



State University of New York

*Distributed to staff
5/18*

Memorandum to Presidents

Date: May 13, 1988
From: Office of Community Colleges
Subject: Child Care, Request for Proposals
To: Presidents, Community Colleges

Vol. 88 No. 4

RECEIVED

MAY 18 1988

ACADEMIC PROGRAMS
POLICY & PLANNING

The 1988-89 state budget appropriation for the community colleges of the State University of New York contains \$1,065,000 for student-benefit child care centers. The University will establish a panel composed of Central and campus staff to review campus requests and make final recommendations to the Acting Chancellor on the distribution of the child care appropriation.

All interested community colleges are requested to review current and future student child care needs and to submit requests for funding based on local needs. Grant requests should not exceed \$75,000 per college. The form to be used for funding proposals is attached. Deadline for submittals is June 29. Although we expect no changes to this Request for Proposals, it is currently being reviewed by the State Division of the Budget and is subject to its approval. Should alterations be required, we will inform you immediately.

Colleges which received grants in past years are encouraged to apply for funding to complete projects not yet fully funded and/or pursue additional improvements. Colleges which did not apply in the past are welcome to submit proposals for 1988-89.

The planned distribution of the appropriation is designed to meet a variety of particular needs:

1. Achieve compliance with health, safety, and welfare codes;
2. Develop new centers at campuses without existing centers;
3. Expand existing centers to accommodate additional children;
4. Improve existing sites by renovating inadequate facilities;

5. Purchase of necessary equipment; and
6. Enrich existing operations by improving inadequate staffing ratios.

In summary, the plan is intended to establish new child care programs at community colleges where justified and enrich the quality of the existing programs within the limitations of the available funds.

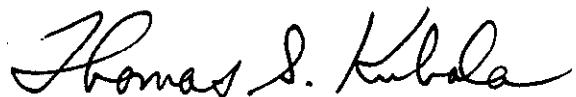
For your information, a small portion of the total allocation to community colleges will be matched with an equal amount from the allocation for state-operated campuses to help to fund a professional development conference for child care directors and their staff members.

Plan Description and Guidelines:

Disbursement of funds from the student-benefit appropriation will be made only if the center complies with the following conditions:

- a. All established or planned centers must possess all requisite licenses, certificates, etc., appropriate to their respective program, including a license from the Department of Social Services (DSS) or a statement that a license will be sought from DSS upon completion of renovations and required program changes dependent upon receipt of funding through this program.
- b. Centers must receive written approval from campus administration for the space occupied, outlining the prescribed use of the space.
- c. Centers must show proof of accident and liability insurance coverage at levels deemed sufficient to relieve the State, the University, and individual campuses from legal and financial liability in relation to the center's operation.
- d. Centers are required to participate fully in program reviews and audits conducted by the University, campus, and State.

- e. Center facilities must comply with the requirements of the New York State Department of Social Services, the New York State Building Construction Code, and the National Fire and Safety Code.
- f. Center proposals must include a provision for matching funds of at least 35 percent from such sources as fees; in-kind services, such as space, heat, light, maintenance; or funds from federal, local sponsor, or other sources.



Thomas S. Kubala
Deputy to the Chancellor
for Community Colleges

Attachment

Copies for information sent to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice President Nesheim

Proposal Form

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE OFFICE

SUNY COMMUNITY COLLEGE CHILD CARE
FUNDING PROPOSAL

I. PROGRAM DESCRIPTION: Please provide a complete description of the program, its official name, location, director, and telephone number, including specific populations to be served and educational components. Please note the legislative priority for centers to provide care for children of students.

Program: Attach copies of the description of program and complete the following:

(1) Type of Care:

	<u>Number of Children</u> 1988-89
Full-time	_____
Part-time	_____

(2) Age of children to be served

	<u>Number in Category</u> 1988-89
a. Birth to 1 1/2 years	_____
b. 1 1/2 years to 3 years	_____
c. 3 years	_____
d. 4 years	_____
e. 5 years	_____
f. 6 years to 10 years	_____
g. 10 years to 14 years	_____

(3) Schedule of Operation

Hours per weekday _____
Weeks per year _____

(4) Expected number of children to be served in 1988-89 by category:

	<u>Full-time</u>	<u>Part-time</u>	
a. Children of students	_____	_____	
b. Children of employees	_____	_____	
c. Children from community	_____	_____	
TOTAL	_____	_____	= _____

(5) Fee Schedule--Describe below:

II. OPERATING BUDGET: 1988-89 (Projected)

A. This proposal requests a total grant of \$ _____ to be used for the following purposes in 1988-89:

1.

2.

3.

B. EXPENSES (1988-89):

	<u>Sub-Total</u>	<u>Total</u>
1. Personal Services/Staffing		\$ _____
<u>Title</u>	<u>Salary</u>	
a.	\$ _____	
b.	\$ _____	
c.	\$ _____	
d.	\$ _____	
e.	\$ _____	
f.	\$ _____	
2. Total Fringe Benefits (%)		\$ _____
3. Supplies and Expense		
a. Nutrition (food contract)	\$ _____	
b. General S & E	\$ _____	
c. Maintenance	\$ _____	
d. Insurance	\$ _____	
e. Misc. (List)	\$ _____	
TOTAL OPERATING BUDGET		\$ _____

- C. Revenue (1988-89) \$ _____
- a. Fees \$ _____
- b. Student Government \$ _____
- c. FSA \$ _____
- d. College Funds \$ _____
- e. Grants (List Source) \$ _____
- f. USDA \$ _____
- g. United Way \$ _____
- h. Other \$ _____

D. **MATCHING FUNDS REQUIREMENT:** At least 35 percent of the grant, including funds for renovation, must be matched from such sources as user fees, in-kind services, or funds from federal or other sources. State monies may NOT be used; state monies would include state grants, etc.

1. Statement regarding how you propose to meet the 35 percent matching fund requirement.

2. Identification of Matching Funds

- a. Grant Requested--1988-89 (include amount of funds requested no matter how they will be utilized). \$ _____
- b. 35% of the grant \$ _____
- c. Identification of matching fund by source and amount:
 - a. Fees \$ _____
 - b. Contributions \$ _____
 - c. In-kind Services \$ _____
 - d. Grants (non-state) \$ _____
 - e. Other \$ _____

- III. LICENSURE: All child care centers must possess a valid license from the Department of Social Services or a statement that a license will be sought upon receipt of funding of this program.

Copy of appropriate document enclosed _____

- IV. HOST COMMITMENT: Sponsors must provide a letter from the campus president endorsing the program and committing available space for use by the child care center.

Support Letter enclosed _____

- V. COMMENTS: