illustrate how funds will be used to directly address the needs of the local community.
- c. Programs will complete necessary assessments identified by the TANF Preschool Administrator to track student progress throughout the year.
- d. Programs that meet the quality criteria of the grant application.

## 1.4 Performance Based Contract

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

## 1.5 Contract Effective Date

The contract shall commence upon the date the contract is fully executed, but not before October 1, 2008, and will continue through September 30, 2010 contingent upon funding availability.

## 2.0 TANF PRESCHOOL RESPONSIBILITIES

2.1 Provide "high quality preschool" services to eligible children and their families in a manner consistent with the needs of the local community, including partnerships with other early childhood providers to enhance program services and avoid duplication.

- a. Programs are required to demonstrate how services provided by the

preschool are based on the needs of qualifying children in the local community. Programs may develop their own needs assessment or use needs assessments completed by other local agencies or local entities.

b. Eligibility Criteria for children attending TANF preschool programs:

Age of preschool pupils: “a pupil must have attained at least his/her third birthday on or before September 15th of the year in which that pupil enrolls.” (defined in W.S. 21-4-302 (c0 (ii), Age for registration in first grade and kindergarten; preschool programs)

Children must also meet the following criteria for TANF eligibility:

“Economically disadvantaged student” means a student who has qualified or would qualify for free or reduced priced lunches under the national school lunch program established by 43 U.S.C. 1751 or children and families eligible for the Child and Adult Care Food Program. Validation of eligibility will be required.

Children must be citizens of the United States.

2.2 Utilize developmentally appropriate curriculum designed to correlate with Wyoming's Early Childhood Readiness Standards, benchmarks for a child's development upon kindergarten entry.

2.3 Encourage parents'/caregivers' involvement in child's developmental process through a menu of options for family-centered practice that may include home-based activities, preschool-based activities or activities facilitated by a partner in the community (i.e. Parent Education Network, Wyoming Mental Health and Substance Abuse Centers, Prevent Child Abuse, Department of Family Services, Public Health, Uplift and others.)

2.4 Collaborate with local Child Development Center (CDC) to complete comprehensive developmental screenings to include hearing, vision, speech/language, cognitive, gross and fine motor skill, social-emotional, and adaptive (self-help) skills within the first two (2) months, for all enrolled TANF Preschool children with parental consent. (Parent may refuse screenings and assessments without negatively impacting child's enrollment.)

2.5 Document completion of screenings and assessments as well as follow-up services identified in the screening and assessment process within specified CDC timeframe, and cooperate with local Child Development Center (CDC) to develop IEP, provide intervention services and monitor the progress of children on an Individual Education Plan (IEP) if needed.

2.6 Collaborate with the local Public Health, WIC and medical professionals for physical health services and referrals based on screenings as appropriate.

2.7 Complete ongoing observational assessments and progress reporting of children to develop curriculum and evaluate program effectiveness in meeting readiness goals of Wyoming Early Childhood Readiness Standards. Programs will also participate in the Wyoming Kindergarten Readiness Survey

2.8 Participate in the Classroom Assessment Scoring System (CLASS) consultancy and the web- based support My Teaching Partner. Participate in program self-assessment using selected instruments.

2.9 Preschool programs may use funds for the following activities:

- a. Portion of teacher's salaries for services to TANF Preschool students.
- b. Training and/or activities to help parents and staff increase their capacity to facilitate the development of cognitive, language, social-emotional, adaptive, and motor skills to promote learning readiness, and promote effective parenting.
- c. Enhancing early childhood literacy, math and other domains in the Wyoming Early Childhood Readiness Standards..
- d. Increasing access to early learning opportunities for young children to include children with disabilities and developmental delays, by facilitating coordination with Child Development Centers serving such children.
- e. Developing linkages between early learning programs within a community and health care services for young children.

#### 2.10 Monitoring of Program Requirements

The program shall maintain a close liaison with the TANF Preschool Administrator for the purpose of monitoring the contract and requests for parental permission to gather child outcome data. Changes to the grant and budget after approved, must be reported to the TANF Preschool Administrator within 10 days including budget, enrollment, staffing, and .

#### 2.11 Confidentiality

- a. The Contractor shall maintain the confidentiality of all of its records, including but not limited to billings, the Department's records and participant records, in accordance with applicable federal and state laws, regulations and directives relating to confidentiality, and
- b. The Contractor shall inform all of its officers, employees and agents providing services hereunder of the confidentiality provisions of this contract. The Contractor shall be responsible for the consequences of any breach of confidentiality by any of its officers, employees, or agents.

### 3.0 PENALTIES FOR FAILURE TO PERFORM

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

- a. The preschools performance shall be reviewed against the performance standards in paragraph 4.0 on a timeframe outlined by the TANF Preschool Administrator and the TANF Advisory Committee,
- b. Failure to meet a standard may require the preschool to develop a corrective action plan; and
- c. Successfully implement the corrective action plan or face termination of the contract.

#### 4.0 PERFORMANCE STANDARDS

4.1 Contract performance shall be measured by the following performance standards.

a. Verification:

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

b. Deadlines:

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

c. Adherence to Schedules:

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

#### 5.0 APPLICATION SPECIFICATIONS

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

5.1 The Department of Education reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application;

5.2 The Department of Education reserves the right to reject any application received if funds should be limited for any reason;

5.3 The Department of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from this application;

5.4 Funding amounts may be reduced by the Advisory Committee or the Department of Education;

5.5 Funding for purchase, construction or permanent improvement of any building or facility will not be authorized;

5.6 All documents, reports, records, field notes, data, and materials of any kind resulting from this application become the property of the Department of Education and the Department of Family Services;

5.7 The application must include a signed cover page with original application and 6 copies of application.

#### 6.0 APPLICATION REVIEW AND SELECTION PROCESS

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

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

6.3 If a conditional approval is recommended, a letter will be sent to the applicant, setting forth a list of conditions that must be met for the application approval.

Application amendments must be submitted, containing the recommended changes or explanations of how the applicant will meet these conditions. Upon review and approval of the applications and amendments, and if monies are available, the applicant may be approved for funding.

6.4 Selection will be made on or prior to May 1, 2008.

## 7.0 RIGHT TO AWARD, REJECT OR NEGOTIATE

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

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

## 8.0 CANCELLATION OF CONTRACTS

The Department reserves the right to terminate any contract if:

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

## 9.0 NONDISCRIMINATION

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

***Instruction***

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

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

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

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

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

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

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

**PART 2**

**APPLICATION**

**TANF PRESCHOOL GRANT  
COVER PAGE**

**Applicant Organization:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Federal I.D. #** \_\_\_\_\_

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

**County (ies)**  
\_\_\_\_\_

**School Districts**  
\_\_\_\_\_

**Local Community** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Grant Period: October 1, 2008 to September 30, 2010**

**Total Number of TANF eligible children to be served by Project:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_ **TANF Per Child Amount** \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_  
(Board Chair, Superintendent, Owner signature)

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

*Both assurances must be signed for grant application to be considered.*

**ASSURANCE**

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

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature in blue ink)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**ASSURANCE**

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

1. Must abide by all district, state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.
3. Must provide a written self-evaluation by December 1, 2010. Although you may develop and submit your own self-evaluation statement, an optional format is included.

Signature of Authorized Representative:



\_\_\_\_\_

(Signature in blue ink)

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**Note:**

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

## TANF PRESCHOOL GRANT HISTORY

Have you applied for the TANF preschool grant previously?   

If yes, how many years have you received the grant? \_\_\_\_\_

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

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

### **A. Summary of Proposed Program**

**Please provide a synopsis of the program you propose and how you plan to meet the NAEYC requirements of the grant.** [http://www.naeyc.org/selfstudy/pdf/Complete\\_Observation\\_Tool.pdf](http://www.naeyc.org/selfstudy/pdf/Complete_Observation_Tool.pdf)

Attach documentation of program quality to appendix e.g. - Head Start PRISM, NAEYC/NAFCC accreditation.

**B. Statement of Need:** The intent of the TANF preschool grant is to provide local communities with high quality preschool programs for underserved children who are at high risk for school failure due to poverty.

1. How have you determined there is a need for the services you propose? Describe local data that were used to determine the population you will serve and the needs of families.

(Grant readers may contact programs for additional information to verify data.)

**C. Community Partnerships** <http://www.naeyc.org/academy/standards/standard8/>

1. Describe how you will partner with existing local social service and early childhood community services i.e. Child Development Center (CDC), Head Start, Even Start, Local School District, Child Care providers to expand support for children and avoid duplication of services such as screening, home visiting, parent education, etc.

2. Do you have formal Interagency Agreements with partners?

**C .3. Collaborative Planning Document**

The purpose of this document is to confirm that the proposal was developed with the active involvement of local agencies i.e. CDC, Head Start, Even Start, Child Care and the collaborating local school district(s).

Project Administrator: \_\_\_\_\_  
(Person responsible for ensuring implementation of grant- must have administrative authority)

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

Date: \_\_\_\_\_ Location: \_\_\_\_\_  
Agenda: \_\_\_\_\_  
Participants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minutes:

**C 4. Signatures of Participating Agencies** (Complete one for each community to be served)

***Note: Please duplicate as many pages as needed if you are serving more than one community.***

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

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
School District/Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Provided: \_\_\_\_\_

## D. Project Goals and Outcomes

**1. Goals for Project:** How will your services support eligible children using current research on children in poverty? (Reference <http://www.nccp.org/projects/pathways.html> )

**2. Outcomes:** How you will provide the program and identify the measurable outcomes you expect for children and their parent(s) as a result of program implementation in order to meet these goals.

### Sample

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

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

Outcome	Measurement	Activities/Collaborations	Timeline

## **E. Relationships**

1. Describe how your program develops the key relationships represented in the NAEYC standards.  
<http://www.naeyc.org/academy/standards/standard1/>

2. Describe how you assess and support the social- emotional growth of young children as a foundation for learning.

3. Please describe how you meet the needs of children with challenging behaviors. Describe your referral process.

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

**<http://www.naeyc.org/academy/standards/standard10/>**

1. Describe your agency/organization: (brief history, mission and how many years in operation):  
(Attach a graphic of your organizational structure/ownership in the appendix.)

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

3. What are your policies on teacher salaries and benefits, including time off:

4. Do administrators and teachers hold degrees and have experience in preschool education and/or Wyoming teacher certification in early childhood? (Attach certifications and resumes of key staff to appendix). <http://www.naeyc.org/academy/standards/standard6/>

5. What is the level of education required for classroom aides and assistants? How do they receive support for additional training or mentoring/planning time with teacher in classroom?  
(Minimum of a CDA or enrolled in CDA program-Attach documentation)

**G. Professional Development:** For information on CLASS go to: <http://www.classobservation.com/> and MTP) <http://www.myteachingpartner.net/> One person from your program must be designated as a CLASS consultant. This must be someone who is an administrator, curriculum coordinator, mentor and has the education and experience to coach teachers using videotapes and weekly consultations with the teacher. Training will be provided for the consultant who is required to complete the CLASS reporting.

1. Identify the qualified consultant for CLASS:

**Name of CLASS consultant:**

**Degree and Area:  
Certifications:**

**Years of Experience teaching preschool:**

2. Describe other options for professional development for teachers, in addition to CLASS.

**H. Family Partnership** <http://www.naeyc.org/academy/standards/standard7/>

(Attach Parent Policies to Appendix that apply to the following areas)

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

- a. Ensure continuity of care throughout the day for children,
- b. Ensure continuity of care throughout the year for children and families,
- c. Ensure families are referred to services such as WIC, DFS, and Counseling as needed
- d. Ensure children are receiving ongoing health services.

2. Describe the role of parents in your program and in making decisions in the TANF preschool program? <http://www.nccic.org/pubs/famcent/#principl>

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

4. How do you include a family's language and culture in the classroom

5. Describe your strategies for communicating with families.

**J. TANF Classroom Description**

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

Classroom # \_\_\_\_\_:

Location: \_\_\_\_\_

1. Check all of the days the class will normally be in session:

Monday  Tuesday  Wednesday  Thursday  Friday

2. What is the start and end time of the class: \_\_\_\_\_

**Attach a daily classroom schedule, including routines/activities to the Appendix**

3. Total number of weeks class will be in session: \_\_\_\_\_

4. Total enrollment for this class (TANF and Non-TANF eligible): \_\_\_\_\_

5. Total number of TANF eligible children in this class: \_\_\_\_\_  
( Children must meet birth date, citizenship and TANF income eligibility)

6. What percentage of children served in this classroom are TANF eligible? \_\_\_\_\_

7. Number of qualified/degreed teachers that will be present in the classroom during the class time: \_\_\_\_\_

*TANF teacher child ratios are 1:10 with a maximum group size of 20.*

Will the teacher(s) teach more than one class session?  Yes  No

8. Number of teaching assistants that will be present in the classroom: \_\_\_\_\_

Will the assistants work in more than one class session?  Yes  No

9. Total sq. footage of the classroom: \_\_\_\_\_  
( square footage is based on usable open space not occupied by furniture)

10. Square footage per child: \_\_\_\_\_

*(Must meet licensing requirements)*

2. Attach the TANF preschool teacher’s daily schedule including class preparation and setup. **(Attach to appendix and indicate if the teacher teaches morning and afternoon sessions with TANF children.)**

3. Describe your child recruitment and enrollment process, including how you determine eligibility using the TANF income guidelines. <http://www.frac.org/pdf/rates.PDF> . (proof of eligibility must be verified through tax forms, pay stubs, etc.)

4. Describe your screening process with your local Child Development Center (CDC). (How will all children be screened within the first 60 calendar days of enrollment for health and development?)

5. Describe how you will serve children with disabilities, once identified. Address cooperative efforts with the CDC in the IEP process and placement to ensure program compliance with federal law. What is your teacher's participation in the IEP process? What time is provided for teachers to meet with therapists and families?

5. Describe your plan for integrating TANF children with other non-TANF children.

6. Describe your transition process for children going to Kindergarten.

## **K. Learning Environment**

1. Describe your approach to creating a learning environment and the responsibility of the teacher in creating and maintaining the environment.

<http://www.naeyc.org/academy/standards/standard3/>

2. Describe the support that will be provided to the classroom. This includes the teacher's budget for materials and necessary equipment, as well as classroom maintenance.

3. Programs must meet child care licensing standards for health and safety. Children must also be served meals in accordance with the USDA guidelines for the Child and Adult Care Food Program. If you are **not** licensed or enrolled in the CACFP, explain how you will meet this requirement.

<http://www.naeyc.org/academy/standards/standard5/>

4. Please provide a drawing or photo of classroom(s) environment in appendix, including outdoor environment. <http://www.naeyc.org/academy/standards/standard9/>

## **L. Curriculum**

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

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

<http://www.naeyc.org/academy/standards/standard2/>

1. What curriculum do you use? Describe the research that supports the effectiveness of your curriculum and your theoretical approach to how children learn?

2. How does your curriculum integrate the Wyoming Early Childhood Standards and ensure children are receiving developmentally appropriate and intentional practices for kindergarten readiness in each of the following areas?

**Wyoming Early Childhood Readiness Standards**

<http://www.k12.wy.us/SAA/standards/earlychild.pdf>

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

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

3. How does the program monitor the implementation of the curriculum you use?

4. How will you differentiate and make accommodations to the curriculum so that children of different ages and abilities can be successful?

5. If you serve children who are non-English speakers, how do you support the development of both the native language and emergent English.

### **M. Child Assessment**

1. What formative and summative reports/assessments do you use for monitoring child progress and developing curriculum? <http://www.naeyc.org/academy/standards/standard4/>

2.. Describe your process for sharing this information with parents?

**N. Program Evaluation** <http://www.naeyc.org/academy/standards/standard10/standard10F.asp>  
( TANF preschool programs will be expected to use the Early Childhood Environmental Rating Scale ECERS-R and/or ECERS-E for self assessment and portions of the Program Administration Scale. Findings will be reported to WDE)

1. What process and instruments do you currently use for organizational self evaluation? Who is involved in the evaluation? How do you use the results of your evaluation?

2. How will you evaluate the effectiveness of the TANF program for children and families? How do you determine what is successful?

## SAMPLE SELF-EVALUATION FORMAT

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A program self-evaluation must be received by the Wyoming Department of Education prior to December 1, 2008. A self-evaluation must be emailed to Anita Sullivan at [asulli@educ.state.wy.us](mailto:asulli@educ.state.wy.us) or hard copy mailed to the Wyoming Department of Education, 2020 Grand Avenue, Fifth Floor, Laramie, WY 82070, ATTN: Anita Sullivan.

The self-evaluation format outlined below is a SAMPLE. Grant program personnel may choose to report using their own format. Regardless of format, please be thorough in the explanations given.

Please limit statements to one page per self-evaluation category. Comments must be single-spaced, of a font size not less than 10 points, and limited to one side of an 8 ½ x 11 sheet of paper. Direct questions or concerns to Anita Sullivan at (307) 777-8978 or via the above email.

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### SELF-EVALUATION (PROGRAM TITLE)

District: \_\_\_\_\_

Grant Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### SELF-EVALUATION CATEGORIES

1. Describe the successes and failures of the project. Indicate the educational practices that will continue as a result of the project.
2. Describe any collaborative efforts undertaken to implement the project in the district and community.
3. Attach any data accrued that demonstrate the program should be continued.

## **O. BUDGET (Please read instructions before completing)**

### **Administrative Allowances Instruction**

Only 10% of TANF funding can be used for administration of the grant. The 10% of administrative expenses is based on actual expenses and not budget. As an example, if your program is budgeted at \$300,000 and you only spend \$250,000--your administrative allowance is \$25,000 not \$30,000. Agencies and contractors who receive TANF funding shall assure that they adhere to these specifications. The cost of salaries and related benefits should be calculated only for the percentage of time personnel works on TANF-funded activities. For example, a project director may be employed full time, but only 4 hours per week is allocated for TANF-funded activities. Only that portion of salary and benefits can be considered as an allowable cost, not the entire annual salary. Recipient agencies and contractors shall also ensure that any building costs related to program operation charge only the percentage of time that the facility is utilized for operations related to a TANF activity. For example, a program may receive funding from multiple sources, only the amount of time the building is used to provide TANF services can be considered a TANF expense. TANF must not be used to subsidize building operations for other services.

Allowable administrative expenses must be documented if grant is approved:

- General administration or coordination of program, including accounting and payroll functions;
- Salaries and indirect costs associated with performing administrative functions;
- Supplies, travel, postage, utilities and office space related to the administration of a program;
- Activities related to eligibility determinations;
- Preparation of program plan, budget and schedules; and
- Program monitoring and audits of service functions.
- Technology/management information systems (including data tracking for performance) not related to payroll, personnel or other administrative functions.

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

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

**Program Allocations to TANF**

Only expenses related to services to TANF eligible children can be allocated to the TANF preschool grant. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible children funded under this proposal. If enrollment of TANF children falls below number indicated in grant, TANF administrator must be notified of changes within 10 days. TANF is a federal fund and must follow federal rules on supplanting.

1. TANF funds are limited and can only provide a portion of the funding needed for preschool services. What is your source of additional funding to support preschool children? (*Cash contributions and non-federal funds used to support programs*)

2. Please identify in-kind/matching sources for support to the program:  
(*Community collaborations, donated goods and services*)

3. What is the per child amount that will be used from TANF Preschool Funds for eligible TANF preschool children? \$\_\_\_\_\_

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

4. Please describe your plan for self sufficiency.

## Expense Definitions

### **ADMINISTRATIVE**

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

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

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

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

### **PROGRAM**

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

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

**Professional Development-** Cost related to training including coursework, registration to conferences or meetings including rental of facilities, equipment, food, supplies, training materials, stipend incentives, consulting, web access and accreditation fees. **Travel expenses are NOT included.**

**Substitutes-** Wages paid to personnel who are hired on an on call basis.

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

**Communications-** Costs for telephone, internet, network system, advertising, IT consulting, and phone service.

**Postage-** Costs for postage to mail program related items.

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

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

# TANF Preschool Grant Budget

For All Classrooms

Project Fiscal Agent: \_\_\_\_\_

(If you have received TANF funds previously, please include the total income and match up to the previous 5 years.)

Previous Funding	FY 03	FY 04	FY 05	FY 06	FY 07	Comment
TANF Preschool funding						
Matching Funds						
<b>TOTALS</b>						

## PROPOSED BUDGET FY 07 (October 1, 2007-September 30, 2008)

<b>INCOME</b>	<b>TANF Grant Funds</b>	<b>Matching \$</b>	<b>Explanation</b>
Tuition			
Non-Federal Grants			
Fundraising			
Donations			
Other (specify)			
<b>Income Totals</b>			
<b>EXPENSE</b>			
<b><u>Administrative</u></b>			
Personnel			
Accounting			
Insurance (liability/property)			
Rent/Mortgage			
Other			
<b>Subtotal (10% of Total Request)</b>			
<b><u>Program</u></b>			
Personnel			
Benefits			
Professional Development			
Substitutes			
Supplies			
Equipment(No TANF funds)			
Communications			
Postage			
Parent Programs			
Other(specify)			
<b>Program Expense Subtotal</b>			
<b>Administrative Expense Subtotal</b>			
<b>TOTAL EXPENSES</b>			Income and Expenses must balance

**P. Budget Narrative:**

***Instruction***

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

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

For example:

Full- time teacher:

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

$$\$31,000 \text{ teacher salary} \times 1/3 = \$10,333$$

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

Part-time TANF teacher:

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

$$\$31,000 \text{ teacher salary} \times .69 = \$21,390$$

**EXPENSES: You may increase the space on this form to provide more detailed information. Provide a separate form for each program if the allocations and funding sources are different.**

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

## CHECKLIST: CONTENTS OF APPLICATION

The application consists of the following forms and narrative documents that must be submitted by March 15, 2008:

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

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

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

1. Applicable Attachments Depending on the proposal, these may include:
  - a. Child Care License(s), Accreditation, PRISM Report, etc. - A
  - b. Data for each participating locality (additional pages if more than one community is served) related to:
    - i. Needs Assessment- B
    - ii. Projected Participants- C
    - iii. Goals and Outcomes- D
    - iv. TANF Classroom Form – J
    - v. Daily Classroom Routines/Schedule-J
    - vi. Daily Teacher Schedule-J
    - vii. Local school budget narrative- P
  - c. Organizational Graphic- F
  - d. Professional Qualifications of key staff(Degree, Certification, Resume)- F
  - e. Parent Policies related to H
  - f. Drawing or photo of learning environments(s)-K