

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Office of College and Career Readiness  
P.O. Box 480 • Jefferson City, MO 65102-0480

**Request for Grant Award  
July 1, 2016- June 30, 2017**

**RFGA:** **Improving the Quality of Child Care and Education Grant Award Program**

**ID CODE:** 60.420 FCS/CDA/17

**ELIGIBLE ENTITIES:** Missouri public area career centers and colleges currently operating or seeking to operate a Department-approved occupational preparatory career education program in child care and education.

*Goal:* To expand and enhance the quality of child care and education preparation programs in Missouri by:

1) providing opportunities for postsecondary institutions with associate degree programs and area career centers working with sending schools to offer child care and education preparation programs that would allow participants the opportunity to seek a nationally-recognized credential, the Child Development Associate (CDA) and 2) offering individuals a variety of opportunities for entering a seamless career path in child care and education.

*Rationale:* The Governor's Commission on Early Childhood Care and Education report *In the Interest of Minds: The Power of Early Childhood Care and Education*, December 1997, made recommendations regarding the preparation of individuals who provide care and education to children. The recommendations are based on research showing there is a relationship between the level of quality of child care and education and the success of children as they move through the educational system to become productive members of society and the workforce. This relationship has been recognized with the new requirements of the Head Start Act (Amended October 27, 1998). Child care and education has been named as one of the areas of high demand for employment, and it is crucial that these individuals are properly prepared. The Department of Social Services has contracted with the Department of Elementary and Secondary Education to administer Child Care Development funds to offer students the opportunity for CDA certification. This may be done either through the initiation of new programs or the improvement of existing occupational preparatory career education programs in child care and education.

**AMOUNT:** The amount of the award will not exceed \$20,000 per applicant.

**APPLICATION GUIDELINES:** The *Improving the Quality of Child Care and Education Grant Award Program* provides funding for improving and expanding department-approved career Family Consumer Sciences and Human Services child care and education programs at the secondary, postsecondary, and adult levels. School districts may submit one proposal per district.

**USE OF FUNDS:** Funds may be used for:

A. Professional Development

- to obtain training for the classroom teacher, CDA instructor, CDA advisor and professional development specialist;
- to provide reimbursement for expenses to attend Department of Elementary and Secondary Education (DESE) sponsored CDA workshops.
- to obtain continuing education needed by the classroom teacher, CDA instructor, CDA advisor, and professional development specialist; and
- to obtain information regarding establishing an accredited program.

B. Curriculum Development

- to develop and/or implement a curriculum based on the functional areas of CDA;
- to develop an articulated curriculum which leads to a seamless career path for child care providers; and
- to obtain curriculum resources or equipment that assist in the development and implementation of child care and education curriculum. (This may include a limited number of electronic devices such as tablets for curriculum development but not a classroom supply.)

C. Student Scholarships

- to provide for the assessment fee, cost of the application packet, and mailing; and
- to provide for the cost of college credit that is directly related to the CDA and to a degree in child care and education.

#### D. District/Institutional Costs

- to provide for reimbursement to the instructor for time beyond the instructional day which includes, but is not limited to, observing and assisting students with documentation of CDA competencies (i.e. the professional resource file, observation instrument);
- to provide travel money for observing CDA students in the child care setting; and
- to provide for additional professional staff who are Department-approved for the program (i.e. teachers, classroom aide, and teacher assistant).

#### WRITING GUIDELINES:

Grant proposals shall include:

- A. A description of the need to modify, improve, or establish a new program which includes the opportunity for participants to seek a nationally-recognized credential, the Child Development Associate (CDA).
- B. A description as to how the child care and education program will implement the formal education requirements of 120 clock hours in the functional areas of the CDA. (*Note: Must have 120 clock hours in 8 areas with no fewer than 10 hours in each of the identified areas.*)
- C. A description as to how the students will be assisted in preparing for the CDA assessment.
- D. A description of the use of funds including:
- the total amount of grant funds being requested from the Department; and
  - a description of the in-kind contributions made by the applicant.

Suggested guidelines for funding include:

1. 40% student scholarships;
2. 40% total salaries;
3. 5% professional development; and
4. 15% curriculum, travel & observation, and marketing.

E. A description of a local evaluation system and that will determine whether the improvements implemented through the use of the grant funds resulted in improving the quality of child care and education career preparation. Measures of success shall include, but are not limited to:

- the number of individuals receiving a CDA grant;
- the number of individuals enrolled in the CDA program;
- instructor(s) obtaining CDA Advisor status;
- professional development activities of the instructor(s) that are related to early childhood care and education;
- the number of students employed in positions requiring the CDA as a condition of employment;
- the number of students obtaining the CDA who are employed at a higher rate of pay in a child care and education setting; and
- the number of students continuing their education in child care and education.

F. A description of articulation agreements made or progress made toward an agreement that will provide expanded career development opportunities for students in child care and education.

#### MINIMUM REQUIREMENTS:

Proposals shall include, but are not limited to:

A. An application (proposal cover sheet), which contains:

- the name and address of the school district or community college, local education agency (LEA's) county/district code number; indication of whether the program is new or improving an existing program;
- the title: "Improving the Quality of Child Care and Education Competitive Grant Award Program"
- the RFGA ID code number: 60.420FCS/CDA/17; and
- the name, title, address, e-mail address, fax, and telephone number(s) of the project contact person.

B. A statement of assurance, signed by the chief administrator of the LEA, that funds will be used to implement programs that allow participants to seek nationally-recognized credentials such as the Child Development Associate (CDA).

C. An itemized budget on an *Application for Authorization of Career Education Expenditures (FV-4)* form, signed by the chief administrator of the district. Please submit **two** (2) copies per instructions of the FV-4 form. The FV-4 and FV-2 forms are available through the Department's FCS Forms & Applications Web page at: <http://dese.mo.gov/college-career-readiness/career-ed-programs/family-consumer-sciences-human-svcs-ed/forms-grants> and also on the Career Education Finance Forms Web page at: <http://dese.mo.gov/college-career-readiness/career-education/forms>.

- DELIVERABLES:**
- 1) Submit a list of **Daycare Providers** and number of students placed in each by **October 3, 2016**.  
(Word or Excel file)
  - 2) Submit a **Progress Report** (Appendix A) no later than **December 2, 2016** regarding a written description of project accomplishments to date, including, but not limited to:
    - number of students actively seeking CDA;
    - professional development training;
    - scholarships for credit courses, assessments, and renewals; and
    - articulation agreements.
  - 3) Submit a **Third Quarter Report** (Appendix B) by **March 6, 2017**. The report will be a narrative summarizing the activities of the year so far, including outreach, recruitment, support, strengths, challenges and general comments.
  - 4) Submit a final *Reimbursement Request for Approved Career Education Expenditures* (FV-2) form no later than **May 15, 2017**, accompanied by:
    - 1) outside vendor invoices or check numbers;
    - 2) copies of canceled checks or other proof of payment for reimbursement of teachers for curriculum development/modification, observations, activities that extend beyond the instructional day, and travel and
    - 3) copies of canceled checks or proof of payment of student scholarships.

An FV-2 form should be submitted on **December 2, 2016** and on or before **May 15, 2017**.

At the end of the fiscal year, no later than **May 15, 2017**, approved grant recipients must forward the following to the Department:

1. A Measure of Success End-of-the-Year Report which includes information on the measures of success as described under Section E in the grant proposal (e.g. the number of individuals receiving a CDA, the progress of the instructor in achieving CDA advising credentials, the number of students obtaining employment in child care and education, and the number of students continuing their education in child care and education or a related area (Appendix C, Letter A).
2. A description and/or copy of the articulation agreements directly related to child care and education. (Appendix C, Letter B).
3. A written summary which provides a description of the project accomplishments in assisting students to voluntarily obtain the CDA. (Appendix C, Letter C).
4. A Follow-Up Status Report based on the measures of success as listed in Section E of the grant proposal for any individuals who were not reported in 2016 to be delivered on or before **May 15, 2017**. (Appendix D).

**APPLICATION DEADLINE:** **TWO (2)** complete original copies of the proposal with signed copies of the FV-4 are due in the mail on or before **May 9, 2016**.

**SEND TO:** Leone Herring, Director  
Family Consumer Sciences and Human Services  
Office of College and Career Readiness  
Department of Elementary and Secondary Education  
205 Jefferson St.  
P.O. Box 480  
Jefferson City, MO 65102-0480  
Telephone: (573) 751-7964

**COMPLIANCE STATEMENT:** The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building,

Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 FAMILY CONSUMER SCIENCES AND HUMAN SERVICES  
 IMPROVING THE QUALITY OF CHILD CARE AND EDUCATION (CDA)  
 COMPETITIVE GRANT PROPOSAL

**STATEMENT OF ASSURANCE**

**Due May 9, 2016**

Dept. of Elem. & Sec. Education  
 Family Consumer Sciences and Human  
 Services  
 P.O. Box 480  
 Jefferson City, MO 65102-0480

Name of Institution Submitting Proposal:

Organization Administrative Director:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

**Statement of Assurance**

\_\_\_\_\_  
 (Name of Institution)

assures that the funds sought in this proposal will be used solely to implement the CDA Competency-Based Specialized Training Program. Participants who successfully complete the training program will be eligible to apply to The Council for Professional Recognition to receive the Child Development Associate (CDA) Credential.

\_\_\_\_\_  
 Institution's Chief Administrator

\_\_\_\_\_  
 Date



MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
FAMILY CONSUMER SCIENCES AND HUMAN SERVICES  
IMPROVING THE QUALITY OF CHILD CARE AND EDUCATION (CDA)  
COMPETITIVE GRANT PROPOSAL

**PROGRESS REPORT**

**APPENDIX A**

Dept. of Elem. & Sec. Education  
Family Consumer Sciences and Human  
Services  
P.O. Box 480  
Jefferson City, MO 65102-0480

<b>DUE DATE FOR PROGRESS REPORT →</b>		<b>December 2, 2016</b>
SCHOOL DISTRICT		COUNTY/DISTRICT CODE
<b>DIRECTIONS →</b> For each question provide a <b>typed</b> response to the progress made toward the project objectives addressed in the Family Consumer Sciences and Human Services <i>Improving the Quality of Child Care and Education Grant Award Program</i> . (Attach additional pages as needed.)		
1. Describe your CDA project accomplishments to date.		
2. Do you have a waiting list of potential CDA students? Please list the top three reasons why students are on the waiting list.		
3. How many students are enrolled in CDA coursework? How many students are actively seeking the CDA?		
4. Describe the feedback you have received from students in the program. From members of your Advisory Board.		
5. What are the plans for expansion of your program?		
6. What professional development training have you found to be the most helpful this year to date?		
7. What advisor training has been received?		

8. How many scholarships provided by this grant are being used for credit courses, assessment fees, and renewal costs?	
9. What scholarships, other than this grant, have been provided to pay for CDA credit courses, assessment fees, and renewal costs?	
10. If applicable, what dual credit courses in high school have the CDA students enrolled in?	
11. What articulation agreements are in place or are in progress to provide credit for the CDA? Please provide name of school district.	
12. If applicable, list the postsecondary courses and credit hours that CDA students are able to enroll in and work toward the CDA at the same time.	
13. How many informal observations of each CDA candidate are made in the child care setting? Formal observations?	
SIGNATURE OF PROJECT COORDINATOR	DATE

MO 500-2512 (4/12)

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 COMPETITIVE GRANT PROPOSAL  
**THIRD QUARTER REPORT**

**APPENDIX B**

Dept. of Elem. & Sec. Education  
 Family Consumer Sciences and Human  
 Services  
 P.O. Box 480  
 Jefferson City, MO 65102-0480

**Report Due: March 6, 2017**

School	County/District Code
Projector Coordinator	Telephone
E-Mail Address	
<b>DIRECTIONS →</b> Provide a <b>typed</b> response summarizing the activities of the year so far addressed in the Family Consumer Sciences and Human Services <i>Improving the Quality of Child Care and Education Grant Award Program</i> . (Attach additional pages as needed.)	
1. Outreach:	
2. Recruitment:	
3. Support:	
4. Strengths:	
5. Challenges:	
6. General Comments:	
SIGNATURE OF PROJECT COORDINATOR	DATE

(3/16)



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 FAMILY CONSUMER SCIENCES AND HUMAN SERVICES  
 IMPROVING THE QUALITY OF CHILD CARE AND EDUCATION (CDA)  
 COMPETITIVE GRANT AWARD PROGRAM  
**MEASURE OF SUCCESS END-OF-THE-YEAR REPORT**  
**Fiscal Year 2017**

**APPENDIX C**

Dept. of Elem. & Sec. Education  
 Family Consumer Sciences and Human  
 Services  
 P.O. Box 480  
 Jefferson City, MO 65102-0480

**Report Due: MAY 15, 2017**

School	County/District Code
Projector Coordinator	Telephone
E-Mail Address	

**Do not include data from previous year's CDA grant.**

**A. Outcome Measures:**

1. Number of individuals enrolled in CDA coursework: Secondary; Adult \_\_\_\_\_; number of individuals applying for the CDA between July 1, 2016 – May 1, 2017: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.
2. Number of individuals receiving the CDA due to funding from this grant between July 1, 2016– May 1, 2017: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.\*
3. Total number of scholarships provided through funding by the CDA Grant, July 1, 2016 – May 1, 2017: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.
4. Number of these scholarships given for: CDA Registration Packet \_\_\_\_\_; Tuition \_\_\_\_\_; CDA Assessment \_\_\_\_\_.
5. Number of credit hours paid through CDA scholarships funded by this grant from July 1, 2016 – May 1, 2017: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.
6. Number of college credit hours earned toward the CDA: Hours of Dual Credit in High School \_\_\_\_\_; Hours of College Credit in Postsecondary Institution \_\_\_\_\_.
7. Number of students employed in positions requiring a CDA as a condition of employment: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.\*
8. Number of students who are employed at a higher rate of pay due to obtaining the CDA: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.\*
9. Number of students continuing their education in child care related occupations: Secondary \_\_\_\_\_; Adult \_\_\_\_\_.\*
10. Number of individuals who were provided support (non-financial) in some way through this grant: (i.e., technical assistance, CDA information via meetings, or phone, etc.): Secondary \_\_\_\_\_; Adult \_\_\_\_\_.
11. Names of outside services you are aware of that students use to find support to cover CDA expenses:
12. Name of instructor(s) obtaining or renewing their CDA advisor status between July 1, 2016 – May 1, 2017 as a result of the use of these funds: \*
13. Professional development activities of instructor(s) that are related to early childhood care and education supported by this grant (list activities, date, and name of instructor attending). You may attach additional information to this form to list any additional training received.
14. Number of articulation agreements in place that allow credit for obtaining the CDA: \_\_\_\_\_ Please list all institutions where you have an articulation agreement in place.

**\*Do not report individuals who have been reported previously.**

B. Description and/or copy of the articulation agreement(s) directly related to child care and education. You may attach additional information to this form.

C. Please provide a description of the project's accomplishments to date in assisting students to voluntarily obtain the CDA certification. You may attach additional information to this form.

SIGNATURE OF PROJECT COORDINATOR

DATE

MO 500-2513 (4/12)

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 IMPROVING THE QUALITY OF CHILD CARE AND EDUCATION (CDA)  
 COMPETITIVE GRANT AWARD PROGRAM  
**MEASURE OF SUCCESS FOLLOW-UP STATUS REPORT**  
**July 1, 2016 – June 30, 2017**

**APPENDIX D**

Dept. of Elem. & Sec. Education  
 Family Consumer Sciences and Human  
 Services P.O. Box 480  
 Jefferson City, MO 65102-0480

**Report Due: May 15, 2018**

School	County/District Code
Projector Coordinator	Telephone
E-Mail Address	
<b>Do not report individuals who have been reported previously.</b>	
<p>Outcome Measures:</p> <ol style="list-style-type: none"> <li>Number of individuals receiving the CDA between July 1, 2016 and June 30, 2017 who were enrolled in course work between July 1, 2015 and June 30, 2016: Secondary _____; Adult _____.</li> <li>Provide number of scholarships given between July 1, 2016 and June 30, 2017 who were enrolled in course work between July 1, 2015 and June 30, 2016: CDA Registration Packet _____; Tuition _____; Scholarships _____; CDA Assessment _____.</li> <li>Number of students employed in positions requiring a CDA as a condition of employment between July 1, 2016 and June 30, 2017 who were enrolled in course work between July 1, 2015 and June 30, 2016: Secondary _____; Adult _____.</li> <li>Number of students obtaining the CDA who are employed at a higher rate of pay due to obtaining the CDA between July 1, 2016 and June 20, 2017: Secondary _____; Adult _____.</li> <li>Number of students between July 1, 2016 and June 30, 2017 who were enrolled in course work between July 1, 2015 and June 30, 2016 who are continuing their education in child care and education: Secondary _____; Adult _____.</li> </ol>	
SIGNATURE OF PROJECT COORDINATOR	DATE

MO 500-2514 (4/12)

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