

**Early Childhood Investment Corporation – Child Care Innovation Fund**  
**September 28, 2022**  
**Request for Proposal**

**TITLE: Caring for MI Future – Regional Child Care Planning Grants**

**This application packet includes:**

- Grant Announcement
- General Information
- Selection Criteria
- Application Forms

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## INTRODUCTION

The Michigan Department of Education (MDE) is leading a comprehensive, statewide effort – Caring for MI Future – to increase the number of licensed child care programs across the state. Caring for MI Future is a \$100 million investment that will help more Michigan families find quality, affordable child care in their community by opening 1,000 new, or expanded, child care programs by the end of 2024.

The Early Childhood Investment Corporation’s (ECIC) Child Care Innovation Fund received \$4.5 million in federal American Rescue Plan Act funding, awarded by the Michigan Department of Education (MDE) as part of the Caring for MI Future initiative. The MDE has selected the ECIC’s Child Care Innovation Fund as its partner to administer Child Care Regional Planning Grants which are intended to accelerate community-level efforts to develop new partnerships and implementation action plans to address the child care crisis.

ECIC has formed a strategic and uniquely qualified collaborative team with the Michigan Economic Development Corporation (MEDC) and the Policy Equity Group to develop, administer and implement this regional child care supply planning initiative.

## GRANT PURPOSE

The purpose of the Child Care Regional Planning grants is to accelerate community-level efforts to address the child care crisis, and ultimately expand access to quality, affordable child care for working families in a region of Michigan.

Regional Child Care Planning grants may be used for a variety of activities including, but not limited to, developing new partnerships, convening a Regional Child Care Planning Coalition, assessing, and understanding regional child care needs, including the child care needs and preferences of working families, and the development and implementation of a regional child care action plan that addresses the needs and preferences of working families.

This grant opportunity will be awarded through a competitive application process. Information for this grant opportunity including the necessary forms and instructions for completing the application, are available on-line at <https://www.ecic4kids.org/caringformifuture/>.

Questions regarding this grant announcement may be directed via email to [grants@ecic4kids.org](mailto:grants@ecic4kids.org).

## TIMELINE

Applications must be submitted via the Early Childhood Investment Corporation – Child Care Innovation Fund’s online grant portal, linked here, by 5:00pm EST on Monday, October 31<sup>st</sup>

2022. A link to the grant portal can be found within the Appendix of this document on page 22. All applicant organizations will be contacted regarding their status and/or potential grant award per the following schedule:

Date	Activity
September 28, at 10:00am EST	Application Portal Opens
October 31, at 5:00pm EST	Application Portal Closes
	<i>Deadline for Regional Child Care Planning Grant Applications</i>
Mid-December 2022	Selected Awardees Notified
January 2023 – June 2024	Grant Period

## PARTNERING TO MAXIMIZE THE IMPACT OF REGIONAL CHILD CARE PLANNING GRANTS

The target population for the regional planning grants is defined broadly. Any Coalition of regional partners is eligible, if it includes the required partners. A Coalition must include, at a minimum, individuals representing - the economic development sector, specifically the region’s pertinent regional [Economic Development Organizations](#) (EDOs), local government, with local zoning knowledge and expertise, the child care sector, including child care programs licensed by the State of MI or Tribes, and parents of young children, with expertise in seeking and utilizing high quality child care for children from birth to age six.

ECIC’s - Child Care Innovation Fund and applicants will partner to maximize the impact of regional child care planning grants. Below is a table that describes that partnership.

Task	Applicant Will	ECIC Will
A Coalition must include parents of young children, with expertise in seeking and utilizing high quality child care for children from birth to age six.	Budget for parent leader compensation for Coalition meetings and technical assistance.  Engage in grantee learning community.	Provide match-making assistance, if needed, to connect parent leaders from the region to lead grantees.  Plan and provide up to 4 sessions of technical assistance for parent leaders.  Provide technical assistance to lead grantee on effective practices for compensating parent leaders for their expertise.
A Coalition must include individuals representing the child care sector.	Budget for child care business owner/child care provider compensation for Coalition meetings.	Provide technical assistance to lead grantee on effective practices for compensating child care business owners/child care providers for their expertise.

<p>A Coalition will effectively carry out required activities, as specified in the RFP.</p>	<p>Engage in grantee learning community.</p> <p>Develop new partnerships, develop, and implement a regional action plan that will expand access to quality, affordable child care for working families in the region.</p>	<p>Plan and provide a grantee learning community.</p> <p>Provide templates and resources for required activities.</p> <p>Help grantees to ensure they meet federal guidelines for the use of funds.</p>
<p>Comply with state and federal requirements.</p>	<p>Prepare and submit accurate and timely reports on progress and spending using ECIC provided templates.</p> <p>Participate in bi-monthly progress meetings</p>	<p>Support grantees in reporting on progress and spending.</p>

**PRIORITIZING INVESTMENTS IN AREAS OF HIGHEST NEED**

Caring for MI Future and ECIC’s Child Care Innovation Fund prioritize investments in areas of highest need, within regions across the state. Successful applicants will demonstrate how they will consider and prioritize communities within the region where issues, such as poverty, existing staffing shortages in child care, and current licensed child care capacity, are severely impacting working families’ access to high quality child care.

**EARLY CHILDHOOD INVESTMENT CORPORATION STRATEGIC GOALS AND CHILD CARE INNOVATION FUND THEORY OF CHANGE**

This RFP supports the strategic goals of the Early Childhood Investment Corporation, viewable [here](#), and aligns with the Child Care Innovation Fund’s theory of change, viewable [here](#).

**GRANT RANGE AND FUNDING LIMIT**

Applicants may propose project budgets up to \$150,000 for the grant period.

**ELIGIBLE REGIONAL COALITIONS**

Any Coalition of regional partners is eligible, if it includes the required partners.

Eligible regional coalitions must include, at a minimum, individuals representing:

- The economic development sector, specifically the pertinent regional Economic Development Organizations (EDOs)
- Local government, with local zoning knowledge and expertise
- The child care sector including child care programs which are licensed by the state of Michigan or Tribes
- Parents of young children, with expertise in seeking and utilizing high quality child care for children from birth to age six.

## LEAD GRANTEES

Each regional coalition will need to determine a lead grantee who will serve as the fiduciary for the grant. The lead grantee must be a public or private non-profit, nonprofit, or government legal entity or agency. Lead grantees *must* have prior experience working in collaboration with others in regional planning and economic development. Examples of eligible lead grantees would include: Michigan's 20 Economic Development Organizations (EDOs), or the U.P. Child Care Task Force or a Tribe.

## GRANT TIMELINE

The Child Care Regional Planning grants use federal Child Care Development Fund (CCDF) American Rescue Recover Act (ARPA) dollars. These funds must be liquidated by 9/30/24.

The applicant shall propose timeframes for required grant activities, within the required [Coalition Project Plan](#). This template is also available within the Appendix of this document on page 22, and within the application portal where you will submit your application. Final timelines will be established in consultation with the ECIC - Child Care Innovation Fund and will ensure the MDE meets federal spending requirements.

## APPLICATION SUBMISSION

**Completed grant applications must be submitted through ECIC's - Child Care Innovation Fund's online grant portal before 5:00pm EST on October 31<sup>st</sup>, 2022. Failure to complete all items required for submission will result in a NULL (voided) application.** The grant application portal link is available within the Appendix of this document on page 22.

**Below are the steps for grantseekers who wish to complete an application:**

- **Prepare to Apply:** Review the application preparation materials included in this RFP and linked within the Appendix on page 22.
- **Register your Organization or Partnership:** Create an account in our virtual grant application portal to get started. Create an account through the [WizeHive Link](#).
- **Get Started:** Respond to the application questions, you can save your application as you go, and return to it at any point until it is submitted.
- **Submit:** Review your responses to make sure they are complete and then submit no later than 5:00pm EST on October 31<sup>st</sup>, 2022.

Click [here](#) if you would like to see step-by-step application instructions. This document is also included within the Appendix on page 22.

Only those applicants meeting all conditions outlined will be eligible for consideration.

### **Assistance for Applicants**

We understand that applying for a grant can be an intimidating process, especially if you have not had a lot of previous experience with grant applications. It is also helpful to talk through questions or ideas, even if you have loads of prior grant writing experience. We want you to know that we are here to help. ECIC's - Child Care Innovation Fund staff are available to support you with every step of the application process.

#### *Webinar for Applicants:*

Join us for a webinar we are offering for potential applicants on September 30<sup>th</sup>, 2022 from 10:00am – 12:00pm. Here is a link to register:

[https://us02web.zoom.us/webinar/register/WN\\_dc6WY8vQT\\_61sqGJjbzUZw](https://us02web.zoom.us/webinar/register/WN_dc6WY8vQT_61sqGJjbzUZw)

Unable to attend? The webinar will be recorded and posted on our website linked [here](#). The slides used throughout the webinar will also be shared on our website.

#### *Supportive Documentation:*

Please utilize this RFP document and the many documents linked within the Appendix on page 22 to assist you through the application preparation and submission process.

#### *Email:*

Potential applicants can also email [grants@ecic4kids.org](mailto:grants@ecic4kids.org) with any questions you might have. We will do our best to respond to your questions the same day we receive them M-F during our business hours, or within 48 business hours, M-F.

#### *Virtual Office Hours:*

Starting Monday October 3<sup>rd</sup>, virtual office hours will be available to interested applicants. You can use office hours to ask specific questions or to get consultation on your proposed innovation. To request office hours, please email [grants@ecic4kids.org](mailto:grants@ecic4kids.org). We will do our best to respond to your office hours requests the same day we receive them M-F during our business hours, or within 48 business hours, M-F. Office hours will be available through October 28<sup>th</sup>, 2022.

## ACKNOWLEDGEMENT

All publications including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement: *The Regional Child Care Planning project is supported by funding provided from the Michigan Department of Education utilizing American Rescue Plan Act (ARPA) funding, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.*

### Release of Information

Grantee-initiated publication in or release to any media of any information pertaining to this grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of ECIC, in coordination with MDE, except that:

- Grantee-initiated publication of scholarly articles in Refereed, scholarly publications shall occur only after formal consultation with ECIC, in coordination with MDE, and
- The intent of this provision shall not be construed to prohibit the governing board of a public university, college, or other public agency from routinely announcing or allowing public announcement of the receipt of the grant.

### Nondiscrimination and other compliance with Law

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination, with all requirements and regulations, and with appropriate state and local licensing laws and regulations governing child care services for children of the appropriate age group served.

## PAYMENT SCHEDULE

Upon receipt by ECIC of a countersigned copy of the Grant Agreement by an authorized officer of the Grantee, ECIC agrees to pay the Grantee in accordance with the following payment schedule:

- Payment 1: 50% of grant award upon receipt by ECIC of a countersigned copy of the Grant Agreement and submission of *approved [Budget Summary](#) and [Coalition Project Plan](#)*.
- Payment 2: Remainder of grant award upon receipt and review by ECIC of the second narrative and spending reports, provided Grantee has made substantial progress on grant deliverables.

## FINANCIAL REPORTING

Grantees will be required to submit a Financial Report every three (3) months to ensure spending remains in alignment with grant goals.



## PROGRESS REPORTING

ECIC's Innovation Fund Team will facilitate every other month (bi-monthly) progress meetings with lead grantees beginning in February 2023.

ECIC will support grantees to complete required quarterly, year-end, and final written narrative reports.

## SCOPE OF WORK

Selected grantees will be required to submit, in addition to an approved *Coalition Project Plan (SOW)*, name and contact information of the project manager, name and email address of authorized signer, and complete an ACH form and W-9 form. Applicants will use the *Coalition Project Plan* template as linked in the Appendix on page 22.

## REVIEW PROCESS

Award selection will be based on merit and quality, as determined by points awarded for the review criteria section and all relevant information. (See *Rejection of Proposals* below)

The application rubrics will be used as a rating instrument in the review process. The application rubrics will be used as a rating instrument in the review process. The application maximum score is 80 Points. Applicants with an application score below 70 points will not be recommended for funding.

### **Application Priority**

ECIC's – Child Care Innovation Fund will prioritize, through awarding of 10 additional priority points, distributing grant funding to eligible entities that demonstrate prior experience working in collaboration with others in regional planning and economic development. **The maximum score for the application, including priority points, is 90 points.**

**The Michigan Department of Education will approve a final list of grantees.**

## REJECTION OF PROPOSALS

ECIC – Child Care Innovation Fund reserves the right to reject any and all proposals received as a result of this announcement and will do so if the application does not adhere to eligible in whole or in part or to negotiate separately with any sources whatsoever to serve the best

interests of ECIC – Child Care Innovation Fund. Additionally, past performance on other grants, demonstrated knowledge of child care supply, regional planning, and economic development or other relevant factors will be considered when recommendations for grant awards are made to MDE-OGS.

## SPECIFIC PROGRAM ASSURANCES

**Should the grant be awarded, the following provisions are understood by grant recipients:**

- The grant award is approved and is not assignable to a third party without specific approval.
- Funds shall be expended in conformity with the budget.
- ECIC is not liable for any costs incurred by the grantee prior to the issuance of the grant award.
- Payments, records, and financial statements made to subcontractors under the provision of this grant will be made accessible and are subject to audit by the grantor.
- Recipient shall comply with all reporting requirements and due dates.
- Recipient acknowledges the program may be selected to participate in national, regional and/or state-wide data collection efforts.

Acceptance of *Caring for MI Future* (ARPA) grant funds requires participating in any evaluation projects identified by ECIC and MDE/OGS and that it will cooperate fully with ECIC, the state, its designated evaluation contractor, and any of the state's other research partners. That cooperation includes, but is not limited to:

- providing program data;
  - allowing administrators and staff to take time to complete surveys and questionnaires (by phone, online, on paper, or in-person as necessary);
  - returning completed surveys and questionnaires promptly and regularly to the contractor or to any of the state's other research partners; and
  - providing program information to the contractor or any of the state's other research partners. This information may include but is not limited to; data on participants and utilization of funds to meet reporting needs.
- **Allowable expenses for Regional Child Care Planning Coalitions include but are not limited to:** the development of new partnerships, costs associated with convening the Regional Child Care Planning Coalition, costs associated with supporting the participation of parents and child care providers in this project, costs associated with assessing and gaining insight into regional child care needs – facilities and workforce needs new partnerships, convening a Regional Child Care Planning Coalition, assessing and understanding regional child care needs, including the child care needs and preferences of working families, and the development and implementation of a regional child care action plan that addresses the needs and preferences of working families.
  - Funds cannot be used to pay for expenses expressly covered by another external source, i.e. Paycheck Protection Program (PPP), previous Child Care Relief Fund

Grants, Child and Adult Food Program (ACFP), the Great Start Readiness Program (GSRP), Head Start, etc. or to supplant other federal or state funds.

- The funding for this grant program is subject to the same tax rules as regular CCDF funding. State tax rules apply. Regarding federal tax rules, please contact the Internal Revenue Service for guidance. In some cases, funds used to cover operating expenses may be exempt from taxation.
- Grant recipients must participate in ongoing progress reporting and provide accurate, timely documentation, upon request.
- All child care programs/providers that receive funds may be subject to monitoring review and may be required to submit supporting documentation. The lead grantee will provide information and supporting documentation as requested regarding any funds provided to child care programs/providers, upon request.
- Supporting documentation for all expenses must be retained for a period of four years and promptly submitted to the Early Childhood Investment Corporation (ECIC) when requested.
- Providing false or inaccurate information on this application or improper use of the funds will result in the return or repayment of funds and any organization applying for these funds agrees to repay funds as required.

## ASSURANCES & CERTIFICATIONS

**Should the grant be awarded, the following provisions are understood by grant recipients:**

### ASSURANCE REGARDING SANCTIONS AGAINST IRAN LINKED BUSINESSES

The applicant assures that, for any request for proposals or contract renewal for work performed under this grant, it will collect a certification from each bidder that the bidder is not an Iran Linked Business. An Iran linked business is not eligible to submit a bid on a request for proposal with a public entity. Recipients must comply with all conditions under P.A. 517 of 2012, "Iran Economic Sanction Act," April 1, 2013.

### ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: *The Regional Child Care Planning project is supported by funding provided from the Michigan Department of Education utilizing American Rescue Plan Act (ARPA) funding, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.*

### ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM REQUIREMENTS

Grantee agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, ECIC may withhold funds otherwise due to the grantee from this grant program, until the grantee comes into compliance, or the matter has been adjudicated and the amount

disallowed has been recaptured (forfeited). ECIC may withhold up to 100 percent of any payment based on a monitoring finding, audit finding, or pending final report.

#### COMPLIANCE WITH APPLICABLE LAWS

The Contractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circular A-110 (Relocated to 2 CFR Part 215), along with 2 CFR Part 200, and 45 CFR Part 75 Subpart F, which are specific to CCDF, implemented through applicable portions of the associated "Common Rule" and covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

#### ANTI-LOBBYING ACT

The Contractor will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq., and Title V Section 503 of the Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 111-117); 123 stat 3279. Further, the Contractor will require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### NON-DISCRIMINATION

In the performance of any contract, sub-contract, or purchase order produced as a result of this Agreement, the Contractor agrees it will not discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided, or any matter, directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The Contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as specified in this Agreement, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach of these terms will be regarded as a material breach of the contract or purchase order.

Additionally, assurance is given to ECIC that proactive efforts will be made to identify and encourage the participation of minority owned, and women owned businesses, and businesses owned by handicapped persons in contract solicitations. The Contractor will incorporate language in all contracts awarded: (1) prohibiting discrimination against minority owned and women owned businesses and businesses owned by handicapped persons in subcontracting; and (2) making discrimination a material breach of contract, resulting in possible termination.

#### CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs,

or activities of a public entity, or be subjected to discrimination by such entity.” In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

#### CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

#### PROHIBITION AGAINST USING FUNDS TO SUPPORT RELIGIOUS ACTIVITIES

The Contractor will not use funds administered by the state or federal government to support inherently religious activities, such as worship, religious instruction, or proselytization. If the Contractor engages in such activities, it must offer them separately, in time or location, from the programs or services funded with state or federal assistance, and participation must be voluntary for the beneficiaries of the state or federally funded programs or services.

The Contractor will strictly adhere to provisions of federal law and regulation, including those found in 42 U.S.C. 604a.

#### DEBARMENT AND SUSPENSION

Assurance is hereby given to ECIC that the Contractor will comply with Federal Regulation, 2 CFR Part 180 and certifies to the best of its knowledge and belief that it, including its employees and subcontractors:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the Contractor.
- ii. Have not, within a three-year period preceding this Agreement, been convicted of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- iii. Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (federal, state, or local) with commission of any offense enumerated in section 2, and,
- iv. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

#### FEDERAL REQUIREMENTS: PRO-CHILDREN ACT

Assurance is hereby given to ECIC that the Contractor will comply with Public Law 103-227, also known as the Pro-Children Act of 1994, 20 USC 6081 et seq., which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by, and used routinely or regularly, for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Contractor also assures that this language will be included in any subawards that contain provisions for children's services.

The Contractor also assures, in addition to compliance with Public Law 103-227, any service or activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking will not be permitted anywhere in the facility, or those parts of the facility under the control of the Contractor. If activities or services are delivered in facilities or areas that are not under control of the Contractor (e.g., a mall, restaurant, or private work site), the activities or services will be smoke-free.

#### HATCH POLITICAL ACTIVITY AND INTERGOVERNMENTAL PERSONNEL ACT

The Contractor will comply with the Hatch Political Activity Act, 5 USC 1501-1508, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act, Public Act 95-454, 42 USC 4728. Any person or organization involved in the administration of federally assisted programs cannot use Federal funds for partisan political purposes of any kind.

#### SUBCONTRACTS

Assure for any subcontract service, activity, or product:

- i. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity.
- ii. That any executed subcontract to this Agreement will require the subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement will prevail. A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:
  - a. Contains additional non-conflicting provisions not set forth in this Agreement.
  - b. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as ECIC or requires the Subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
  - c. That the subcontract does not affect the Contractor's accountability to ECIC for the subcontracted activity.

That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services.

That the Contractor will submit all written agreements and subcontracts funded by this Agreement that are in excess of \$100,000 to ECIC prior to execution for review and approval to ensure compliance with applicable organization, state and federal laws and regulations.

#### PROCUREMENT

Assure that all purchase transactions, whether negotiated or advertised, will be conducted openly and competitively in accordance with the principles and requirements of 2 CFR Part 200 Subpart F and 45 CFR Part 75 Subpart F, which are specific to CCDF, or A-102 (as revised), and implemented through applicable portions of 45 CFR Subtitle A, Section 92.36, as promulgated by responsible federal contractor(s). Records sufficient to document the significant history of all purchases must be maintained for a minimum of five (5) years after the end of the agreement term.

#### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

To the extent that this Act is pertinent to the services that the Contractor provides to ECIC under this Agreement, the Contractor assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

- i. The Contractor must not share any protected health data or information provided by ECIC or MDE/OGS that falls within HIPAA requirements except to a subcontractor as appropriate under this Agreement.
- ii. The Contractor must require the subcontractor not share any protected health data and information from ECIC or MDE/OGS that falls under HIPAA requirements in the terms and conditions of the subcontract.
- iii. The Contractor must only use the protected health data and information for the purposes of this Agreement.
- iv. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to protected health data and information by the Contractor's employees.
- v. The Contractor must have a policy and procedure to report to ECIC unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
- vi. Failure to comply with any of these requirements may result in the termination of this Agreement.
- vii. In accordance with HIPAA requirements, the Contractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from ECIC or any other source.

#### CHILD CARE AND DEVELOPMENT FUND (CCDF) PROGRAM ASSURANCES

The Contractor will assure that the following apply and are adhered to:

1. It will have in effect a program that complies with provisions of and is administered in accordance with the Child Care and Development Block Grant Act of 1990, as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. In addition, all provisions of the Supplemental Child Care and Development Fund Discretionary Funds in the American Rescue Plan (ARP) Act of 2021 (Public Law 117-2) signed into law March 11, 2021.
2. No modifications of existing CCDF funded programs or services will be effective unless in writing, and signed at least 30 days prior to the date that change is to become effective. Any breach or default by a party will not be waived or released other than in writing signed by another party.

#### SUPPLEMENT/NON-SUPPLANT

This grant will not supplant nor duplicate an existing facility improvement grant or other federal funding source.

## BUDGET

The budget information requested in this section is required to support the reasonableness of a proposal.

Complete the *Budget Summary Template* using the template provided. This template is linked within the Appendix of this document on page 22. Ensure the budget summary addresses all objectives of the proposal. The budget summary should identify anticipated expenses for the project being proposed.

Applicants selected for funding will provide a final budget prior to going to contract.

## SELECTION CRITERIA

### Review Process

Award selection will be based on merit and quality, as determined by points awarded for the review criteria section and all relevant information.

The application rubrics will be used as a rating instrument in the review process. **The application maximum score is 80 Points.** Applicants with an application score below **70 points** will not be recommended for funding.

All grant awards will be subject to approval by the Michigan Department of Education (MDE) – Office of Great Start. All applicants will be notified of MDE's action.



## APPLICATION QUESTIONS AND SCORING RUBRICS

### APPLICATION PRIORITY (10 points)

ECIC's Child Care Innovation Fund shall prioritize, through awarding of additional priority points, distributing grant funding to an eligible entity that demonstrates prior experience working in collaboration with others in regional planning and economic development.

Priority Description	Does not meet	Meets
The applicant entity has prior experience working in collaboration with others in regional planning <u>and</u> economic development.	0 points	10 points

### Geographic Area of Regional Child Care Planning Coalition (No points awarded)

1. Region and Counties to be Served Questions –
  - a. Select the region (& specific counties) to be covered by the Coalition's work. (Drop down menu for each part of the question)
    - What is the region?
    - What are the counties, select all that apply.

### LEAD GRANTEE (15 points total)

2. Lead Grantee Profile (No points awarded)
  - a. What organization will serve as the Lead Grantee for the Coalition? (include: Organization name, address, website, lead contact name and contact information) (Text Limit 300)
  - b. Identify the organizational status of the Lead Grantee, i.e., public, or private for-profit, nonprofit or government legal entity or agency
3. Lead Grantee Questions
  - a. Describe the prior experience of the Lead Grantee as it relates to *working in collaboration with others to develop and implement regional planning and economic development.* (Text Limit 1000)
  - b. Describe how this project would fit within the overall goals of the Lead Grantee organization. (Text Limit 500)
  - c. Detail the Lead Grantee's fiscal track record and documented past performance in complying with state and federal requirements. (Text Limit 750)

Not Recommended for Funding (0-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The application: Does not provide a description of how the lead grantee has worked with others to develop and	The application: Includes a partial description of how the lead grantee has worked with others to develop and implement	The application: Includes a full description of how the lead grantee has worked with others to develop and implement

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (3-4 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
implement regional economic planning <b>AND</b> economic development strategies	regional economic planning <b>AND</b> economic development strategies	regional economic planning <b>AND</b> economic development strategies
Does not provide a description of how this project fits within the overall goals of the lead grantee	Includes a partial description of how this project fits within the overall goals of the lead grantee	Includes a full description of how this project fits within the overall goals of the lead grantee
Does not provide a description of the lead grantee's fiscal track record and documented past performance in complying with state and federal requirements	Includes a partial description of the lead grantee's fiscal track record and documented past performance in complying with state and federal requirements	Includes a full description of the lead grantee's fiscal track record and documented past performance in complying with state and federal requirements

## **NARRATIVE PROPOSAL (45 points total)**

### Grant Proposal Narrative Questions

#### 4. Regional Child Care Coalitions

- a. Is the Regional Child Care Coalition: *(No points awarded)*
  - Brand new for the purposes of this grant?
  - Already existing?
  - Other?
- b. Describe the Regional Child Care Coalition including: its overall strengths and needs in carrying out this work successfully; its activities to date and notable related accomplishments of member organizations *(Text Limit 1000)*
- c. Upload *Coalition Membership Roster* using required template. *(Template Provided on page 22)*
- d. Describe how the Coalition proposes to support the active engagement of parents of young children and child care business owners/providers as members of the Coalition. *(Text Limit 750)*
- e. Describe the specific roles and responsibilities Coalition members will carry out during this project. *(Text Limit 1500)*

#### 5. Proposed Project Plan for the Regional Child Care Coalition

- a. Describe the Coalition's current understanding of the region's child care and economic development needs and problems. *(Text Limit 1000)*
- b. Upload the *Coalition Project Plan*, using the required template. *(Template Provided on page 22)*
- c. Provide a rationale for how the approach the Coalition proposes in the *Coalition Project Plan* will ultimately lead to expanded access to quality, affordable child care for working families in the region. *(Text Limit 500)*

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (3-4 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
The application: Does not include a description of the Regional Child Care Planning Coalition.	The application: Includes a partial description of the Regional Child Care Planning Coalition, provides limited detail on overall strengths and needs in carrying out the work, activities to date and notable accomplishments.	The application: Includes a full, detailed description of the Regional Child Care Planning Coalition, e.g., detailed assessment of strengths and needs, summary of activities to date and a full list of notable related accomplishments of member organizations.
Membership roster does not include all the required members – Economic Development Organizations (EDOs), local government zoning knowledge and expertise, child care sector partners and parents of young children	Membership roster includes some of the required members – Economic Development Organizations (EDOs), local government zoning knowledge and expertise, child care sector partners and parents of young children	Membership roster includes all the required members – Economic Development Organizations (EDOs), local government zoning knowledge and expertise, child care sector partners and parents of young children
Does not include a plan to support the active engagement of parents of young children and child care business owners/providers as members of the Coalition	Includes a partial plan to support the active engagement of parents of young children and child care business owners/providers as members of the Coalition	Includes a detailed plan describing how the Coalition will support the active engagement of parents of young children and child care business owners/providers as members of the Coalition
Does not include a description of the roles and responsibilities for all Coalition members.	Includes a partial description of the roles and responsibilities for all Coalition members and some detail about roles of individual members where relevant.	Includes a full description of the roles and responsibilities for all Coalition members and specific roles and responsibilities for individual members when relevant.
Does not include a description of the Coalition's current understanding of the region's child care <u>and</u> economic development needs and problems.	Includes a partial description of Coalition's current understanding of the region's child care <u>and</u> economic development needs and problems.	Includes a full description of Coalition's current understanding of the region's child care <u>and</u> economic development needs and problems.
Does not describe the Coalition's capacity to undertake this project, including the capacity of required Coalition partners: child care sector, economic	Includes a partial description of Coalition's capacity to undertake this project, including the capacity of required Coalition partners: child care sector, economic	Includes a full description of Coalition's capacity to undertake this project, including specific information about the capacity of required Coalition partners: child care

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (3-4 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
development organizations (EDOs), and local government with zoning knowledge and expertise.	development organizations (EDOs), and local government with zoning knowledge and expertise.	sector, economic development organizations (EDOs), and local government with zoning knowledge and expertise.
Does not include a proposed project plan	Includes a partial proposed project plan. Plan is missing strategies, required activities, deliverables, or timelines.	Includes a full proposed project plan, with proposed strategies, all required activities, deliverables, and timelines. Full descriptions are provided for how the key activities will be carried out.
Does not include goals and anticipated outcomes and how progress toward the goals and outcomes will be tracked and measured.	Includes a partial set of goals and anticipated outcomes and some description of how progress toward the goals and outcomes will be tracked and measured.	Includes a full set of goals and anticipated outcomes and a full description for how progress toward the goals and outcomes will be tracked and measured.
Does not provide a rationale for how the approach the Coalition proposing to use to carry out the work will ultimately lead to expanded access to quality, affordable child care for working families in the region.	Provides a limited rationale for how the approach the Coalition proposing to use to carry out the work will ultimately lead to expanded access to quality, affordable child care for working families in the region.	Provides a full, detailed rationale for how the approach the Coalition proposing to use to carry out the work will ultimately lead to expanded access to quality, affordable child care for working families in the region.

**6. Sustainability (5 points total)**

- a. Describe how the Regional Child Care Coalition would propose to sustain its work, when this grant period ends, to expand access to quality, affordable child care for working families in the region. *(Text Limit 500)*

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (2-3 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
The application:	The application:	The application:
Does not provide a rationale for how the Regional Child Care Coalition will sustain this work and continue to expand access to quality, affordable child care for working families in the region.	Provides a limited rationale for how the Regional Child Care Coalition will sustain this work and continue to expand access to quality, affordable child care for working families in the region.	Provides a full, detailed rationale for how the Regional Child Care Coalition will sustain this work and continue to expand access to quality, affordable child care for working families in the region.

**7. Project Personnel (5 points total)**

- a. The applicant will describe the individuals who will be associated with the project and its implementation. The applicant should address the qualities and qualifications of the individuals, including their prior experience working in collaboration with others related to regional planning **and** economic development. *(Text Limit 1000)*

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (2-3 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
The application:	The application:	The application:
Does not designate responsibilities to specific personnel	Designates responsibilities to specific personnel and describes personnel qualified to develop, administer and implement the project.	Designated responsibilities to specific personnel and describes personnel qualified to develop, administer and implement the project and personnel have significant experience in regional planning <b>AND</b> economic development.

**8. Budget (10 points)**

- a. This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete the budget summary and provide a budget detail identifying expenditures that are allowable under the budget guidelines using the provided template.

<b>Not Recommended for Funding (0-2 points per box)</b>	<b>Recommended for Funding (2-3 points per box)</b>	<b>Highly Recommended for Funding (5 points per box)</b>
The application:	The application:	The application:
Does not include a complete budget summary OR a budget detail.	Includes a complete budget summary form but does not include budget detail.	Includes a complete budget summary form AND a complete budget detail AND relates expenses to the planning program activities and staffing.
Includes expenditures that do not related to the activities OR that are unallowable, unnecessary, or unreasonable.	NA	Includes expenditures related directly to the activities proposed in the plan that are allowable, necessary, and reasonable.

## APPENDIX

### Additional Guidance Materials:

- [Wizehive Guidance Document](#)
- [FAQ](#)
- [Economic Development Collaboratives - Michigan Economic Development Corp \(MEDC\)](#)
- [ECIC's Strategic Goals](#)
- [ECIC's Child Care Innovation Fund – Theory of Change](#)

### Virtual Application Portal:

- [WizeHive Link](#)

### Templates Required within the Application

- [Coalition Membership Roster Template](#)
- [Coalition Project Plan Template](#)
- [Budget Summary Template](#)