



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

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 apply through this Request for Proposals (RFP) process for funds that will expand your ability to serve more children 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.

DISCLAIMER

Expanding your child care business may require approval from the Office of Early Childhood (OEC) Licensing department, the New Haven Fire Marshal, the New Haven Building Inspector and the local zoning board. **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 clear understanding of the exact the OEC and local authority requirements for expanding their child care license, if that is the route they choose.



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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.

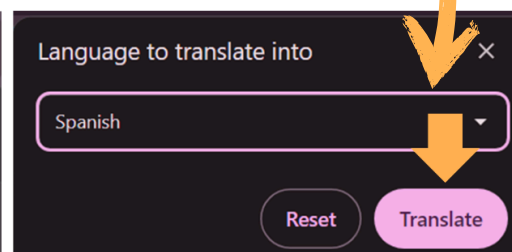
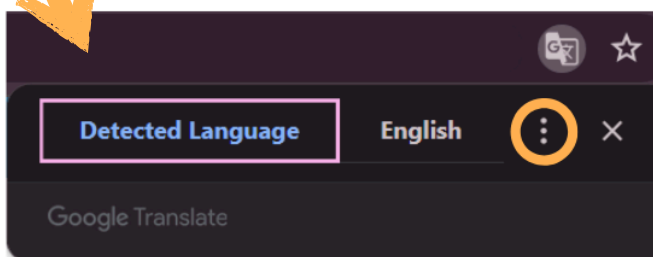
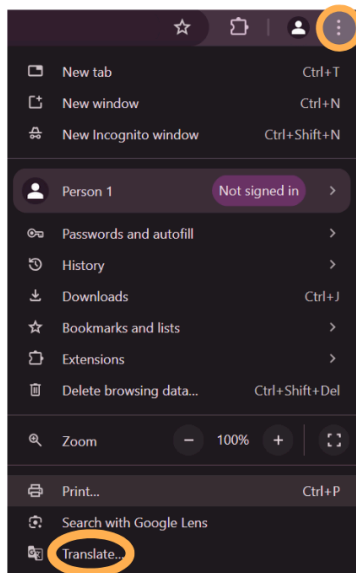
If you already have the web browser Google Chrome, and your language is set to one other than English, Google Translate may send a pop-up window prompting you to translate the form. In that case, you will not need to complete the following steps.

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. All programs will be required to have an initial business meeting with All Our Kin to determine their readiness to apply for this opportunity. Programs who are assessed as being ready to proceed will be invited to complete the application.
 - b. 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
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 Family Child Care Home
- Serve children who live in New Haven (at least 50% of enrollment)
- Have at least 50% of your licensed early childhood seats enrolled at the time of your application 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
- Attend an initial business meeting and be recommended by our business consultant

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

Family Child Care Homes are invited to apply for up to \$30,000 to expand the number of children they serve within their program. Final awards may not be for the full amount requested.



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Grant Criteria

The goal of this grant opportunity is to expand your ability to serve more children in your program. We recognize that, as family child care providers, your strategy for achieving this goal may vary. 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
- Facilities needs that would allow for increased licensure (e.g., purchasing safety doors, building a ramp to make the building accessible to infants/toddlers)
- Health and safety upgrades and/or licensing compliance
- Staff wages may be considered if the applicant is able to demonstrate how the temporary funding of wages will lead to sustainability after these funds are expended
- Start-up costs for changing your business model within an existing licensed program
 - **NOTE:** If applicants plan to apply for funding for ongoing costs (ie. salaries/wages), it is important that your application includes a clear plan for how those start-up costs will lead to a sustainable business model.

Important note:

This grant pool will **NOT** fund:

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

We are interested in funding innovative and creative ways to create new child care seats and to increase the utilization of existing licensed seats in New Haven. Each program's situation is nuanced, and we look forward to hearing about your unique situation and how you plan to expand your capacity to serve children using these funds. The review committee reserves the right to deny funding items that do not feel aligned with the purpose of this grant.



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Application Process

As we developed this RFP Process, we recognized that Family Child Care Homes have unique challenges and opportunities for creativity when it comes to the growth of their capacity to serve children. Because of these learnings, we decided to break this application process into parts to ensure that you have the most support possible throughout the process.

Application Steps

STEP 1: Interested applicants should review the RFP Packet and confirm their eligibility for this funding opportunity.

STEP 2: Schedule your appointment to meet with a business consultant from our consulting partner, All Our Kin.

STEP 3: Prepare for your business meeting where you will discuss your plan for expanding your business and how you hope to use the funds. The purpose of this meeting is to help refine your plan and to assess your readiness to expand your business.

STEP 4: All Our Kin will make a recommendation about your readiness to proceed with this grant opportunity. If you are recommended to apply, you will receive an invitation with the link to the application. If you are not recommended to apply, you will be invited to refine your plan further and meet with All Our Kin a second time.

STEP 5: Invited applicants will complete the application via the link they receive and include their business plan and any other supporting documents.

STEP 6: A team of reviewers will review the application and make a funding decision. Applications will be reviewed as they are received, and funding will be distributed until there are no funds remaining.



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Application Questions

An application link will be available later in the process. This PDF version is made available for your reference as you prepare your application.

Program Information

Program Legal Name: _____

Contact First & Last Name: _____

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 and email address of the person who is authorized to sign contracts: _____

Please select the option below that best describes your program:

- Licensed Family Child Care Home

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



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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/toddler (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? _____

How many school-aged children (ages 6-12 years old) do you currently have enrolled in your program? _____

We recognize that providers care for different numbers of children during different hours of the day, depending on many factors. Please describe the way you currently utilize your licensed spaces (ie. 4 full-time seats from 7am-6pm plus 3 school-aged youth from 3pm-6pm)

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

Do you have an assistant teacher? 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 (NAFCC or 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)



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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.

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're able to expand infant/toddler seats, how will you support those families in their transition to preschool (either in your program or in another program)? (Narrative 300 characters)

If you 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)_____



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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)

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 this template)



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Evaluation Criteria

Applications 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) ☒	35 pts
Program Overview	15 pts
Program Expansion Goal	30 pts
Use of Grant Funds	30 pts
Equity and Inclusion	10 pts
Financial Readiness and Data Tracking	<u>20 pts</u>
Total Possible Points	140 pts

Applications receiving 70 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

Info Sessions followed by office hours will be available for you to meet with the grant administrator, Claire Kaiser, Director of Early Childhood Initiatives, to ask any questions you have about the grant process.

DATES	EVENT	LINKS
Tuesday, February 11 12pm-1pm	Family Child Care Expansion Grant Information Session	https://us02web.zoom.us/j/9mT4Ss1UR8u4zXu2Pu1uYA
Wednesday, February 12 6pm-7pm	Family Child Care Expansion Grant Information Session	https://us02web.zoom.us/j/c_JJlzEzSGqsL2NUkWWqmg

As this is an ongoing application process, future office hours will be scheduled and communicated to potential applicants.

Grant Cycle Timeline

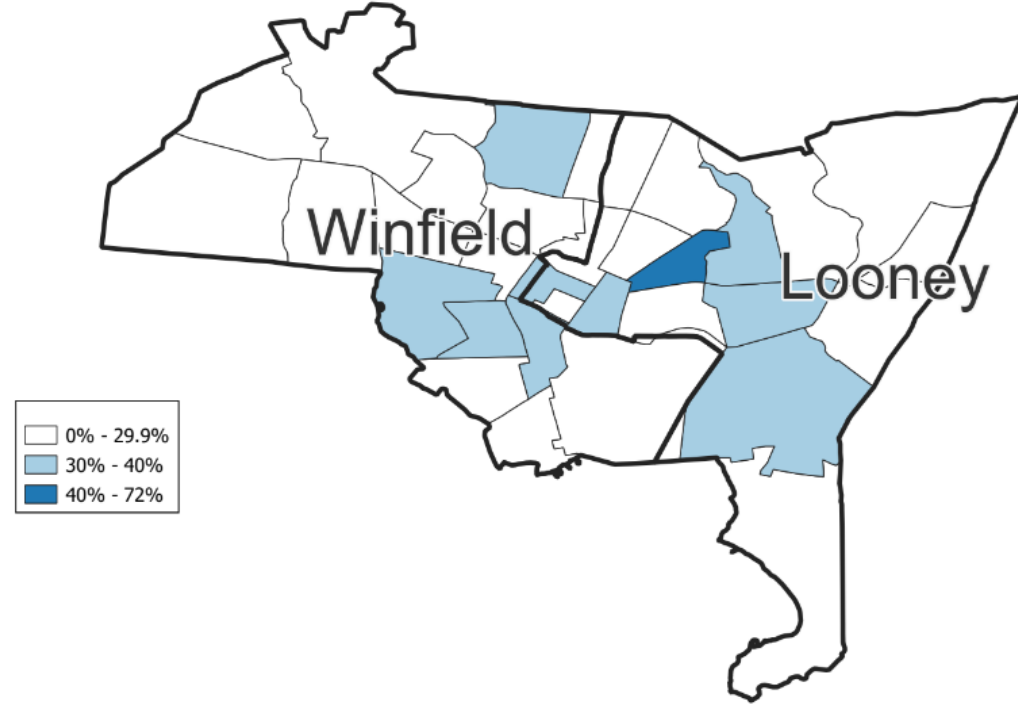
This Request for Proposals (RFP) process will be ongoing until all funds have been expended.

The grant application will remain open until all funds are expended.

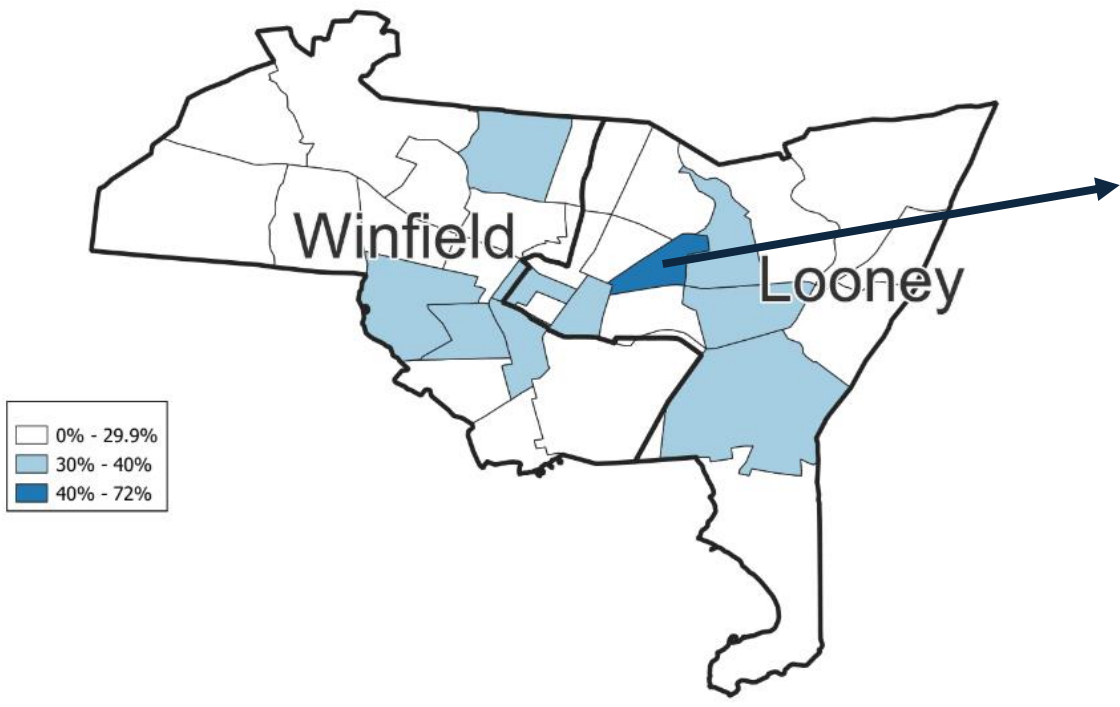
PLAN

New Haven

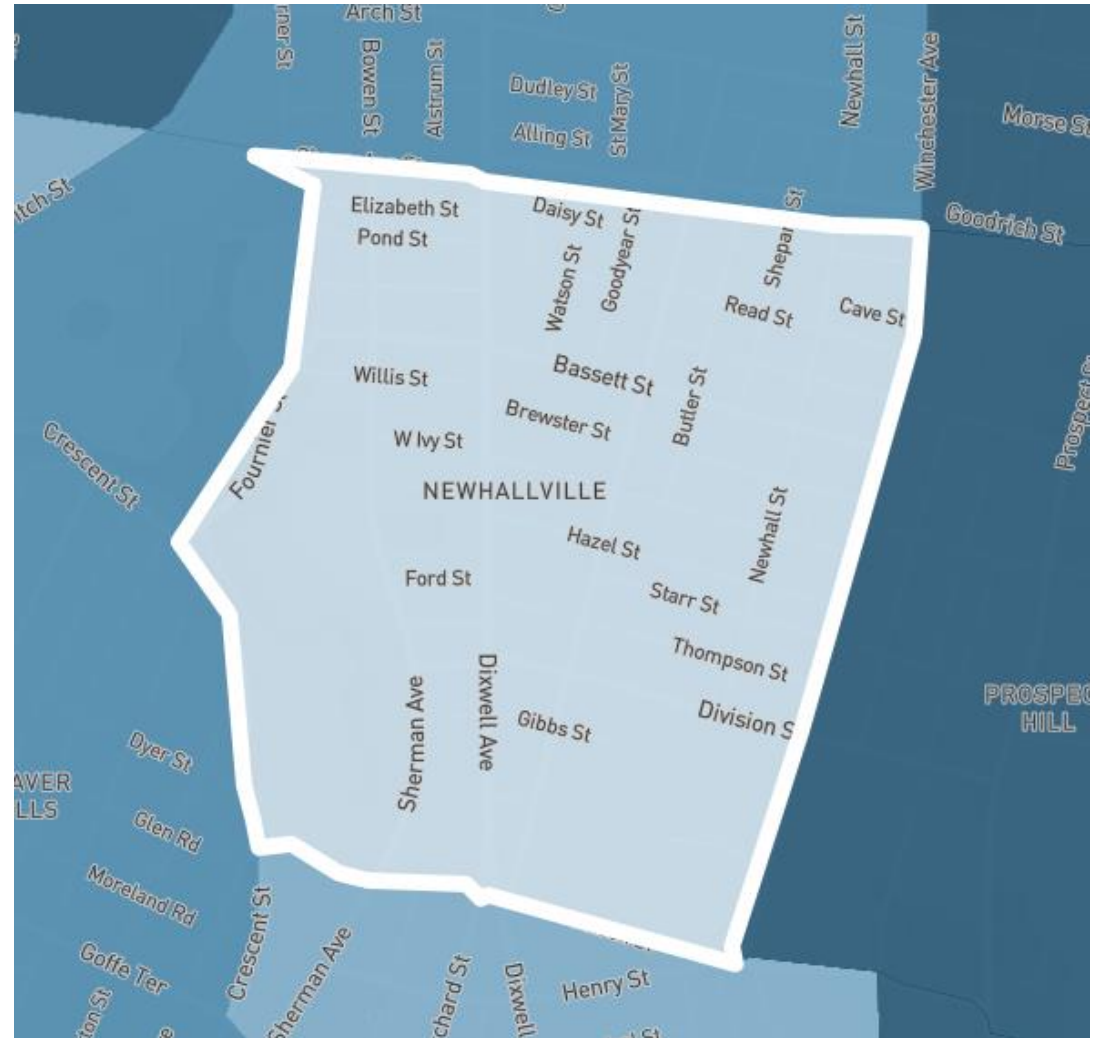
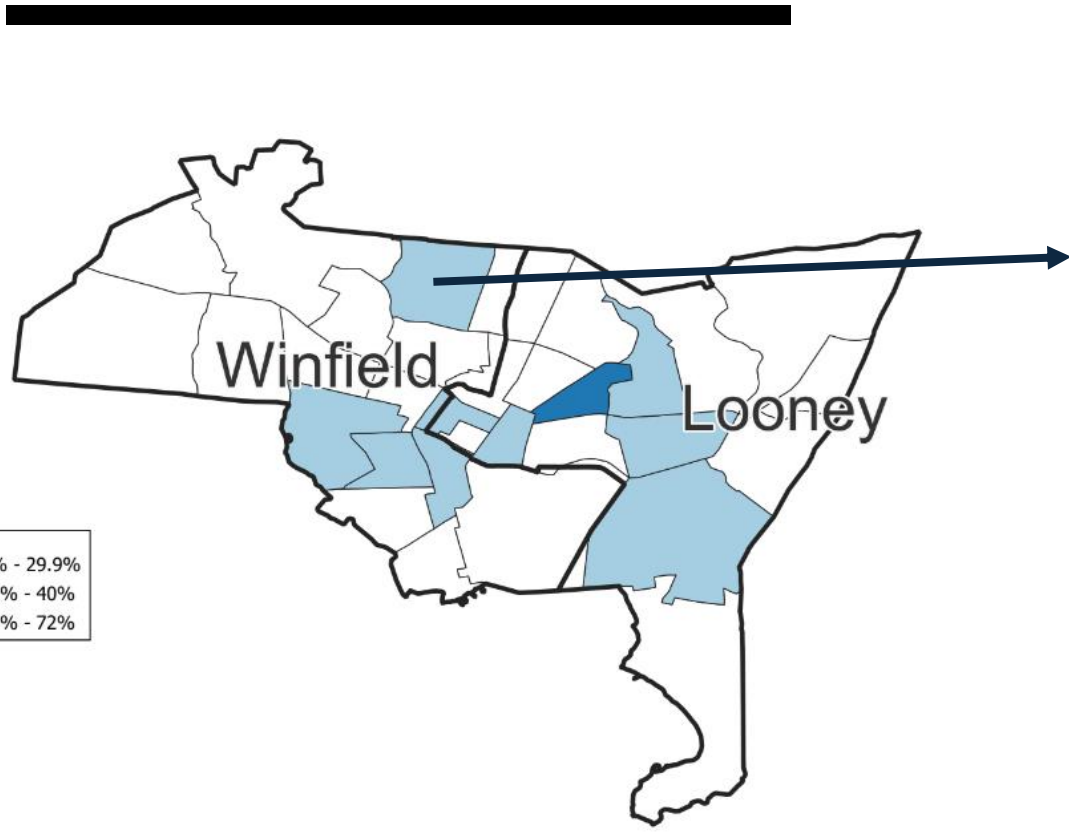
PERCENTAGE OF POPULATION IN POVERTY
BY CENSUS TRACT IN NEW HAVEN



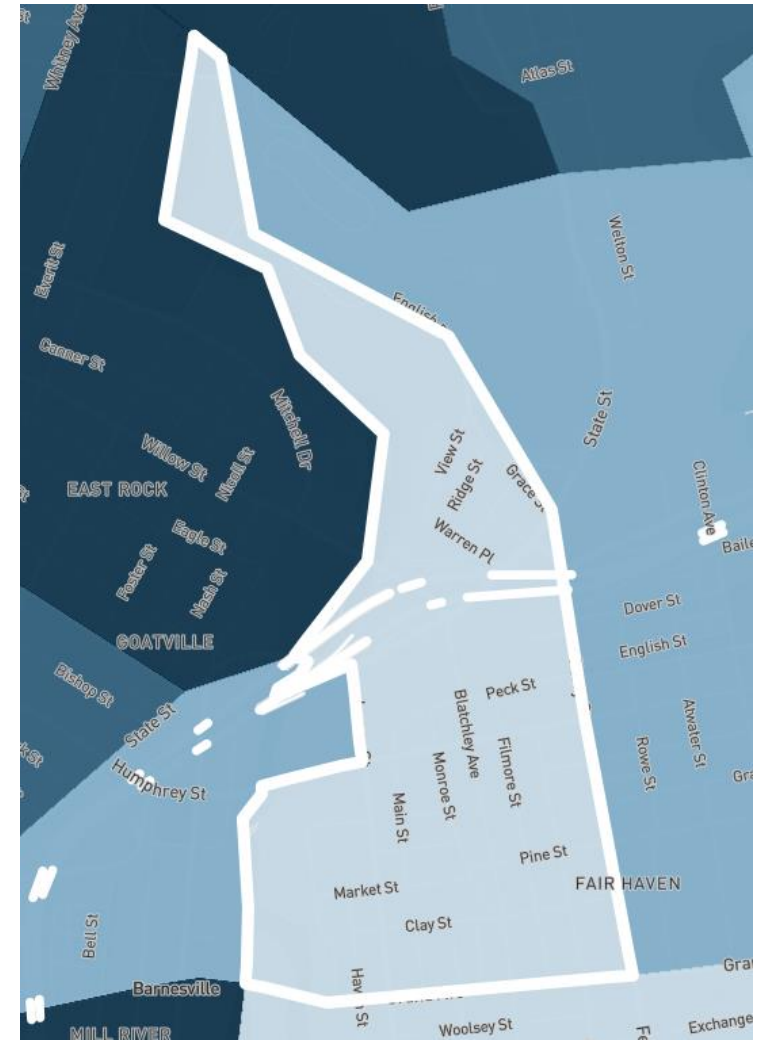
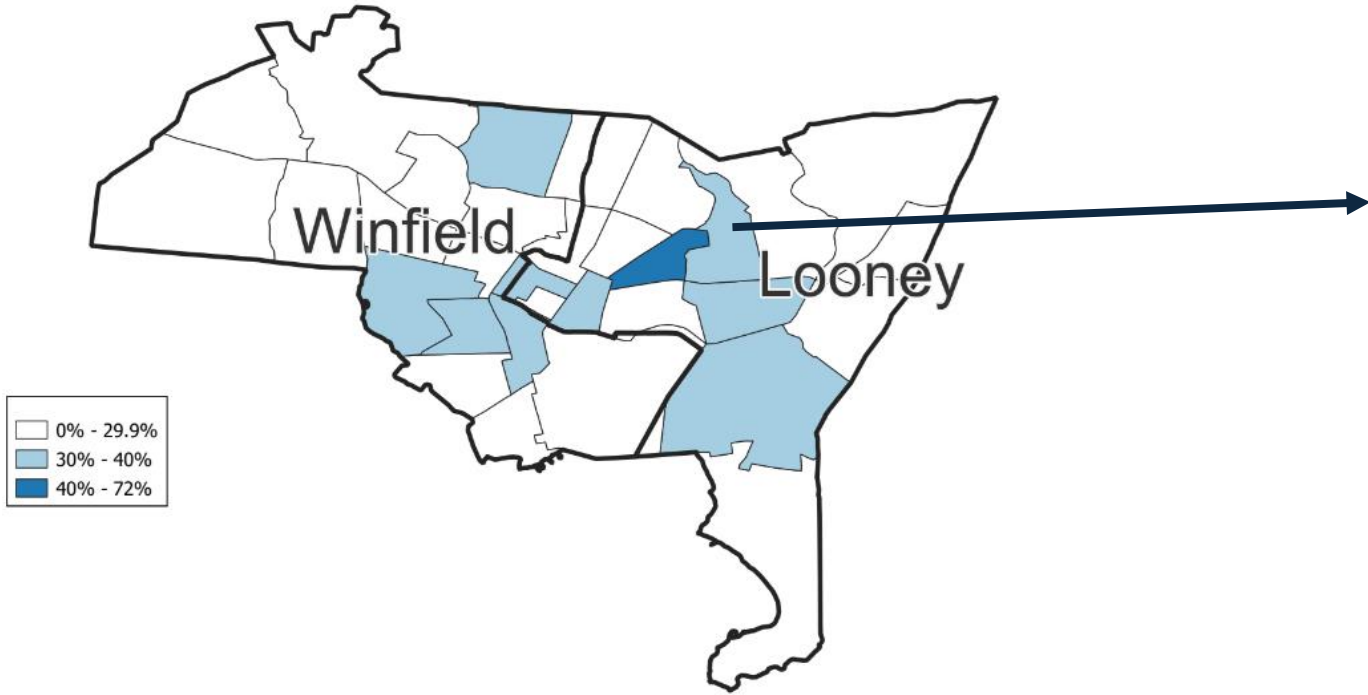
Census Tract: 1421



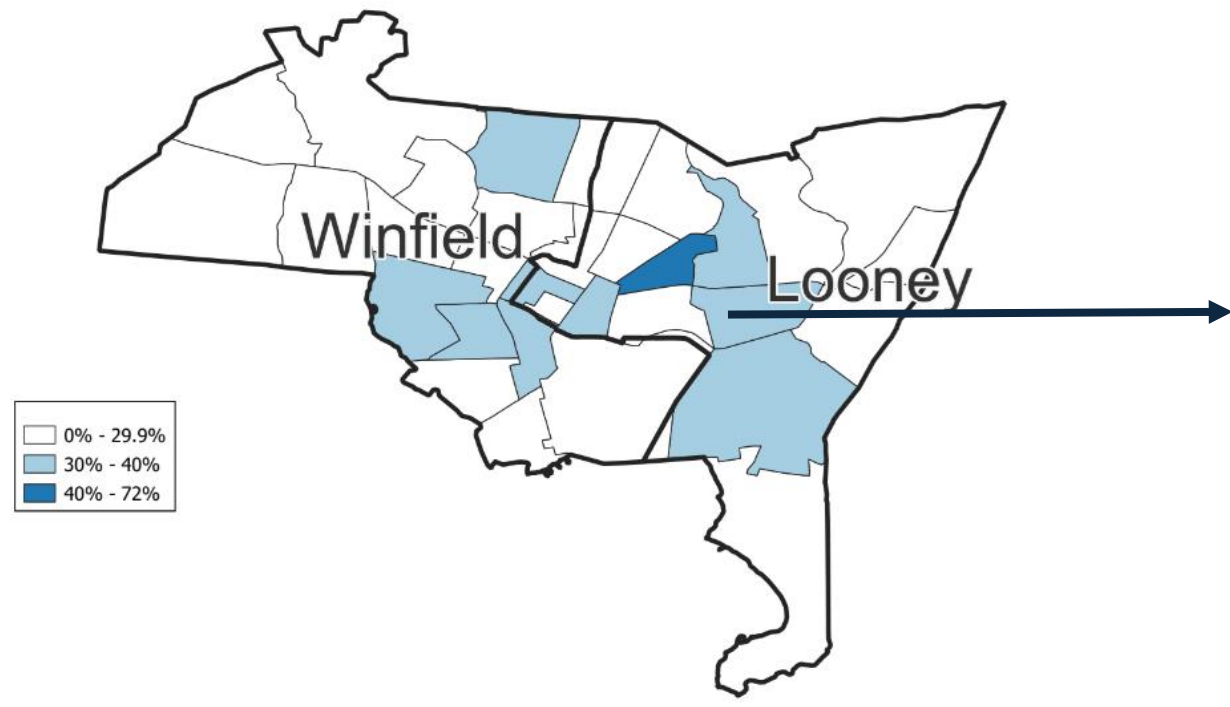
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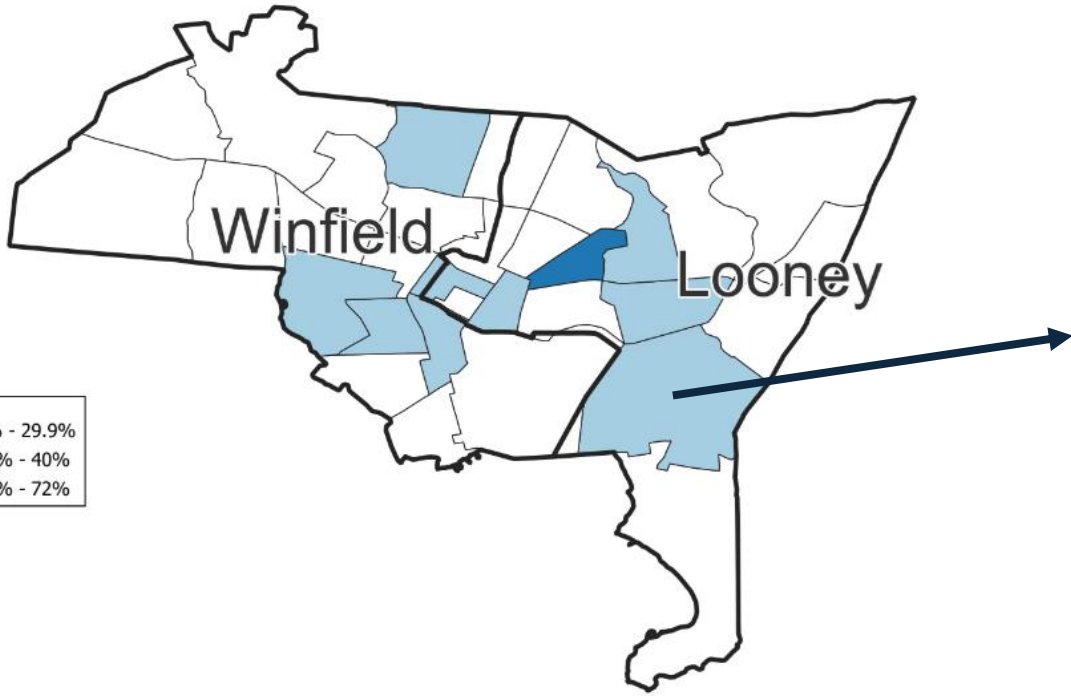
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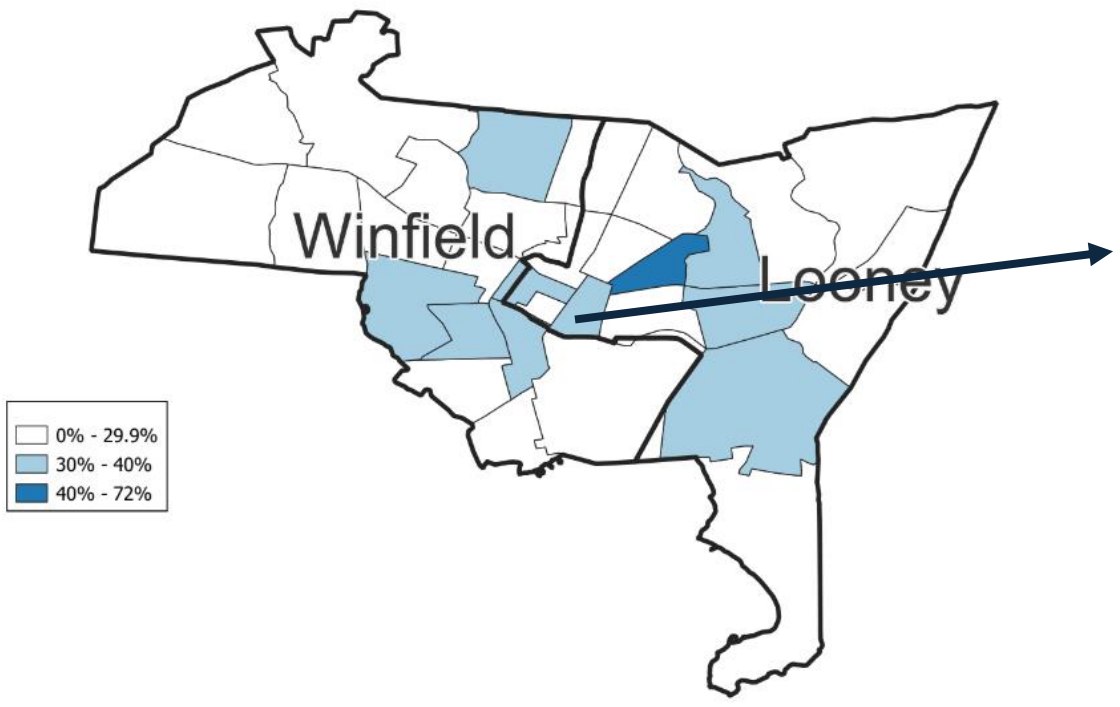
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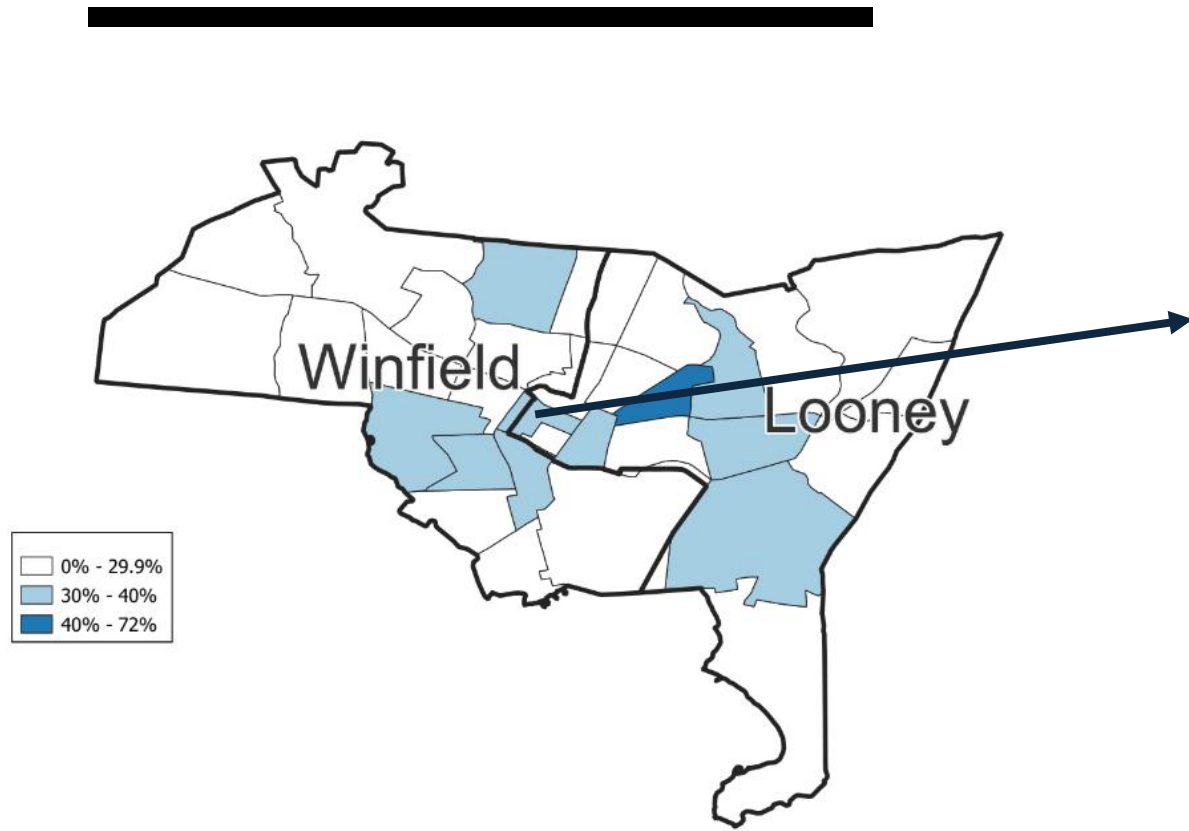
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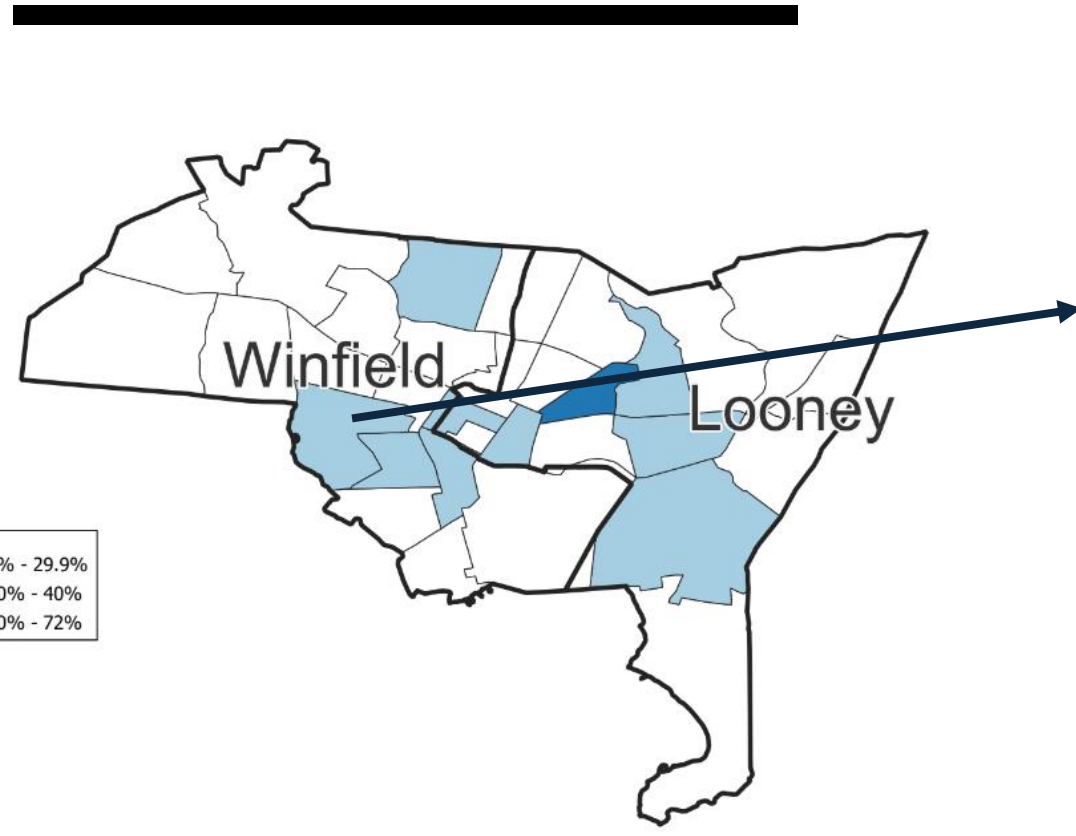
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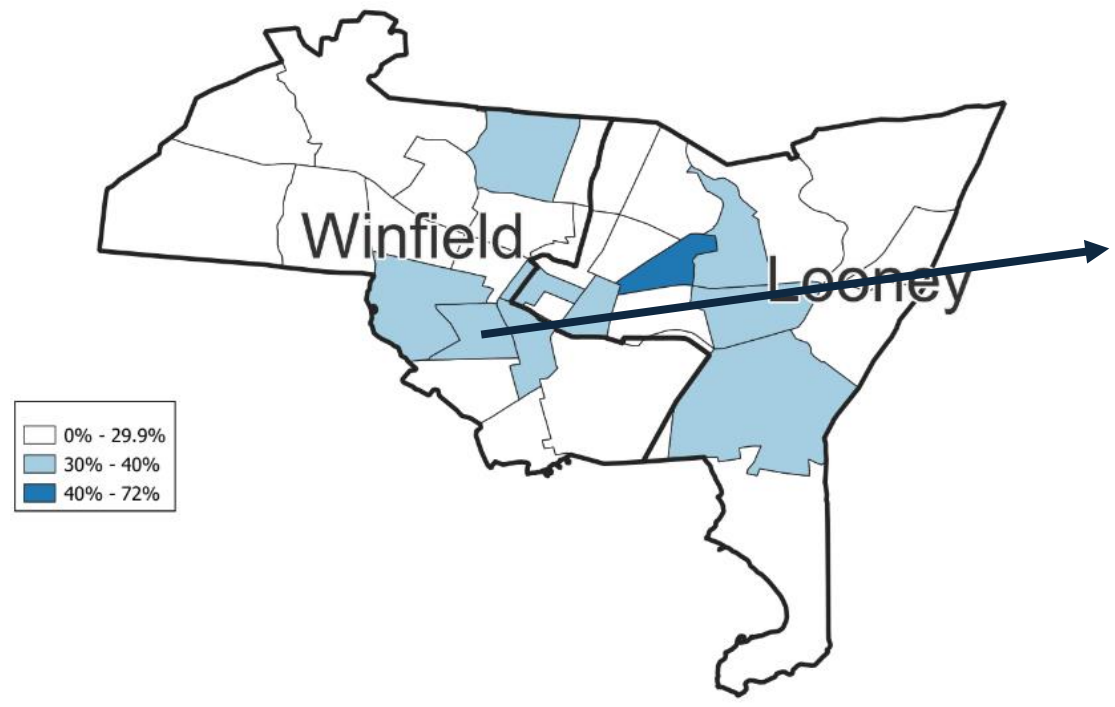
Census Tract: 3614



Census Tract: 1408



Census Tract: 1406



Census Tract: 1403

