AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Application; Colorado Department of Educatio

Action Requested: Other Co. Manager approval--no signature requir.

Parties to the Agreement: BOCC & CO. Dept. Education

Term Begins: **Term Ends:** 6/30/2016 **Grant Contract #:**

Summary:

This is funding to offer course "Expanding Quality in Infant and Toddler Care Program (EQIT)". Will provide funds to hire a certified trainer for 133 hrs./yr.. This is very informal process by CO. Dept. Ed. They want these documents submitted and then they determine award.

Fiscal Impact: $3,815

Submitted by: C Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 9/25/2015

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 9/28/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\khaase Discharge Date: 9/30/2015

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 10/6/2015

Revised April 2015

Expanding Quality in Infant Toddler Care Initiative Work Plan

The Gunnison Hinsdale Early Childhood Council would like to rejuvenate our EQIT program. Now that we have a trainer, Holly Harmon, and clear commitments from several childcare providers, we would like to offer EQIT in the fall and winter of 2015-2016. We hope also to have another trainer become trained to offer EQIT as well as soon as possible.

There are currently 13 teachers interested in the course. 5 live and work in Crested Butte, 7 live and work in Gunnison, 1 in Hinsdale County. We will prioritize teachers working with infants and toddlers, however all the teachers currently interested are infant and toddler teachers. This may mean adding a second concurrent course, one in Gunnison, one in Crested Butte - or offering a second session when the first one ends. There is additional interest from Family Friend &Neighbor providers who are not included in these numbers.

Proposed Work Plan for Gunnison Hinsdale EQIT 2015-2016

EQIT 16 week sessions on Monday evenings from 5:45-8:45 (no class on October 26th, November 2nd, November 23rd, December 21st, December 28th, and January 18th).

Mondays (October 19th – March 14th)

Information Night: Monday, October 12th, Location and Time still to be determined.

Location: Gunnison

EQIT Draft Budget 2015					
1 Trainer/Coach for 6-8 participants					
1 48 EQIT hour course, with estimated 3 hours of coaching for 8 participants (5 hours offered)					
COUNTY EMPLOYEE					
Staff Time by Activity	Number of Hours	Rate	Cost		
Trainings	48	21.69	$1,041		
Coaching (3 hrs for 8 participants)	24	21.69	$521		
Prep/Planning Time (training)	16	21.69	$347		
Prep/Planning Time (coaching hours)	6	21.69	$130		
Orientation	2	21.69	$43		
Supervision with EQIT program	8	21.69	$174		
Make-ups	3	21.69	$65		
EC Council Meetings	2	21.69	$43		
Professional Development	16	21.69	$347		
Drivetime Coaching	8	21.69	$174		
Total Trainer/Coach Cost	**133**		**$2,885**		
	Number of Miles	Rate	Cost		
Mileage - 50 miles x 8 participants	**400**	**0.575**	**$230**		
Materials			**$700**		
Total Cost			**$3,815**		
Registration Fee ($30 per student x 8)			**$240**		
Cost with Registration Fee			**$3,575**		

EQ INITIATIVE BUDGET AND WORK PLAN GUIDANCE
FY 16: July 1, 2015 – June 30, 2016

We look forward to working with you again in the coming year to offer EQIT courses and coaching throughout our state! The EQ Initiative expectations, budget requirements and guidance for FY 16 will remain unchanged from FY 15. We anticipate that most EQ award amounts will also be unchanged for FY 16, with the following exceptions:

1. If you request an increase in the number of EQIT courses and/or coaching hours you were awarded for FY 15 and provide evidence of community need for additional courses and/or coaching, we will do our best to fund the increase.

2. If you request a reduction in the number of courses or coaching hours you were awarded for FY 15, we will honor that request.

3. If you had low enrollment (16 or fewer course completers) in non-rural EQIT courses and do not wish to reduce the number of funded courses, you will need to provide an explanation of steps you are taking to increase enrollment in each of your funded courses.

4. If you did not utilize all of your funding **as originally planned** in FY15, you MUST include information on changes you will make to insure you complete all awarded EQ activities and utilize all of your funds in FY16 in your submitted work plan.

All EC Councils seeking continued EQ Initiative funding for FY 16 must submit a budget **specific** to EQ funds, as well as an EQ work plan that details plans for conducting EQIT courses and coaching. Please submit your budgets and work plans as soon as possible as we will not be able to process any requests for reimbursements without these documents. Once we receive and review your documents we will send out a grant award letter for FY 16. **EC Councils who plan to begin offering EQIT classes or coaching in July will receive the highest priority response.**

If you have any questions or concerns, please do not hesitate to contact Jo Koehn, EQ Program Director, by email at koehn_j@cde.state.co.us or by phone at 303.866.6706.

EQ BUDGET GUIDELINES FOR EC COUNCILS: FY16

EQ Budget: Please submit a budget **specific** to your use of EQ Initiative funds. Budget guidelines remain unchanged from your previous grant submission and award determination. EC Councils may apply for a maximum of $4100 for each EQIT course they conduct. This amount **must** include information on the following required EQIT course expenses:

- Planning and coordination expenses
- Registration expenses
- Materials utilized during the EQIT course
- Payments to minimum of two EQIT team members conducting the 48-hour EQIT course of training
- Financial support for one or more EQ team members to participate in EC Council meetings to inform infant toddler issues and activities
- Information on anticipated collection and use of any revenues collected from the EQIT courses

In addition to the above, funds may also be requested for the following activities:

- Payments to EQIT instructors for coaching EQIT course participants. You may request up to a maximum of $27/hour for coaching hours. However, you may pay EQ coaches more than this amount using other funding available to your EC Council. It is also permissible to pay EQ coaches less than $27/hour as long as you inform the EQ Program Director-- your grant award will be reduced accordingly.
- Payment to EQIT instructors for conducting informational meetings or EQIT course orientations for EQIT course participants. You will be funded a maximum of $150/course for the EQIT orientation with the expectation that a minimum of **2 EQIT instructors** are presenting for a **minimum of 2 hours** of orientation. **If there are not 2 instructors presenting for at least 2 hours, please note this and request reduced funding.**
- Funding for coordination expenses for EC Councils who offer **four, or more**, full EQIT classes/year, with a maximum request for payment of 12 hours additional coordination time/month with a total request of $3,888

EC Councils may charge a fee of up to $50/person for participation in the EQIT course. EC Councils are allowed to charge students a small fee (up to a maximum of $50) for enrollment in EQIT courses. **This fee may be used ONLY for EQ-related activities.** This includes materials costs, mileage costs, increased payment for EQIT instructors or coaches, or other purposes directly related to the EQIT course or coaching. We encourage you to keep the fee as low as possible. **No infant toddler teacher or family child care provider may be refused participation in a local EQIT course due to an inability to pay a fee.** Please identify your process for assisting individuals who are not able to pay the full cost of attendance.

EQ WORK PLAN GUIDANCE FOR EC COUNCILS: FY 16

All EC Councils requesting EQ funding for FY 16 must submit a work plan specific to the following:

- Number of EQIT courses you plan to offer with tentative dates, times, locations
- Anticipated number of participants in each EQIT course
- Names of instructors for each course, with an assurance that there will be one EQIT instructor who will consistently be present during each session throughout each course to provide continuity
- Anticipated number of coaching hours offered with each course, including WHEN you will offer coaching
- Names of coaches for each course
- Information of any coaching hours you plan to offer to past EQIT course participants—note that EQIT coaching may be offered up to one year following participation in an EQIT course
- Details regarding attendance by an EQIT team member at EC Council meetings to represent infant toddler issues, informing activities and work within the EC Council. The EQ team member participating in EC Council meetings does not need to be the same individual each month.
- If funding for EQ team coordination is requested, the work plan must include details of the specific EQ coordination tasks that will be accomplished.

IMPORTANT: Please remember that EQIT Coaching must be offered to all EQIT course participants and completed coaching hours **MUST** be entered into the data reporting system (currently Omni) in a timely manner and at least monthly.