

DHHS Child Care Quality Improvement Grant APPLICANT SCORE GUIDE

Use this guide as a checklist before you submit your application. This guide is provided to help you prepare to complete the application. Proposals are evaluated on several criteria, with a maximum score of 50 points. **A minimum score of 38 is required for funding eligibility.**

STEP 1 CONFIRM YOUR ELIGIBILITY: (Must meet all before applying)

ELIGIBILITY REQUIREMENTS: You must meet ALL of these to qualify	
You must hold a current Child Care License (Provisional or Operating) OR be active in the licensing process with initial inspections completed.	Required
You must be in good standing with no active license non-compliance on file.	Required
You must have a current and active Child Care Subsidy enrollment/agreement with DHHS and be in good standing.	Required
All items requested must be allowable expenditures that improve the quality of your child care program. Items on the non-allowable list will not be funded.	Required
Applications that do not meet all eligibility requirements above will automatically be denied.	

STEP 2: PREPARE YOUR APPLICATION (50 Points Possible)

The table below shows criteria on which your application will be evaluated.

WHAT YOU NEED TO INCLUDE	HOW TO EARN FULL POINTS
1. APPLICATION COMPLETENESS Max: 10 pts	
Application form fully completed, signed, and dated.	<i>Complete every field. Do not leave any blanks. Sign and date the form before submitting.</i>
Provide the results of your Abuse and Neglect Central Registry background check and submit them with your application.	<i>Include your background check results in your application packet.</i>
Complete the DHHS W-9 & ACH Enrollment Form.	<i>Attach your bank information and bank verification to the form.</i>
Complete the SAM Unique Entity ID (UEI) Form.	<i>Follow the instructions on the application form to obtain your UEI. Include your UEI number on the required form.</i>
2. JUSTIFICATION NARRATIVE Max: 15 pts	
One-page narrative included and written within the provided box.	<i>Use only the space provided on the application. Do not attach additional pages. Stay within the box.</i>
Explanation of requested items and impact on your program.	<i>Clearly explain how the requested items will benefit your child care services. Be specific about your request and its direct impact. Focus on this narrative, as it is the most important part of your application.</i>
3. BUDGET DOCUMENTATION Max: 15 pts	
Complete the budget page for all requested items, including two vendor estimates with actual prices listed.	<i>List every item on the budget page. For each item, obtain prices from two different vendors and list the actual prices; do not estimate.</i>
For any single item \$100 or more, two written estimates AND photos of the item must be included.	<i>If any item costs \$100 or more, attach two written estimates from two vendors AND include photos of that item.</i>
4. LETTER OF SUPPORT Max: 10 pts	
At least one letter of support included must be signed and dated.	<i>Provide a letter from someone who can speak about the quality of your program. The letter must be signed and date (both electronic and physical signatures are accepted).</i>
TOTAL POSSIBLE POINTS	50 points

AWARD AMOUNTS

LICENSE TYPE	MAXIMUM AWARD
Operating License (Non-expiring) or Provisional License	Up to \$500