



QUALITY SUBGRANTS FREQUENTLY ASKED QUESTIONS

(Updated 10.8.2020)

Application Deadlines, Eligibility, and How to Submit

1. What is the timeline for Quality Subgrants?

September 3, 2020: [Pre-Application Webinar](#)

September 16, 2020: Release of Application Guidance and Online Application Opens

September 17, 2020: [Subgrant Support Webinar](#)

September 16 – October 16, 2020: Technical Assistance and Support Available

October 12, 2020 (by 11:59 p.m.): Requests due for optional Technical Assistance review and feedback on draft application

October 19, 2020 (by 11:59 p.m.): Applications Due

Successful applicants will be notified in early November 2020.

2. Can I apply to more than one grant?

You can apply for more than one grant if your organization is eligible in each of the selected subgrant categories. This opportunity is intended for organizations who would like to submit more than one distinct project; the same project should not be submitted in more than one category.

3. Where can I see my User Profile information?

Your profile details are as you entered them when you first registered on this site. If you need to change them, click on your avatar at the top right of the screen and modify as needed.

Your profile details will be visible to reviewers, and you'll also see them in the final PDF of your application **once you have submitted it.**

4. Can I make changes to my application?

Yes, as long as the submission deadline has not passed, you can login and make changes to your application at any time before you submit the final version which is due October 19 by 11:59 pm. Applicants who intend to make changes to their applicants are encouraged to save it as “In Progress” prior to submitting the final version. If you have already submitted your application and would like to make changes, you can do so by opening the original application, making edits and resubmitting.

5. What types of businesses are included in "licensed child care"?

Both center-based and home-based are included in "licensed child care".

6. The budget document asks for a one year budget. What happens after the first year?

These subgrants are intended to be investments over the life of our Preschool Development Renewal Grant from our federal partners, which is through April 29, 2023. If you visit the [Application Guidance](#) document, you will see details about this timeline

7. What is a "community-based organization"?

This could be a nonprofit, a library, a service organization of any kind. For the Connecting Families to Services Subgrant, we know that a lot of communities use nontraditional organizations to help make connections so families get their services from all kinds of different places. This is intended to give your community flexibility on who might be the best entity to put forth an application.

8. Will the caps be the same year two and three for 12 month grants?

Congress has yet to appropriate year three of the state's Preschool Development Grant. We don't see any reason why that wouldn't happen, but yes, Kansas is receiving the same funding amount for each year. Our intention is to support the subgrants with level funding for years two and year three. We will start working through a renewal process as we get into the spring of next year.

9. Could these grant funds be used in partnership with ECBG, KPP, or Preschool at Risk grant funds to improve quality and availability of services?

PDG Subgrant funds are not intended to replace other grant funding, but you can certainly combine funding sources to create an overall project that is larger or enhanced with new features. You could request a subgrant for your entire project or you could request that the subgrant amount is a portion of another project. It is not a requirement to have any matching funds.

10. Can these funds be used to support COVID-19 issues?

These Quality Subgrants are not the state's response to challenges presented by COVID-19. Child Care Aware of Kansas has compiled a list of resources that can be found on their [website](#). There are also [child care facility grants](#) through the [Child Care Health Consultant Network](#). Those funds may be much more immediate and perhaps a good fit if this describes your situation.

11. How can I get connected with other organizations to partner with in my local area?

Great idea! Send an email to our TA Team at pdg_grantsupport@ku.edu. Include where your service area is and some things you're looking to partner on, and then the TA team can be on the lookout for that and help make connections.

12. Do individual child care providers, or groups of providers, need a fiscal agent to handle funds?

Not necessarily. You certainly can identify a fiscal agent if you're coming in together to collaborate. One provider could receive the grant, and then tell us who you're going to distribute grant funds out to if they are other child care providers. You certainly do not need to have a fiscal agent identified outside because you are a child care provider, you are licensed, and you are eligible for several of these grants.

13. Although funds are not available to provide slots, does that include supplementing costs associated with childcare for sibling groups?

We are following the direction of our federal funding partners; the PDG Quality Subgrants are not a source of direct funding for subsidizing child care slots. Contact the TA Team to discuss your ideas further at pdg_grantsupport@ku.edu if your project relates to expanding access to quality child care, particularly with the intention to retain slots in danger of closing, or expanding slots for targeted populations who are currently not well served.

14. Are there other resources and funding opportunities currently available for child care providers?

Yes, there are several resources and opportunities available! Please use the links below to learn more.

Webinar Recordings:

- [Information Webinar \(9/29\)](#)
- [Remote Learning and Child Care Resources Information Webinar \(9/29\) Presentation Slides](#)

Helpful Links:

- Children's Cabinet Site for all [Grant Resources \(http://allinforkansaskids.org/\)](http://allinforkansaskids.org/)
- Child Care Aware of Kansas Site for [Child Care Health Consultant Resources and Application](#)
- Application Link for [All in for Kansas Kids Quality Subgrants and CARES Act Remote Learning Grants](#)

Use of Funds

1. What is considered an indirect expense?

Indirect expenses are typically administrative costs of operation. These may be items in the larger organizational budget that go beyond the grant budget. For example, annual insurance costs, utilities, or monthly Internet costs.

2. Are there ineligible expenses we should be aware of?

The Quality subgrants are focused on additional support for our early childhood system. They are not meant to fund slots or fund major capital improvements, such as purchasing a new building or a full remodel.

3. Can funds be used for personnel and are there limitations?

Personnel expenses related directly to the activities of your project, and not currently covered by another funding source, are an allowable use of funds. Contact the TA Team at pdg_grantsupport@ku.edu to discuss questions specific to your particular project.

4. Can funds be used for capital expenses and are there limitations?

These grants are funded by federal dollars which stipulate that funds cannot be used for any construction or physical infrastructure costs, including modifications, reinstallations, renovations, improvements, additions, rearrangements or alterations. This includes land, facilities, equipment and intellectual property. The only exception is improvements made for accessibility for children with special health care needs. If you are applying for capital expenses such as equipment purchases or upgrades specifically to better serve children with special health care needs, these expenses might be eligible. If this is the case, please contact the TA team at pdg_grantsupport@ku.edu to discuss questions specific to your project.

Application Sections and Examples

1. Is the Project Abstract the only section with a word limit?

The abstract is the only section that has a word limit. The word limit exists for consistency across applications because that information may be pulled for other front facing information.

2. What is an example of a qualitative success measure?

Qualitative success measures describe a change that has occurred using words or feelings more than numbers. Possible methods for tracking a qualitative measure include parent, staff or partner surveys or testimonials. These indicators should be more detailed than “satisfied families” or “more communication between staff and families.” Consider what tools you currently have in place for

tracking measures, and what may be useful in the future.

Example: “Staff reported feeling more confident in their ability to safely deescalate a situation following their completion of a training program. This information was collected during our weekly team meeting.”

3. What is an example of a quantitative success measure?

A quantitative measure describes changes that have occurred using numbers. Possible methods for tracking a quantitative measure include staff time logs, family intake forms, etc. These indicators should be measurable and should be more detailed than “increased participation” or “higher engagement”. Consider what tools you have in place for tracking measures, and what may be useful in the future.

Examples: “We hope to achieve a 15 percent increase in staffing hours. This will be reported using staff time logs, and if applicable, information about new hires.”

“We will use our family intake forms and service logs to show that 10 new families were served during the grant period.”

4. What do you mean by Strategies and Key Activities? What are the expectations of this section?

A strategy is a way – a plan of action – for how to make a change. Activities are the “to do” part of your strategy action plan. Begin with the end of the grant period in mind – what will look different if your plan works? What do you hope to accomplish? Once you write down the result you expect, list and describe the actions you will take to make that happen. Be sure to write down **who** will be responsible for doing **what** activities, and **when** they will need to do this work.

Examples:

“Provider XYZ operates in Anytown, KS, which is a very rural community. We have struggled to maintain our staff of child care providers. Our strategy is to increase our workforce to serve more families. Staff recruitment efforts will be the main activity to achieve this goal. We plan to post information about recruitment through social media, local job boards, through the local community college, school district and local faith communities. We will provide digital and hard copy flyers about job opportunities, and make them available in English and Spanish, as we hope to increase our number of bilingual staff. It is difficult for us to pay above market rate for our providers, so we want to find creative ways to attract new staff. One way we plan to do this is by including short stories from our current staff and a family we serve about the importance of child care services, and how rewarding this work is. We will offer job interviews virtually, as well as in person at our site. We will do this after hours with social distancing protocols. Lastly, we want to increase training opportunities for current and new staff and will require that all staff complete Evidence Based Training 123 within the first three months of the grant period. This training will help us show our investment in our staff and help us better support the diverse children we serve.”

“We know there are several children with special health care needs who need services in our community, and we are not currently set up to serve them. Our strategy is to be able to begin serving these children within six months. We will achieve this by purchasing sensory friendly equipment and activities, offering trainings about behavioral interventions and de-escalation techniques to our staff and ensuring our current program vehicle is safe and accessible for all children. All of these activities will be completed within the first four months of the grant. We will partner with a local school district to conduct outreach to families that may be interested in joining our program.”

5. What are the expectations of the Description of Need section?

Write this in terms of your community’s need, and the needs of the children you currently or will serve. Although COVID-19 has affected most providers, this grant is not intended to fund COVID-19 related expenses. Focus on ways you can increase access to child care for families and improve the quality of your facility and services (e.g., offering care at non-traditional hours, adding learning materials that show cultural and racial diversity, upgrading play equipment). Although your needs may be related to your business, this statement should focus on the needs of those you serve.

Example: “My community has only two home-based child care providers within 50 miles. I maintain full enrollment of 10 children and have a waiting list of 15 additional families. Many families in our community need services outside of 8:00 am – 5:00 pm Monday-Friday due to their jobs, and neither provider currently offers that. To meet those needs, we will extend our hours to 7:30 pm on weekdays and be open Saturdays from 9:00 am – 3:00 pm.”

6. What should Population and Geographic Reach include?

Identify the community you are serving, its population and important demographic data. Census QuickFacts is one source to help you find this information.

<https://www.census.gov/quickfacts/fact/table/US/PST045219>

Example: “My child care center serves the entire town of Anytown, KS, which has a population of 5,700, with 20 percent who are Hispanic or Latinx.”

7. What should the Outreach Activities include?

Describe how you will let families and others in the community know about what you will be offering.

Example: “I plan to post about our new hours on our Facebook page, put up flyers at the library and let the Chamber of Commerce know we have evening and weekend child care so they can post it on their website.”

8. What should Equitable Access include?

Equity helps everyone get a fair opportunity. Think about who in your community may not have the same opportunities as others and why. Talk about how your project will increase equity for families in your community.

Example: “Our literacy program, in partnership with the local library, will actively recruit children and families whose primary language is not English.”

9. What should Barriers include?

List anything that will make it more difficult to complete your project and how you plan to address them.

Example: “New families coming to our community are difficult to reach, often because of issues of trust or fear. We plan to partner with several churches to help us connect with these families, many of whom have a relationship with church leadership.”

10. What should the Timeline include?

Talk about when you expect to complete your project, and key steps along the way, including any potential delays or changes in the timeline.

Example: “The new playground equipment will be in place by March 1, 2021. The equipment will be ordered by mid-November 2020, with input from the parents whose children have special health care needs, and it will be installed by mid-January 2021. I will work with the supplier to learn how to use and care for the equipment, as well as how to guide the children in using it.”

11. What should the Budget Template include?

The budget should be as detailed as possible. Consider how you might be able to find estimates for costs. For example, if you are interested in purchasing printed materials or equipment, shop online for an estimate. Be sure to break out expenses by budget category. For example, the Personnel category should include position, pay rate, percent of position grant funds would support (25 percent of a Full Time Employee equals 10 hours per week), etc. If you plan to purchase items such as supplies, break them out into categories (i.e. art supplies, reading materials, etc.), with an estimate of costs. If the items are larger, you may want to include possible vendor information. The budget narrative section is where you can add more detail about how you have determined these costs.

If you have questions about filling out the budget template, please contact our TA Team at pdg_grantsupport@ku.edu.