Capacity Grant FAQs
(updated December 1, 2017)

Section 1: Introduction and Targeted Funding Categories
The Delaware Department of Health and Social Services has awarded a contract to Children & Families First to provide quality improvement technical assistance strategies and grant resources to licensed child care programs to increase the supply of child care in areas where it is limited. The Capacity Grant awards are intended to provide resources that will enhance the quality of care in programs, and build the supply of child care that are in limited supply in one or all of the following areas:

- Children who need care during **non-traditional hours** (defined as care provided for a minimum of one hour prior to 7:00 a.m., until a minimum of one hour after 6:00 p.m., and/or care needed on weekends);
- Children who are **English language learners**;
- Children with **special needs** (defined as children with an IFSP, IEP, 504, or behavioral or mental health plan as outlined by a specialist);
- **Infants and toddlers** (defined as birth up to 36 months).

Section 2: Eligibility Requirements—Mandatory Criteria
The Capacity Grant is available to licensed child care programs throughout the state of Delaware. In order to be considered for funding, child care programs:

- Must have a **valid annual license** issued by the Office of Child Care Licensing with no current enforcement actions;
- Must **accept Purchase of Care (POC)** through a contract with the Division of Social Services. (A copy of the attendance record will be required to be used as verification);
- Must be in **good standing with CACFP, POC, Delaware Stars** (if enrolled in Delaware Stars) **and other Capacity Grant partners**;
- Must provide **evidence of efforts to accommodate children with IFSPs, IEPs, 504 and/or behavioral or mental health plans**; and
- Must be **enrolled and engaged in quality improvement efforts through the Delaware Stars Program**, prior to receiving grant resources.

**Must not have been approved for Capacity Grant funds within the prior 24 months** (time period is calculated based on Advisory Committee approval dates)—check with Capacity Grant Program Manager or TA with any questions.

The application must be completed in its entirety. The application must include a detailed plan indicating the need for funding that includes specifics on how the funding will be used, and how the improvements or enhancements will create slots or enhance ability to provide care for infants and toddlers, children with special needs, children who need care during non-traditional hours, and/or children who are English language learners.
Section 3: High Needs Areas and POC Enrollment

The project will seek to expand or enhance care that is safe, healthy, and appropriate, with an emphasis on serving low-income children in high needs areas. High needs areas are identified as follows:

- Wilmington River Area, Center City of Wilmington, Western Wilmington (zip codes including: 19703, 19801, 19802, 19803, 19804, parts of 19805, 19806 and 19809)
- Southern Dover (zip codes including: parts of 19901, 19904 and 19934)
- Southern Kent/Northern Sussex (zip codes including: 19933, 19941, 19950, 19954, 19960, 19963, 19946, and parts of 19943 and 19968)
- Georgetown area (zip codes including parts of 19947 and 19966)
- Western Sussex (zip codes including: 19973, 19931, 19940, 19945, and parts of 19945 and 19966)
- Eastern Sussex (zip codes including: 19945, 19975, 19967 19944, 19970, 19939, and parts of 19966)

Programs must accept POC and meet one of the following criteria:

- Be in a designated high needs area (see section above) AND have at least 50% POC enrollment, OR
- If located outside a designated high needs area the program must have at least 75% POC enrollment.

**Please note: Based on availability of funding, the criteria relating to POC enrollment and high needs areas may be adjusted by the Capacity Grant Advisory Committee.

Section 4: Funding Priority

The main priority for funding is for those programs that meet the mandatory criteria noted in Section 2. Within this group of qualifying applicants, our priorities will be as follows.

- First Priority
  - High Needs areas and POC enrollment: Programs serving the highest percentage of POC-enrolled children, and located in identified high needs areas will receive higher priority (see Section #3 for details).

- Second Priority
  - Targeted funding categories: In order to ensure an equitable distribution of funds across all target areas (Non-traditional hours, English Language Learners, Children with Special Needs, and Infants and Toddlers) and throughout the State, some applications may be deferred for future application rounds.

- Third Priority
  - Star Level with Delaware Stars: Programs at lower Star Levels may receive higher priority, with the other priority areas also being considered as well as the overall composition of the applicant pool for a particular application round.
Section 5: Funding Levels and Awards
The Capacity Grant will only be granted to programs where the funds are essential to improve quality and increase or enhance availability of care for infants and toddlers, children with special needs, children who need care during non-traditional hours and/or children who are English language learners. Materials and other resources provided to programs will be required to meet Delaware Stars standards and Environment Rating Scales (ERS) indicators. Funds will be based on a program’s total capacity and service to children with high needs.

Materials and resources that may be funded include, but are not limited to:
- Educational materials
- Classroom furnishings
- Outdoor play equipment that does not have to be anchored
- Technology for teacher’s use
- Curriculum or assessment components/kits approved through Delaware Stars/OEL
- Professional development that is quality assured; TECE or CDA training; college credits as determined by the Capacity Grant Advisory Committee
- Services that will improve efficiency in operations

**Funding is not intended to be used to pay for construction or renovations.

Section 6: Supplemental Funding to Expand or Enhance Nutritional and/or Physical Activity Environments
Beginning with the January 2018 application round, Capacity Grant applicants have the option of applying for supplemental funding that is being provided for a limited time by the Division of Public Health’s Physical Activity, Nutrition & Obesity Program (PANO) through a grant from the Centers for Disease Control and Prevention (CDC), State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health.

Any site seeking to expand or enhance the nutritional and/or physical activity environments to implement the recommended standards that align with the Caring for Our Children Health and Safety Standards for Early Care and Education Obesity Prevention Standard Components may apply for this additional funding. These standards can be found as a link on the Children & Families First website, or contact the Capacity Grant Program Manager (or your Capacity Grant TA) for details. Use of the Supplemental Funding should address a Nutrition and/or Physical Activity & Screen time National Standard Component Description. Some examples for funding may include but are not limited to:
- Professional Development for staff, tied to nutrition, physical activity, adult/child health
- Supplemental curriculum to support “Healthy Lifestyles”
- Physical activity/play equipment

**Eligibility Requirements for this additional, supplemental funding:
- Programs must apply for, and be eligible for, the Capacity Grant and indicate intention to apply for the optional supplemental funding by filling out the Supplemental Funding section near the end of the Capacity Grant application.
- The Supplemental Funds are tied to the Capacity Grant, so a program must be approved for the Capacity Grant in order to also receive the Supplemental Funding.
- Funding Priority, Funding Level and Selection Process will match those of the Capacity Grant.
Section 7: Technical Assistance
On-site technical assistance can be provided to support a program with the application process at a program’s request. Contact the Capacity Grant Program Manager to make arrangements.

All programs are required to participate in a pre-visit assessment by a Capacity Grant Technical Assistant prior to the final decision to provide resources and subsequent technical assistance.

Each program approved for funding will be assigned a Capacity Grant Technical Assistant. The frequency and length of each visit will vary based on the need(s) being addressed. Technical assistance may be offered in areas such as (but not limited to): inventorying of new materials; administrative policies and general business management; staff retention and performance management; classroom management.

Section 8: Selection Process
Grant awards will be considered for approval through an Advisory Review Committee led by Children & Families First and the Division of Social Services, with participation from other stakeholders and partners from the early childhood community. Selection and acceptance will be based on the requirements and priorities outlined in Section 1 through 5, as well as:

- Availability of funding;
- Availability of a Technical Assistant;
- Determination at Pre-visit. All programs will receive a pre-visit assessment prior to the final decision to provide Technical Assistance and provide resources. The final decision for acceptance of an application will be made at the discretion of Children & Families First, in partnership with the Division of Health and Social Services.

Section 9: Application Deadline & Submission
- ***Application deadlines will be posted on our website: www.cffde.org.
- Applications must be received at Children & Families First no later than 5:00 pm the day of the deadline.
- Applications can be delivered in person, faxed, emailed or sent via regular mail (see further details in the box below).
- Proposals that are incomplete or incorrectly filled out will be returned to the applicant and may be re-submitted before the deadline.
- For multiple program sites, one application per site is required.
- Children & Families First may request clarification and/or further information from the program.

Contact the Capacity Grant Program Manager with questions:
Andrea Prettyman
(302) 389-7268 andrea.prettyman@cffde.org
## HOW TO SUBMIT YOUR APPLICATION

**Applications and all accompanying items must be received at Children & Families First no later than 5:00 pm the day of the deadline**  
(**Deadlines are posted on www.cffde.org)

### Applications can be sent as follows:

**Mail:**  
Attention: Andrea Prettyman, Capacity Grant  
Children & Families First  
91 Wolf Creek Blvd, Suite 1  
Dover, DE 19901

**Fax:**  
(855)295-5331

**Email:**  
andrea.prettyman@cffde.org

### Applications can be hand-delivered to one of the Children & Families First offices:

**Please put on envelope:**  
Attention: Andrea Prettyman, Capacity Grant

- **New Castle County:**  2005 Baynard Blvd, Wilmington, DE  
- **Kent County:**  91 Wolf Creek Blvd, Suite 1, Dover, DE  
- **Sussex County:**  410 S. Bedford St, Georgetown, DE