



### SRPMIC Child Care Development Fund Certificate Program



#### Early Childhood Education Center

4836 N. Center St., Scottsdale, AZ 85256

Ph: (480) 362-2200 | F: (480) 362-2243

March 1<sup>st</sup>, 2022

Dear Providers,

The Salt River Pima-Maricopa Indian Community Child Care Development Fund Certificate Program (CCDF) has received funding from the Administration of Children and Families and the Office of Child Care. This funding will be used to provide assistance to CCDF eligible child care providers, including before/after school care providers.

Our program understands that demand and the cost for providing quality childcare and before/after care. High-Quality child care has the capability of promoting trust, autonomy, and a true sense of happiness and wellbeing in children. It can lead to positive social, emotional, intellectual, and physical development. High-Quality child care is a high priority in our Community and will be supported by offering providers with the following mini grants.

***Depending on the need of your program, we are inviting you to apply for any and all grants listed below.***

<b><u>Grants Available:</u></b>	<b><u>Examples (but not limited to) of Approved Items:</u></b>
<b>Quality Improvement &amp; Health &amp; Safety Grant</b>	<ul style="list-style-type: none"><li>○ Providing age-appropriate classroom materials</li><li>○ Items that promote the developing child</li><li>○ Curriculum and Training Materials</li><li>○ Professional Development for staff that build on providing high-quality care to children.</li><li>○ Replacement of items due to COVID;<ul style="list-style-type: none"><li>○ Classroom materials and supplies</li><li>○ Classroom furniture</li><li>○ Outdoor materials, supplies and furniture</li></ul></li><li>○ Items used for the purpose of cleaning and sanitation; and/or</li><li>○ Items used for other activities necessary to maintain or resume the operation of programs, including for fixed costs and increased operating expenses.</li></ul>
<b>Virus Mitigation Grant</b>	<p>We are able to assist with the following Items; please complete the attached order form if you need any of these items:</p> <ul style="list-style-type: none"><li>• Victory Innovations Electrostatic Sprayer<ul style="list-style-type: none"><li>○ Handheld (ONLY 1 allowed per center)</li><li>○ Backpack (ONLY 1 allowed per center)</li></ul></li><li>• Bissell Air400 Professional Air Purifier with HEPA and Carbon Filters</li><li>• Face Masks (adult and child sizes)</li><li>• Kids Toothbrush Sanitizer (20 toothbrush capacity)</li></ul>

	<ul style="list-style-type: none"> <li>• Non-contact Thermometer</li> <li>• Shop Towels</li> <li>• Spray Bottles (for bleach solutions)</li> </ul>
<b>Additional Emergency Grant</b>	If the provider also encounters unforeseen replacement of items or supplies, they may be able to apply for a one-time <i>Additional Emergency Grant</i> .

Complete the order form for the materials listed above and/or the mini grant and send to [Alizbeth.Philbrick@saltriverschools.org](mailto:Alizbeth.Philbrick@saltriverschools.org). Please contact us with any questions.

Enclosed you will find the application for the Certificate Program Mini-Grants, Virus Mitigation Order Form and FAQs.

CCDF Certificate Program Staff		
Alizabeth Philbrick CCDF Program Liaison (480) 362-2251 <a href="mailto:Alizabeth.Philbrick@saltriverschools.org">Alizabeth.Philbrick@saltriverschools.org</a>	Lisa Loya Accounting Clerk III (480) 362-2268 <a href="mailto:Lisa.Loya@saltriverschools.org">Lisa.Loya@saltriverschools.org</a>	Pamela Prasher CCDF Program Manager (480) 362-2246 <a href="mailto:Pamela.Prasher@saltriverschools.org">Pamela.Prasher@saltriverschools.org</a>

**[ECEC.SaltRiverSchools.org/services/ccdf](http://ECEC.SaltRiverSchools.org/services/ccdf)**



## Early Childhood Education Center

### Certificate Program Mini-Grants Application

Provider Information	
Provider Name:	
Director/Owner:	
Type of Program Operated: (Select all that apply)	<input type="checkbox"/> Child Care Center <input type="checkbox"/> Early Head Start <input type="checkbox"/> Head Start <input type="checkbox"/> School-Age Site (before/after school care, camps) <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other: _____
Physical Address:	
Mailing/Shipping Address:	
Contact Number:	Site: _____ Cell: _____
Email Address:	
Number of children site is licensed for?	
Number of children site is currently serving?	
Number of children attending Pre-COVID (prior to March of 2020)?	
Days of Operation: Hours of Operation:	
Are any of the funds that you are requesting related for the preparation, response to or the prevention of the spread of COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### Quality Improvement & Health/Safety Grant

**Description:** The funding must be used for improvement of the quality and safety of your center. Quality Childcare is an essential service that helps promote healthy development in a child. The Salt River Pima-Maricopa Indian Community (SRPMIC) Child Care Certificate Program would like to assist in providing an opportunity to improve the quality of your center. We are offering Mini Grants to help improve the quality and safety of your center.

This would include items to prepare, respond, and prevent COVID-19. If your program is in need of supplies or services in relations to COVID, a grant is offered to child care providers that have endured increased costs and challenges due to COVID-19. The funding must be used for the purpose of cleaning and sanitation, and other activities necessary to maintain or resume the operation of programs, including for fixed costs and increased operating expenses.

*If awarded, check the boxes (all that apply) that you would use these funds for your program as it relates to improving your center to a High-Quality Programming or Health & Safety;*

- ☐ Program Management
- ☐ Child Development
- ☐ Curriculum
- ☐ Consumer Education
- ☐ Licensing Requirements
- ☐ Special Needs requirements for children
- ☐ Professional Development
- ☐ Learning materials
  - Consumables and non-consumable.
- ☐ Other: \_\_\_\_\_

**\*If you need ideas or examples, under each section, please refer to the FAQs.**

Please list the vendor(s) and the total amount requested listed in your shopping cart.

1.	\$
2.	\$
3.	\$

#### Items to be included with your application

- Completed Application.
- Virus Mitigation Form (if applicable).
- Copy of the shopping cart(s) from vendor you are requesting materials from.

#### Please check below which grants you are applying for:

- ☐ Quality Improvement & Health/Safety Grant
- ☐ Virus Mitigation Grant
- ☐ Additional Emergency Grant

#### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*I understand that if approved and I decide to purchase the items, I understand that I am required to submit actual receipts to Salt River Pima-Maricopa Indian Community (SRPMIC) Child Care Certificate Program for recordkeeping (audit), then SRPMIC Child Care Certificate Program will issue payment directly to me as a reimbursement.*

*I understand that if approved and I decide to have SRPMIC Child Care Certificate Program to make purchases on behalf of my site/program, then SRPMIC Child Care Certificate Program will purchase the approved items and items are delivered to my site/program. I will then be responsible to notify the SRPMIC Child Care Certificate Program staff to confirm that items purchased were received.*

Signature: \_\_\_\_\_

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

#### **Internal Use Only:**

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

Received By: \_\_\_\_\_

ECEC Approval: \_\_\_\_\_

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

Sent to Department Liaison: \_\_\_\_\_

Vendor ID#: \_\_\_\_\_

Requisition #: \_\_\_\_\_ PO #: \_\_\_\_\_

Date Received at SRPMIC: \_\_\_\_\_

Distributed to Provider: \_\_\_\_\_

# Virus Mitigation Order Form

Date \_\_\_\_\_

Provider Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Shipping Address \_\_\_\_\_ Bldg/Suite \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Check box to request item	Product Name
<input type="checkbox"/>	Victory Innovations Electrostatic Backpack Sprayer (1 per center) Use this link for more detail: <a href="#">Professional Cordless Electrostatic Backpack Sprayer – Victory Innovations</a>
<input type="checkbox"/>	Victory Innovations Electrostatic Handheld Sprayer (1 per center) Use this link for more detail: <a href="#">Professional Cordless Electrostatic Handheld Sprayer – Victory Innovations</a>
Office Use Only	
Electrostatic Sprayer vendors include: Buy Janitorial Direct, Bissell and Amazon	
If either of the above items are requested include the Diversey Oxivir Tb Disinfectant Cleaner with AHP, 1 gallon container (4 pack) 100898636. This cleaner is to be used with the electrostatic sprayers. Vendors include Amazon, Home Depot, Walmart, and Staples.	

Qty	Product Name
	<b>BISSELL</b> air400 Professional Air Purifier with HEPA and Carbon Filters Use this link for more detail and purchasing: <a href="https://www.bissell.com/products/air400-air-purifier.html">https://www.bissell.com/products/air400-air-purifier.html</a>

Qty	Product
<b>Preferred vendors: Amazon, Discount School Supply, School Health Supply</b>	
	Face Masks – 50 masks per box (adult)
	Face Masks – 50 masks per box (child)
	Kids Toothbrush Sanitizer (20 toothbrush capacity)
	Non-Contact Infrared Thermometer
	Shop Towels by the case, 12 rolls per case <a href="https://www.amazon.com/Towels-Original-75147-Sheets-Standard/dp/B0035BTQ06/ref=sr_1_17?dchild=1&amp;keywords=Scott+Rags+In-A-Box+Towels%2C+White%2C+10%22+x+13%22%2C+300+ct&amp;qid=1634658436&amp;sr=8-17">https://www.amazon.com/Towels-Original-75147-Sheets-Standard/dp/B0035BTQ06/ref=sr_1_17?dchild=1&amp;keywords=Scott+Rags+In-A-Box+Towels%2C+White%2C+10%22+x+13%22%2C+300+ct&amp;qid=1634658436&amp;sr=8-17</a>
	Spray Bottles 24oz, 3 pack (can be used for bleach solutions, etc.)



## Child Care Development Fund (CCDF) Certificate Program Mini-Grants

### *Frequently Asked Questions*

**Q: What are the CCDF Mini-Grants? Who can apply?**

A: The Child Care Development Fund (CCDF) Certificate Program is offering providers grants for their sites/centers for quality improvement, health and safety, COVID related support and virus mitigation efforts. Mini grants will be available to help with Health & Safety, Program Management, Child Development, Curriculum, Consumer Education, Licensing Requirements and Special Needs children and Professional Development. Mini-grants are available to centers, family child care homes, group child care homes and in home programs participating in the SRPMIC Certificate Program. The mini-grants will provide assistance to CCDF eligible child care providers, including before/after school care providers.

**Q: Where are the CCDF Mini-Grants funded from?**

A: Administration of Children and Families and the Office of Child Care.

**Q: Can a provider apply for both mini- grants?**

A: Yes, providers may be able eligible to apply for ***Quality Improvement & Health & Safety Grant*** and ***Virus Mitigation Grant*** at the same time.

**Q: How do I apply if I have more than one site?**

A: The grants are site-based (by license number) and each site/location must apply separately.

**Q: What sections listed on the application mean and what are some ideas or examples?**

A: We encourage providers to be creative and think outside the box in how they can best provide the highest quality of care and education to children. Listed below are detailed explanations that we hope can generate some examples and ideas specifically for your program.

- Program Management: Materials and Items need to focus on quality improvement and importance of early learning guidelines, developmental screening and assessment, language development, and supporting children with disabilities in early care and education programs.

- Child Development: Ways your program can improve on development of infants and toddlers, preschool-age children, and school-age children. Children do better when early care and education programs are safe and healthy, provide nutritious meals and snacks, and offer many opportunities for active play.
- Curriculum: Assessment and Planning for Each Individual Child. Materials that support school readiness, infant through school-age, in areas such as literacy, social and emotional growth, science, technology, engineering and math (STEM) and including assessment support pieces.
- Consumer Education: Any items that promote;
  - Communicate with families/ providers using multiple, accessible delivery systems and in multiple languages;
  - Ensure messages include unique information health & safety, responsive and individualized care, social & emotional, behavioral health, and indicators of high quality care;
  - Ensure there is information on service eligibility and access, service integration, family support and developmental screening.
- Licensing Requirements: Ways to ensure sites/programs are maintaining state guidelines and state requirements.
- Special Needs requirements for children: Programs may request items that help support children who have special needs or need additional support.
- Professional Development: Training and Professional Development opportunities designed to enable providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce staff.
- Learning materials: Children do better when early care and education teachers and providers are caring and engaging, have quality learning environments and use a research-based curriculum. Teachers and providers make a big difference in children's lives. Providing high-quality learning environments offer a safe place for children to help build relationships and give children what they need to learn and grow. This includes consumables and non-consumable materials.

**Q: What is there a deadline to submit my mini grant application?**

A: There is no deadline for completing the applications, we recommend filling out the applications as soon as they are completed. For questions or if your program needs assistance, please reach out to us for further guidance.

**Q: What is the amount I can ask for in the mini grant? Am I able to submit more than one grant application within 6 months?**

A: Providers may request up to \$50,000.00 every six months, with the **Quality Improvement & Health & Safety Grant**. In addition, providers may request the **Virus Mitigation Grant**. Please refer to the Virus Mitigation Grant Form, specific items that can be purchased. If the provider also encounters unforeseen replacement of items or supplies, they may be able to apply for a one-time **Additional Emergency Grant**.



**Q: What is the maximum amount that I can spend on one item?**

A: The maximum allowable cost for a single item requested in a mini grant must be less than \$5,000.

**Q: What are some of the vendors you work with or suggested vendors?**

A: Suggested vendors include, but not limited to: NAEYC, Community Playthings, Teaching Strategies, Learning Genie, Ready Rosie, Lakeshore, Conscious Discipline, Kaplan Learning, Discount School Supply, School Specialty, etc.

**Q: Can we use the grants for Professional Development/Training for staff?**

A: SRPMIC Child Care Certificate Program can reimburse for trainings through these mini grants.

**Q: What is the process for the Professional Development/Training reimbursement?**

A: Certificate Provider will apply for a Mini Grant requesting training material or professional development. Upon approval, Provider will schedule, pay all necessary fees for attendees and submit receipts upon completed training to Child Care Development Fund (CCDF) Certificate Program. Providers may also request salary costs for training attendees if training falls on non-scheduled work days. This must be included with the application.

**Q: Once I have all of the application and required documents, who do I submit them to?**

A: Alizabeth Philbrick, CCDF Program Liaison. Phone: (480) 362-2251. Fax: (480) 362-2243. Email: [Alizabeth.Philbrick@saltriversschools.org](mailto:Alizabeth.Philbrick@saltriversschools.org).

**Q: Who orders and purchases the items once approved?**

A: There are two options that once approved, a provider can choose. (1) Our finance department can purchase the items and they will be delivered to your site. It will then be your responsibility to email a copy of all receipts and/or packing slips to us. We need proof items were received. OR (2) You can purchase the approved items and submit receipts and proof of receipt to us for reimbursement. If a provider chooses to be reimbursed for purchases after approval of Mini-Grant in lieu of purchases through the CCDF Child Care Certificate program, the maximum allowable cost for a single item is still less than \$5,000 and receipts or packing slips are required for reimbursement.

**Q: How long does the process take once my grant application gets approved?**

A: Once the Mini-Grant application is approved, depending on the supply chain, it can take approximately 4 to 6 weeks for delivery or reimbursement.

**Q: I have submitted my application, but have not heard back from anyone on the approval, who do I contact for follow-ups?**

A: Pamela Prasher, CCDF Program Manager. Phone: (480) 362-2246. Email: [Pamela.Prasher@saltriversschools.org](mailto:Pamela.Prasher@saltriversschools.org).