



United Way
of Greater New Haven

2025 Early Care and Education Program Expansion Grant Request for Proposals Group Homes and Child Care Centers

United Way of Greater New Haven was awarded federal American Rescue Plan Act (ARPA) funds from the City of New Haven to enhance and expand early care and education programs in our city.

We invite you to respond to our Request for Proposals (RFP) process for funds to expand the number of licensed child care seats in your program. Through this RFP process, we are seeking to understand your funding needs and your plan for action for utilizing the funds to expand your licensed capacity.

Applications will be reviewed on a rolling basis until funds are fully expended. Applications can be submitted through [this link](#).

DISCLAIMER

Expanding your child care business requires approval from the Office of Early Childhood (OEC) Licensing department, the New Haven Building Inspector, the local zoning board, the health department and the New Haven Fire Marshal. **Please investigate the steps you'd need to take to expand your business prior to submitting your application.** Grants will only be awarded to applicants who can demonstrate that they have a complete understanding of the exact OEC and local authority requirements for expanding their child care license. To learn more about the licensing process, [visit OEC's website](#).



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GOOGLE CHROME TRANSLATION

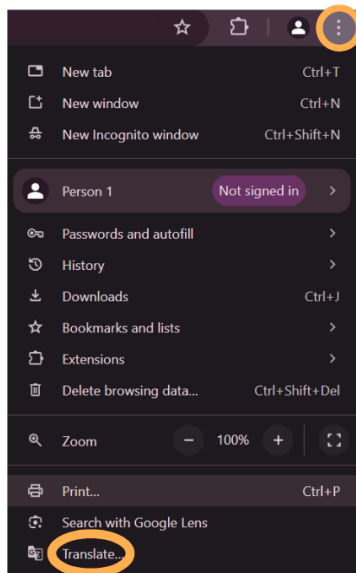
for United Way of Greater New Haven Funding Opportunity Applicants

United Way of Greater New Haven utilizes Formstack to create online application forms for all funding opportunities. Utilizing the web browser Google Chrome, applicants can translate our online applications and respond to United Way funding opportunities in their preferred language. Instructions on how to do so can be found below. Please be aware that utilizing this process shares your data with Google, as translation is done via Google Translate.

If you already have the web browser Google Chrome, and your language is set to one other than English, Google Translate may send a pop-up window prompting you to translate the form. In that case, you will not need to complete the following steps.

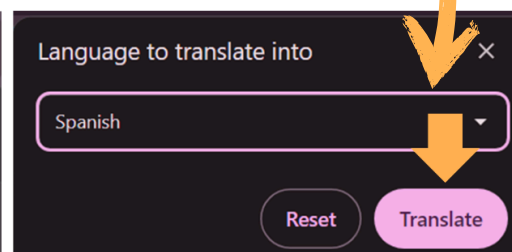
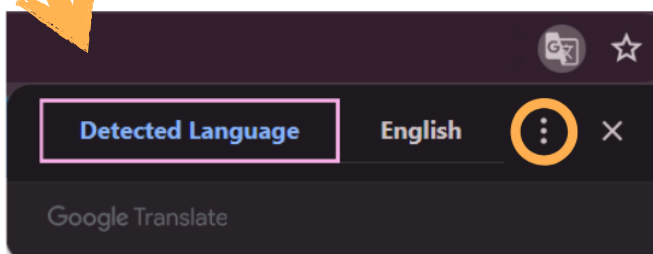
Awarded funding?

If an applicant is awarded funding, all future documentation will be distributed and completed in English. Additional supports may be available dependent upon the funding opportunity.



STEPS

- 1 Download and install the web browser Google Chrome if you do not already have access to it. Instructions for how to do so for different computer types can be found [here](#). (To translate web browser download instructions, scroll to the bottom of the page and select another language from the 'Language' button.)
- 2 Open a new window in Google Chrome, and navigate to the online United Way of Greater New Haven application. The link to the application can be found on our website and in the application preview.
- 3 Once the application is open in Google Chrome, select the three dots at the top, right-hand corner to open Google Chrome's menu. Scroll down and select 'Translate.'
- 4 Google Chrome will show you the language it is detecting on the page in the window that pops up. Select the three dots in the top, right-hand corner of the window and scroll until you select your preferred language.
- 5 Once you have selected the language you want the form translated into, click 'Translate.' The application form should show in your preferred language. You will now be able to read and respond to the form in the language you are most comfortable in.



May look different

If you have Google Chrome's Google Translate settings turned on to translate for a specific language, steps 4 and 5 may appear different. You may be shown the language the page is in in the top right corner, with the option to click your preferred language next to it. The page will then be translated.



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Grant Requirements for Awardees

In an effort to remain transparent throughout this multi-step funding process, we want to make sure those who are awarded grant funds understand the steps they will need to take **AFTER** the funds are granted.

1. Programs apply for funding by completing the Request for Proposals (RFP) process and requested attachments.
 - a. Some programs may be asked to provide additional documentation of their plans prior to being granted funds.
2. Programs that are awarded funds will need to:
 - a. Sign a contract through DocuSign
 - b. Submit a W9 form
 - c. Submit an ACH Direct Deposit form along with a voided check or bank letter
 - d. Submit their final budget via an excel spreadsheet
 - e. Provide a Certificate of Insurance (COI) naming the City of New Haven and United Way of Greater New Haven as additional insured at specific limits required by the City of New Haven
 - f. Submit a non-discrimination form
3. Awarded programs must allow the grant administrator to visit their program site throughout the execution of the grant project in order to offer support and ensure that the project plans are moving forward.
4. Awardees may be required to submit other documentation related to their project plans as needed.
5. Awardees will be required to track and report on data such as how the funds were spent, the number of children and families served, participant demographics, and the impact of grant-funded activities approximately one year following the date of their award.

Please take these requirements into consideration prior to applying for this grant opportunity.



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Eligibility

Your program must:

- Be located in New Haven
- Be a licensed Group Child Care Home or Child Care Center
- Serve children who live in New Haven (at least 50% of enrollment)
- Have at least 66% of your early childhood seats enrolled at the time of your questionnaire submission
- Have been in operation for at least 2 years
- Welcome all families, regardless of their race, cultural background or religious practices
- Be a non-profit or a privately owned, non-franchised provider

Priority will be given to programs that:

- Serve more than 50% children who live in New Haven
- Are more than 75% enrolled at the time of the application
- Are located in neighborhoods with a high population living in poverty
- Serve high need families [at least 50% of children are eligible (based on family income) for School Readiness, Care4Kids, Head Start, Early Head Start or Child Day Care funding/slots]
- Would create infant/toddler spaces (ages 0-3)
- Have a demonstrated plan for continuity of care for families
- Can demonstrate that this funding, in combination with other secured funding sources or by itself, is sufficient to complete their project by August 2026

Maximum Award Amounts

Depending on the type of program you run, the maximum award amounts will differ. Final awards may not be for the full amount requested.

- Group Child Care Homes (looking to expand to Center): up to \$60,000
- Child Care Centers: up to \$150,000



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Grant Criteria

The goal of this grant opportunity is to create NEW licensed childcare spaces in the City of New Haven. Grants will be directed to child care programs with specific plans for program expansion. Possible areas for funding include but are not limited to:

- Renovations: Knocking down walls, building bathrooms, and other projects that would allow increased square footage or meet licensing requirements
- Equipment/Furniture: Furniture and supplies that would allow you to meet licensing requirements
- Facility needs that would allow for increased licensure (e.g., purchasing safety doors, building a ramp to make the building accessible to infants/toddlers)
- Start-up costs for opening an additional location within an existing licensed program
- Health and safety upgrades and/or licensing compliance

Important note:

This grant pool will **NOT** fund:

- Workforce development
- Staff salaries/wages
- Quality enhancement of programs
- Rent and/or utilities

The review committee reserves the right to deny funding items that do not feel aligned with the purpose of the grant.



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Application Questions

These questions should be answered through this [Formstack link](#), which was also made available in the RFP E-mail. This PDF version is made available for your reference as you prepare your application.

Program Information

Program Legal Name: _____

Contact First & Last Name: _____

Contact Job Title: _____

Phone Number: _____

E-mail Address: _____

Address for primary place of business: _____

Mailing address if different from place of business: _____

Are you authorized to sign contracts on behalf of your agency? YES or NO

If not, please provide the name, E-mail address, and job title of the person who is authorized to sign contracts: _____

Is your program a subsidiary of or part of a larger organization? YES or NO

If yes, please provide the legal name of the organization: _____

Please select the option below that best describes your program:

- Licensed Group Child Care Home
- Licensed Child Care Center

CT OEC license #: _____

Are at least 50% of children you serve eligible (based on family income) for School Readiness, Care4Kids, Head Start, Early Head Start or Child Day Care funding? YES or NO

Do at least 50% of the children served in your program live in New Haven? YES or NO

Do you have a non-discrimination policy? YES or NO

*Awardees will be required to submit a copy of their policy**



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Program Overview

Provide a brief description (2-3 sentences) about your child care program, including its history and the community(s) it serves. Imagine writing to reviewers who have no other knowledge of your program or proposal. (300-character limit)

How long has your program been in operation? (Please provide # of years) _____

How many infants/toddlers (ages 0-3 years old) do you currently have enrolled in your program? ____

How many preschoolers (ages 3-5 years old) do you currently have enrolled in your program? _____

Do you offer Evening (7pm-10 pm), Overnight or Weekend care? YES or NO

If not, would you be looking to add a second shift to your program? YES or NO

Does your program have any distinguishing characteristics (multi-lingual, special needs, night/weekend care, etc.)? (narrative 500-character limit)

Have you received any special recognition (NAEYC accreditation, business/neighborhood/partnership awards, etc.)? (narrative 500-character limit)

Is there any other important information you would like us to know about your program? (narrative 500-character limit)

Program Expansion Goal

In 1-2 sentences describe your program expansion goal. Please include how many seats you anticipate being able to add if you receive the funds requested. Please specify how many infant toddler seats and how many preschool seats you would add through your project. (Narrative 300-character limit.)

What is the total grant amount you are requesting to achieve this goal? (Please refer to maximum grant awards above and provide \$ amount) _____

Will the requested grant amount cover the total cost of your proposal? YES or NO

If not, what other funding do you have available to ensure that your project will be completed by August 2026? Please share specific amounts and funding sources.



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Use of Grant Funds

Describe in detail how you will spend the grant funds. Please provide contractor quotes and blueprints for any renovation projects you are planning to execute. (Narrative 1000 characters)

If you were to receive this funding, please share the estimated time that you would be able to make these new seats available to the public (Please share the month and year).

Please describe how you will support families transitioning from infant toddler to pre-school (either in your program or in another program). For programs with more infant toddler seats than pre-school seats, please describe how you will ensure that families do not lose their childcare if your program cannot accommodate them when their child turns 3. (Narrative 300 characters)

Readiness to Proceed

Do you own the space where your child care business will operate? YES or NO

If not, have you received approval from your landlord to do the proposed renovations? YES or NO

If you have a lease, when does it expire? Please provide the date. _____

Are you adding new licensed seats to an existing child care license? YES or NO

If yes, what steps have you already taken to ensure that the plan you are proposing will pass OEC's licensing standards? Applicants will be asked to provide documentation of these steps.

- Contacted your local licensing specialist
- Completed Fire Approval
- Completed Building Approval
- Completed Zoning Approval
- Completed Local Health Approval (including lead inspection where applicable)
- OEC inspection has been completed
- Submitted a change form through OEC
- Submitted floorplan or sketch of plan for changes, including sinks and toilets



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Are you applying for a license in a new location? YES or NO

If yes, what steps have you already taken to ensure that the plan you are proposing will pass OEC's licensing standards? *Please visit the OEC Licensing Application for more details on each of these steps if you are unfamiliar with them. Applicants will be asked to provide documentation of these steps.*

- Completed and Submitted Notarized Affidavit for OEC
- Completed Property History Form
- Completed Fire Approval
- Completed Building Approval
- Completed Zoning Approval
- Completed Local Health Approval (including lead inspection where applicable)
- Created Organizational Chart
- Obtained Certificates for Approved First Aid Training
- Obtained Certificates for Approved CPR Training
- Identified Consultants (education, health, dental, dietician, and social service)
- Created written policies, plans, procedures
- Received Food Service Certificate (Applicable if meals are served)
- Have indoor and outdoor floor plans
- Completed Water Supply Form (including all lead and radon testing)
- Submitted OEC Licensing Application

Who is your OEC licensing contact? _____

Equity and Inclusion

How does your program prioritize serving underserved populations in New Haven, such as communities of color, low-income families, immigrant families, families whose primary language is other than English, families with transportation challenges, special needs children and others?
(narrative 1000-character limit)



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Financial Readiness and Data Tracking

If you receive this grant, you will be required to track and report on data such as how the funds were spent, the number of children and families served, participant demographics, and the impact of grant-funded activities. Do you commit to providing this data? YES or NO

How will you ensure that the spending related to this grant will be tracked? What systems or tools will you use? (Narrative 300-character limit.)

Please provide a detailed breakdown of your program demographics and proposed project budget. (Upload completed budget and demographics using the template provided by E-mail)

Evaluation Criteria

Applications that are submitted by each cycle's deadline will be evaluated by a diverse committee of UWGNH staff. Answers will be reviewed and scored based on responses to the Application Questions listed above. Questions are weighted using the following breakdown of points:

Priorities (as listed in RFP and assessed throughout application) <input type="checkbox"/>	35 pts
Program Overview	15 pts
Program Expansion Goal	30 pts
Use of Grant Funds	30 pts
Readiness to Proceed	30 pts
Equity and Inclusion	10 pts
Financial Readiness and Data Tracking	<u>20 pts</u>
Total Possible Points	170 pts

Applications receiving 85 points or less (50% of the total possible points) will not be eligible to receive an award and will be encouraged to re-apply at a later cycle.



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Info Sessions/Office Hours

Information sessions will be held virtually on the following dates and times:

DATE	TIME	REGISTRATION LINK
Monday, January 13	12pm-1pm	https://us02web.zoom.us/j/84785161701
Tuesday, January 14	6pm-7pm	https://us02web.zoom.us/j/91988228809

Spanish interpretation will be available.

As this is an ongoing application process, the grant administrator, Claire Kaiser, Director of Early Childhood Initiatives, will be available to answer any questions you have about the grant process. Please feel free to reach out to Claire directly at ckaiser@uwgnh.org as questions arise.

Grant Cycle Timeline

This Request for Proposals (RFP) process will be ongoing until all funds have been expended. Applications will be reviewed as they are received.