

Accreditation Request for Proposal (RFP)

Contract Year 2012 (January 1, 2012 – June 30, 2012)

ARCHS

Pre-K/Early Childhood Grant Management Services

539 N. Grand Blvd, 6th Floor
St. Louis, MO 63103



ARCHS' Grants for Early Childhood Programs

St. Louis City, St. Louis County, and St. Charles County



RFP Table of Contents

| | |
|---|-----------|
| ARCHS' Grants Available This Cycle | 2 |
| Section One: Request for Proposal (RFP) Timeline | 3 |
| Section Two: Grant Proposal Review Process | 4 |
| Section Three: General Information | 5 |
| Funding Source for the Accreditation Grant | 5 |
| Supporting Working Families | 5 |
| Grant Amounts and Disbursements: | 5 |
| Section Four: Grant Awardee Expectations | 6 |
| Participation in Professional Development | 6 |
| Grantee Responsibilities | 6 |
| Development of Business..... | 6 |
| Use of Research-Based, State-Approved Curriculum | 6 |
| Section Five: Program Qualifications | 7 |
| Section Six: Guidelines for Submitting RFP | 8 |
| RFP Application Order | 8 |
| Proposal Submission Checklist..... | 8 |
| Section Seven: Scored Statements | 11 |
| Narrative Instructions | 11 |

ARCHS' Grants Available This Cycle

ARCHS is requesting proposals for Accreditation grants for the FY2012 funding cycle. The contract year for these Accreditation Grants will be January 1, 2012 – June 30, 2012. Programs that are awarded will have the opportunity to renew their grant for the following contract year (July 1, 2012 – June 30, 2012) to continue their work towards accreditation.

Grants for:

- ✓ **Family and Group Homes (Working toward NAFCC Accreditation)**
- ✓ **Centers (Working toward MOA or NAEYC Accreditation)**

Request for Proposal (RFP) for ARCHS' Early Childhood Accreditation Grants for Fiscal Year 2011-2012



Special Note: The purpose of this grant is to support the accreditation of a facility, not to provide full or sole funding. ARCHS requires its awardees to enter into performance-based contracts. Among the requirements for the grant is the requirement of completing accreditation within the timelines of the accrediting body. Accreditation applicants must have legal possession (ownership or executed lease) of the program site and be State Licensed. **Applicants must attend the required information session.** The location, date and time is listed below:

Section One: Request for Proposal (RFP) Timeline

This following timeline is subject to change. Please refer to ARCHS's website for updates: www.stlarchs.org.

| | |
|---|--|
| <p>Tuesday, Nov 15, 2011 ARCHS' website www.stlarchs.org</p> | <p>Grant Proposal Document Released to Public PDF and Microsoft Word version of ARCHS' 2012 Accreditation Request for Proposal document will be posted on the website.</p> |
| <p>Tuesday, Nov 29, 2011 6:30 p.m.</p> | <p>ARCHS' 2012 Mandatory Accreditation RFP Information Session Your program is required to attend an information session to learn about the requirements of the accreditation grants. Person(s) submitting and signing the RFP must attend (no substitutes). Programs who do not attend the information session will be unable to apply. The meeting will be held ARCHS 539 N. Grand Blvd., St. Louis, MO 63103 in the 4th floor conference room. Parking is available on the Fox Lot. Arrive on Time: Doors will close and no attendees will be admitted after the first 15 minutes of the session. Certificates of attendance will not be given out after the first 15 minutes of each session. There will be no exceptions. Limited seating available for the session. RSVP your intention to apply for this grant and to attend the information session to Holly Tanaka at TanakaH@stlarchs.org or call (314) 289-5644</p> |
| <p>Monday, Dec 12, 2011 4:30 PM</p> <p>No exceptions!</p> | <p>Grant Proposal Due Date All grant proposals MUST be <u>received</u> no later than 4:30 p.m. on Monday, December 12, 2011.</p> <p><u>LATE SUBMISSIONS WILL NOT BE ACCEPTED</u> You may mail or deliver your proposal to our offices at ARCHS 539 N. Grand Blvd. (6th Floor), St. Louis, MO 63103. Postmark dates will not be accepted. All proposals must be received in the ARCHS' offices by 4:30 p.m. on Monday, December 12, 2011.</p> |

Section Two: Grant Proposal Review Process

All Grant Proposals will be processed utilizing the following review process:

| | |
|--|---|
| <p><u>Review</u> Phase I</p> | <p>Verification of Submission Requirements All documents will be reviewed to ensure that they contain all required elements. <i>Grant proposals that do not meet submission requirements will not be evaluated.</i> <i>(See Section 5: Guidelines for Submitting RFP)</i></p> |
| <p><u>Review</u> Phase II</p> | <p>Separation by Category Grant proposals will be separated into two categories based on the Program makeup.</p> <ol style="list-style-type: none"> 1. Family and Group Homes working towards NAFCC accreditation 2. Centers working towards MOA or NAEYC accreditation or undecided <p>Review All grant proposals will be reviewed and scored by a team of RFP reviewers from the following categories:</p> <ol style="list-style-type: none"> 1. ARCHS' Grant Management Services Staff Members 2. Local child care resource and referral representative 3. Early childhood practitioner from St. Louis area college/university or past ARCHS' early childhood grant recipient <p>Cover sheets and identifying names will be removed from grant proposals to allow for anonymous review of program.</p> <p>Programs that include identifying information within the body of the RFP scored statements will be disqualified. (See Section 6: Scored Statements for further information).</p> <p>Discussion The review team will score and discuss all grant proposals by funding category. Proposals will be recommended for funding and/or interviews by team consensus.</p> |
| <p><u>Interviews & Program Selection</u> Phase III</p> | <p>Interview Sessions If further information is needed by ARCHS you will be contacted by a member of ARCHS' grant management services team. The person submitting the grant proposal must attend the requested interview. Interview questions will be individualized based on the contents of the grant proposal and questions raised during the review team discussion.</p> |
| <p><u>Award Notification</u> January 16-20, 2012</p> | <p>Award Notification Programs will be notified if their grant was accepted for the current funding year. Programs that are offered and accept funding will be asked to fill out a contract datasheet and sign a performance based contract to receive accreditation support and funding.</p> <p>Programs that were eliminated from consideration will receive letters with feedback on application strengths and areas of improvement. Non-funded programs will also receive information on other support opportunities such as ARCHS' conferences as well as information on Child Care Aware® of Eastern Missouri's Accreditation support program.</p> |

Section Three: General Information

Area Resources for Community and Human Services (ARCHS) is a strategic grant management organization that also serves as Greater St. Louis' Community Partnership for the State of Missouri. For the purpose of this grant process, ARCHS serves as the contracting fiscal agent on behalf of the Missouri Department of Social Services (DSS) with responsibility for issuing, awarding and managing this DSS funded grant. ARCHS requires grant recipients to sign performance-based contracts.

Funding Source for the Accreditation Grant provided by: Missouri HB-1519 Missouri Department of Social Services for the Early Childhood Development, Education and Care Fund.

Purpose of the Grant: To assist child care programs in attaining accreditation with one of three accrediting bodies (MOA, NAEYC or NAFCC)

The grant will:

- Increase the number of quality early childhood education and care programs
- Support child care programs or individuals as they work to become accredited.
- Promote school readiness
- Ensure low-income children and children with special needs have equal access to care
- Provide multi-year support to child care programs working to achieve accreditation
- Provide support for programs in the implementation of state-approved, research-based curriculum that targets brain development

Supporting Working Families:

- Programs must provide full-day and full-year care that supports working parents
- Offer services to children who receive DSS subsidy for child care
- Offer services to children with special needs (special needs includes children in foster care who receive a special needs differential)
- Provide support to families through the Strengthening Families Approach as developed by the Center for the Study of Social Policy

Grant Amounts and Disbursements:

Grant amounts are currently awarded based on the number of classrooms at the child care program. For a full contract year, programs that are awarded will receive \$1,000 per classroom plus \$500 for administrative/business improvements. For a partial contract year, ARCHS reserves the right to prorate the contract based on the percentage of year the program will receive support.

The accreditation contract is a reimbursement contract. Funds supplied to the child care program are intended to support program improvement focused on achievement of accreditation by the chosen accrediting body. Programs will be required to purchase services, materials and other items and submit receipts to ARCHS for repayment.

Section Four: Grant Awardee Expectations

Participation in Professional Development

- Program directors will create a “Quality Improvement Plan” that is appropriate to the chosen accreditation body.
- Grantees must register with Professional Achievement Recognition System (PARS)
- Within two years of being awarded funding child care center directors, lead teachers, teachers and family home directors/owners must possess or agree to obtain an education level required by the accreditation body chosen.
- Program directors and child care teaching staff must obtain a minimum of 12 clock hours of training in early childhood education during the contract period.
- Program directors or designee must complete the online version of the Strengthening Families Self Assessment at www.cssp.org/strengtheningfamilies

Grantee Responsibilities

- Submit scheduled monthly reports that itemize spending of grant award dollars as required by the contract with ARCHS
- Submit receipts for program expenses to be reimbursed by ARCHS as well as leveraged and In-Kind Funding Form to document program expenses not covered by ARCHS as you work towards accreditation
- Submit scheduled reports that reflect an assessment of programmatic goal achievement
- Attend ARCHS’ Accreditation Leadership Meetings

Development of Business

Create and annually review Policies and Best Practices including:

- Human Resources
- Center Operations
- Fiscal Management
- Program Planning/Marketing
- Public Relations and Family Partnerships

Use of Research-Based, State-Approved Curriculum

- Utilize a state-approved curriculum
 - Creative Curriculum
 - West Ed (PITC)
 - Montessori
 - Emotional Beginnings
 - High Scope
 - Reggio Emilia
- The provider shall pursue accreditation through an early childhood accrediting agency recognized by the Missouri Department of Social Services. Those agencies are as follows:
 - National Association for the Education of Young Children (NAEYC)
 - Missouri Accreditation (MOA)
 - National Association for Family Child Care (NAFCC)

Section Five: Program Qualifications

This is a request for applicants who are starting the accreditation process. This is a prospective RFP only, not a guarantee of funding.

Review the following statements to see if you qualify for the FY2012 ARCHS' Accreditation Grant: (check all that apply)

- I do not have a MPP grant (Missouri Preschool Project) at this time
- I am not a Head Start/Early Head Start Federal Grant awardee
- I will operate my facility in one of the following areas: (check one)
 - St. Louis City
 - St. Louis County
 - St. Charles County
- I have attended an ARCHS information Session **(required)**.



All ARCHS' Accreditation grantees must attend an ARCHS' Accreditation Grant Information Session. (See page 2 for "ARCHS' Accreditation Schedule of Required Information Session" for date and time.)

By signing below I certify that ALL of the above statements are true.

Signature _____ Date _____

Print Name _____ Program Position _____



If the above statements do not apply to your child care program, then you DO NOT qualify for this grant.

Section Six: Guidelines for Submitting RFP



Proposals must be **received** by ARCHS no later than 4:30 p.m. on August 1, 2011. **Failure of an applicant to submit their application proposal by the designated time will result in automatic disqualification without review.**

RFP Application Order

A complete application includes 4 copies of the following documents in the following order:

1. Certificate of Attendance from ARCHS Accreditation Information Session (received at session)
2. Cover Sheet: page 9
3. Signed Program Qualification Sheet: page 7
4. Scored Statements: page 11 (Note the 5 pages limit)
5. Copy of Current DHSS State License to Operate a Child Care Program

Important Notes:

All grant proposals **MUST** be received no later than 4:30 p.m. on Monday, December 12, 2011.

You may NOT include the name of your program or other identifying words, acronyms, or phrases that will identify your program or program affiliations in your responses. The purpose of not allowing identification within the body of the scored statements is to ensure that each program receives an unbiased review from our scorers. Applications that violate this policy will be disqualified and will not be scored or considered for funding/support.

Proposal Submission Checklist: (FOR YOUR RECORDS ONLY – DO NOT SUBMIT)

- I have attended an ARCHS Accreditation Grantee Information Sessions (**required**)
- I have completed all required application sections
- My application is arranged according to the “RFP Application Order” detailed above
- I have copied my current license to include in my application
- I have included four identical copies of my application

Submitting your proposal:

You may mail or deliver 4 copies of your proposal to our offices at ARCHS 539 N. Grand Blvd. (6th Floor), St. Louis, MO 63103. Postmark dates will not be accepted. All proposals must be received in the ARCHS offices by 4:30 p.m. on Monday, December 12, 2011.

ARCHS' RFP Application Cover Sheet

ARCHS' Early Childhood Grants for Contract Year 2012 (July 1, 2011-June 30, 2012)
St. Louis City, St. Louis County, and St. Charles County

Request for Proposal (RFP) for Accreditation Programs

The purpose of this grant is to support the accreditation of a facility, not to provide full or sole funding.

CONTACT INFORMATION

| | | | |
|-------------------|--|-------------------------|-----------|
| Application Date: | | Name Of Center: | |
| Street Address: | | | |
| City: | | State: | Zip Code: |
| Phone Number: | | Fax Number: | |
| E-Mail: | | | |
| Director: | | Owner/ Board President: | |

PROGRAM INFORMATION

| | | | | | |
|---|-------------------|--|--|--|--|
| License Number: | | License Expiration Date: | | <input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit | |
| License Capacity: | Total # Enrolled: | # DSS Subsidized Enrolled: | In the past 12 months, what was your: Lowest monthly # of children enrolled _____ Highest monthly # of children enrolled _____ | | |
| Do you serve children with identified special needs? [] YES [] NO | | How long has your facility been in operation? | | What are your program's hours of operation? | |
| The following best describes my program: <input type="checkbox"/> ½ Day Preschool <input type="checkbox"/> Child Care Center <input type="checkbox"/> Group Home <input type="checkbox"/> Family Day Care | | Do you contract with any of the following: <input type="checkbox"/> Missouri Preschool Project (MPP) <input type="checkbox"/> Child Care Aware® Eastern Region (LUME) <input type="checkbox"/> Head Start/Early Head Start (Federal Grant) | | | |
| | | Are you currently or have you ever been: <input type="checkbox"/> An ARCHS Start Up and Expansion Grantee <input type="checkbox"/> An Educare Family Home Program (ARCHS, U City, Ritenour, CDCA) | | | |

ARCHS' STAFF USE ONLY

| | | | |
|---|--|--|--|
| Date Received: _____ | | Round 1 Review: Meets Submission Requirements, move to Round 2 <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Round 2 Reviews: Reviewer #1: _____ Reviewer #2: _____ Reviewer #3: _____ Reviewer #4: _____ | | Round 3 Interview Sessions (as needed): Recommended for funding <input type="checkbox"/> yes <input type="checkbox"/> no Funded Amount \$ _____ | |

ACCREDITATION INFORMATION

Which status applies to your program:

- Not yet accredited; Have never applied for accreditation
- Not yet accredited; Have applied for candidacy or have begun the self-study process
- Not yet accredited; Applied for accreditation and received a differed/denied decision
- Currently accredited; Seeking re-accreditation on _____ (date)

Which accrediting body are you intending to pursue:

- National Association For The Education Of Young Children (NAEYC)
- Missouri Accreditation (MOA)
- National Association of Family Child Care (NAFCC)
- Undecided **it is not necessary to choose an accrediting body at this point if you have not yet been accredited**

CLASSROOM INFORMATION

| NUMBER OF INFANT CLASS(ES): | NUMBER OF TODDLER CLASS(ES): | | NUMBER OF PRESCHOOL CLASS(ES): | NUMBER OF SCHOOL-AGE CLASS(ES): |
|---|------------------------------|----------|--------------------------------|---------------------------------|
| AGE OF CHILDREN | ENROLLED | CAPACITY | ADULT/CHILD RATIO | WEEKLY RATE |
| 0-23 mo. Infants/toddlers | | | | |
| 24-36 mo. twos | | | | |
| 3-5 year old preschool | | | | |
| Kindergarten | | | | |
| School Age Program: 1 st grade - 12 years | | | | |

PERSONNEL INFORMATION

| | | |
|---|---------------------------------|-------------------------------------|
| Total Number Of Staff: | Total Number Of Teaching Staff: | Total Number Of Non-Teaching Staff: |
| Staff Educational Levels- How many teaching staff members, including yourself, are educated at the levels listed below (for family providers, please only list yourself, not assistants): | | |
| GED: | CDA: | High School Diploma: |
| Some Early Childhood College Credits: | AA Degree: | BA or higher: |

Other staffing information you want us to know about:

Section Seven: Scored Statements

Carefully reflect on the program you are developing. Provide a narrative explanation for each question.

WHICH STATE-APPROVED CURRICULUM ARE YOU CURRENTLY USING? (Not Scored)

- NONE-WE ARE STILL SEARCHING FOR A CURRICULUM THAT IS RIGHT FOR OUR PROGRAM
- CREATIVE CURRICULUM WEST ED (PITC) MONTESSORI
- EMOTIONAL BEGINNINGS HIGH SCOPE REGGIO EMILIA
- OTHER _____



Formatting: All responses to statements must use 12 point font in Times New Roman, Arial, or Calibri. Total number of pages that may be used to answer Scored Statements **may not exceed 5 pages single-spaced. Page limit only applies to Section Seven: Scored Statements. All other documentation that is required including cover sheet, application pages, etc. are not included in the page limit.**

Narrative Instructions - Your answers to the following 12 questions will be scored. Please include enough detail to answer each question thoroughly. Please respond only to the question being asked. Remember the people reading and scoring the RFPs do not know your program the way that you do. You should use your responses to represent your programs current state as well as your vision for where you would like to see your program after accreditation.



Important Note: You may NOT include the name of your program or other identifying words, acronyms, or phrases that will identify your program or program affiliations in your responses. The purpose of not allowing identification within the body of the scored statements is to ensure that each program receives an unbiased review from our scorers. Applications that violate this policy will be disqualified and will not be scored or considered for funding/support.

1. What is your program's mission/vision? Include your vision for serving the families in your community once your program is accredited.
2. Describe your early childhood philosophy. How do you communicate this philosophy to families?
3. How will obtaining accreditation help you to improve the quality of program you are currently offering?
4. What steps have you taken to familiarize yourself with the accreditation process?
5. How have you prepared your families and/or teachers for the process of accreditation? For home providers with no additional staff include how you have prepared other people in your household if applicable.
6. In what ways are families involved in your program?
7. How would you describe your annual staff turnover, and what are the possible reasons for staff turnover or retention? What measures do you take in regards to staff turnover?
 high (75-100%) moderate (25-75%) low (0-25%)
8. What are three strengths of your child care program?
9. What are three ways you could improve your child care program?
10. ARCHS requires all grantees to have access to a computer; Microsoft Word, Microsoft Excel, and email with the ability to attach documents to e-mail. Please explain your access to or abilities in using technology. If you are not comfortable with computers/technology explain your plan to receive help to complete the required technology requirements.
11. What kind of support system do you have to help you as you work through this process?(other partnerships, grants, memberships, resources, relationships, etc.)
12. ARCHS requires all grantees to attend monthly meetings, participate in monthly site visits, and submit monthly electronic reports. Please explain your commitment to this partnership, including your availability to meet these requirements, along with any barriers that you foresee.