Childcare Economic Development Grants

Fiscal Year 2023

Request for Proposals

Application Information & Materials

July 19, 2022

Please read through this entire application package BEFORE you begin to respond to the application questions and before you complete the checklist.

**Eligible Recipients:** This funding is for grants to local communities to increase the availability of quality childcare to support economic development. Eligible recipients include: A local government unit, Tribal Nation, or non-profit organization having experience in one or more of the following: the operation of, planning for, financing of, advocacy for, or advancement of the delivery of childcare services.

Individual childcare programs, both family and center-based, seeking funds to establish new operations or expanding existing operations are encouraged to partner on their funding request with local or regional organizations with experience in the planning and/or financing of childcare facilities and programs.

**Eligible Uses:** Including but not limited to funding for childcare business start-up or expansion, training, direct subsidies or incentives to retain employees, facility modifications or improvements required for licensing, and assistance with licensing and other regulatory requirements.

This grant is not intended to be used as revenue for the financing of ongoing operations. This is one-time funding for investment in new child capacity at a new facility or existing facility in a center or home environment.

**Amount Available:** Interested parties may request up to $300,000 in state funds through this RFP. To be eligible for the maximum amount the proposal must be used to expand childcare capacity at a minimum of two locations. The maximum amount a single location proposal can request is $150,000.

Fifty percent of grant funds must go to communities located outside the seven-county metropolitan area.
COVER SHEET

**RFP Release:** July 19, 2022.

**Proposals Due:** 4:00 p.m., August 30, 2022.

Proposals should be submitted by email to MNSBP.DEED@state.mn.us in a single PDF file not to exceed 25mb in file size. Please avoid using a large number of images files, photos, and scanned documents in the proposal document as that greatly increases the file size. This does not include any required financial documents which should be submitted as a separate document.

The subject of the email line should be “CCED – [Organization Name]”

**Late proposals will not be accepted.**

**Informational Webinar**

11:00 am – 12:30 pm, July 26, 2022. To join the meeting from your smartphone, tablet or computer click the Microsoft Teams meeting link [here](https://mn.gov/deed/business/financing-business/deed-programs/child-care/) or use the audio only call in number 651-395-7448 (Conference ID 615 908 620#)

All webinars will be recorded and content will be made available online at https://mn.gov/deed/business/financing-business/deed-programs/child-care/

**Timeline**

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**Disclaimer:** All costs incurred in responding to the Request for Proposal (RFP) will be borne by responder. This RFP does not obligate the State to award a contract or complete the project. The State also receives the right to cancel the solicitation if it is considered to be in its best interests.

**Alternative Format:** Upon request, these materials will be made available in alternative formats and additional languages.
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Childcare Economic Development Grant Request for Proposals (RFP)

INTRODUCTION

2021 Laws of Minnesota, 1st Special Session, Chapter 10, Article 1 Section 2, Subd. 2 (h) authorizes $2,500,000 in state fiscal year (SFY) 2022 and $2,500,000 in SFY 2023 for grants to local communities to increase the supply of quality childcare providers to support economic development. Fifty percent of grant funds must go to communities located outside the seven-county metropolitan area.

Objective of RFP

The Department of Employment and Economic Development (DEED), through its Economic Development Division, is seeking proposals from qualified responders to receive grants to be used to implement solutions to reduce the childcare shortage in the state including but not limited to funding for childcare business start-ups or expansion, training, facility modifications, direct subsidies or incentives to retain employees, or improvements required for licensing, and assistance with licensing and other regulatory requirements.

Priority will be given to projects that seek funds to make sustainable one-time investments in human and/or physical capital that results in new supply of childcare beyond this one time funding opportunity.

Unless otherwise exempted, recipients must obtain cash or in-kind contributions totaling at least 50 percent of their requested state funds. Proposal budgets must include the amount and source of matching funds. Proposals that leverage a higher percentage of non-state matching funds to state funds will be awarded more points in the proposal evaluation.

Recognizing the acute shortage in care in certain areas of the state, among certain communities in the state, and lack of available childcare outside standard business hours projects meeting one or more of the following conditions will be prioritized and can request to receive a waiver for matching requirements from this program:

1. More than 75% of new child slots created with these funds are to serve infants and toddlers.¹
2. More than 50% of the new child slots created with these funds are for child slots available outside of standard business hours (6:00 a.m. through 6:00 p.m.)
3. The project will be located in a geographic area, such as zip code or census tract, where 30% or more children² are Black, Indigenous, and people of color.
4. The project will be located in a geographic area, such as zip code or census tract, where at least 15% of children living in the geographic area are in families living in poverty.³

¹ For Childcare Centers, infant refers to a child who is at least 6 weeks old but less than 16 months old, and toddler refers to a child who is at least 16 months old but less than 33 months old. For Family Childcare, infant refers to a child who is at least 6 weeks old but less than 12 months old, and toddler refers to a child who is at least 12 months old but less than 24 months old.
² Children refers to any person under the age of 18.
³ Families living in poverty refers to any family whose total family income falls below their poverty threshold.
Funds Available

2021 Laws of Minnesota, 1st Special Session, Chapter 10, Article 1 Section 2, Subd. 2 (h) authorizes $2,500,000 in SFY 2022 and $2,500,000 in SFY 2023 for grants to local communities to increase the supply of quality care providers to support economic development. DEED will use approximately 3 percent of appropriated funds to administer and monitor the program. A total of $2,425,000 was awarded to grantees during the first round of funding in October 2021. A total of $2,425,000 is available for grants through this RFP for SFY 2023.

50% of the funds must go to communities outside the metropolitan area (as defined under Minn. Stat. § 473.121, subdivision 2).

Interested parties may request up to $300,000 in state funds through this RFP. To be eligible for the maximum amount the proposal must be used to expand childcare capacity at a minimum of two locations. The maximum amount a single location proposal can request is $150,000.

Unless otherwise exempted, recipients must obtain cash or in-kind contributions totaling at least 50 percent of their requested state funds. Proposal budgets must include the amount and source of matching funds. Proposals that leverage a higher percentage of non-state matching funds to state funds will be awarded more points in the proposal evaluation.

Funding will be allocated through a competitive process with a review by a committee of DEED staff and managers and external reviewers. The Commissioner of DEED reserves the right to change the amount awarded to any selected project. Award decisions are final and not subject to appeal. If selected, you may only incur eligible expenses when the grant contract agreement is fully executed by the awardee and DEED and the grant has reached its start date.

Technical Assistance

Questions may be submitted by email to MNSBP.DEED@state.mn.us Please submit questions no later than 4:00 p.m. Central Time, on August 16, 2022.

DEED staff will post responses to all submitted questions no later than August 23, 2022. Answers will be posted on DEED’s webpage for this program https://mn.gov/deed/business/financing-business/deed-programs/child-care/.

SCOPE OF WORK

Overview

Minimum Requirements

Proposals must identify a lead applicant. The applicant must be a local government unit or 501(c)(3) non-profit organization having experience in one or more of the following: the operation of, planning for, financing of, advocacy for, or advancement of the delivery of childcare services.
Eligibility
This funding is for grant to local communities to increase the number of quality childcare providers to support economic development. An eligible local community is defined as one or more county, city, school district, development region, workforce service area, Initiative Foundation service area, political subdivision, Tribal Nation, or other defined geographic area located in the State of Minnesota.

Eligible recipients include: A local government unit, Tribal Nation, or non-profit organization having experience in one or more of the following: the operation of, planning for, financing of, advocacy for, or advancement of the delivery of childcare services.

Individual childcare programs seeking funds to establish new operations or expanding existing operations are encouraged to partner with a lead applicant that is a local, regional, or statewide organization with experience in the planning or financing of childcare facilities on their funding request.

Allowable Expenses
Grant funds must be used to implement solutions to reduce the childcare shortage in the state, including but not limited to funding for childcare business start-up or expansion, training, direct subsidies or incentives to retain employees, facility modifications or improvements required for licensing, and assistance with licensing and other regulatory requirements.

This grant is not intended to be used as revenue for the financing of ongoing operations. This is one-time funding for investments in new childcare capacity at a new facility or existing facility in a center or home environment.

Expenses directly related to delivering grant objectives can include personnel, fringe benefits, travel, equipment, supplies, contractual, consultants, evaluation activities, provider grants and/or forgivable loans. These items should be included in the grantee budget as specific budget line items.

Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative cost. Administrative cost may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, fleet vehicles, etc.

Pursuant to Minn. Stat. § 16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant. In order to comply with Minn. Stat. § 16B.98, Subd. 1 no more than 10% of the total project budget can be dedicated to administrative cost.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses, (Minnesota will be considered the home state for determining whether travel is out of state)
• No more than 10% of an award may be used for administrative costs. DEED reserves the right to offset overpayments and disallowances by reducing a subsequent cash payment or requiring repayment of costs.

Collaboration & Matching

Unless otherwise exempted, recipients must obtain at least a 50 percent non-state match to grant funds in either cash or in-kind contributions.

Recipients can qualify for a waiver to the minimum matching requirements if their proposed projects meets one or more of the following conditions:

1. More than 75% of new child slots created with these funds are for infant and toddler care.4
2. More than 50% of the new child slots created with these funds are for childcare available outside of standard business hours (6:00 a.m. through 6:00 p.m.)
3. The project will be located in a geographic area, such as zip code or census tract, where 30% or more children are Black, Indigenous, and people of color.
4. The project will be located in a geographic area, such as zip code or census tract, where at least 15% of children living in the geographic area are in families living in poverty.

Grantees are asked to propose a project total budget that includes and identifies the sources of any project matching dollars. Proposals must also identify the dollar amount and percentage of state money involved in the total project cost. Applicants may request up to $300,000 in state funds as part of their total project budget.

Preference in award of grants will be given to proposals that demonstrate collaborations and/or partnering among private-sector employers, public and non-profit organizations within a specific geographic area and/or between or among proximate geographic areas.

Tasks/Deliverables

Grant recipients will be responsible for using grant funds to increase the supply of quality childcare providers and reduce the childcare shortage in the State. Tasks and deliverables include:

- Identify a service area, client base, and target market for this project’s services.
- Implement a community engagement and communications plan to raise awareness about the availability of resources your organization provides and recruit and retain participants.
- Provide services and resources to increase the supply of supply of childcare and reduce childcare shortages including but not limited to: funding for childcare business start-up or expansion, training, direct subsidies or incentives to retain employees, facility modifications or improvements required for licensing, and assistance with licensing and other regulatory requirements.
- Collect relevant performance outcome information including but not limited to: the amount of local funds invested, the number and types of new licensed childcare slots created, the number

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4 For Childcare Centers, infant refers to a child who is at least 6 weeks old but less than 16 months old, and toddler refers to a child who is at least 16 months old but less than 33 months old. For Family Childcare, infant refers to a child who is at least 6 weeks old but less than 12 months old, and toddler refers to a child who is at least 12 months old but less than 24 months old.
childcare worker jobs created/retained, the number new childcare providers started, and the number of childcare providers expanded.

- Submit quarterly program reports and end of year report.
- Submit monthly or quarterly reimbursement request along with a summary of expenses and supporting documentation.
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.
- Participate in any state-wide coordination meetings with other grantees as directed to by the State’s authorized representative.

Within one year of receiving grant funds, grant recipients must report to the Commissioner of the Department of Employment and Economic Development on the outcomes of the grant program including but not limited to the number of new providers, the number of additional childcare provider jobs created, the number of additional childcare slots, and the amount of local funds invested.

**Target Population & Equity**

In awarding grants, priority must be given to communities that have a documented shortage of childcare providers in the proposed project area. The definition of documented shortages may include disparities in access to affordable quality childcare among targeted groups including but not limited to rural communities, low-income communities, Black, Indigenous and people of color individuals, persons with disabilities, veterans, and women.

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**PROPOSALS**

Proposals must conform to all instructions, conditions, and requirements included in the RFP. The applicant must submit all items on the attached checklist in order for the application to be considered complete. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Responder’s risk and may, at the discretion of the State, result in disqualification of the Proposal. Acceptable Proposals must offer all services identified *Scope of Work* and agree to the contract conditions specified throughout the RFP.

**Deadlines**

All applications must be received no later than 4:00 p.m. Central Time, on August 30, 2022. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Applications must be submitted in PDF format via email to:

Office of Small Business Partnerships  
Minnesota Department of Employment and Economic Development  
Email: MNSBP.DEED@state.mn.us  
Subject: CCED – [Organization Name]

**Proposal Components**

Each proposal should have the following components:
**Cover Page**
Complete the name and address of the applicant agency and/or fiscal agent as well as the name and address of the contact person for the program. Include both federal and state Tax ID numbers, and state vendor ID (if you have one). Indicate the total level of funding requested. Be sure to include an authorized signature and date on the application. See Form 1.

**Executive Summary**
Provide a one-page overview of the proposed project. Double spaced, 11 point Calibri font.

**Proposal Narrative**
The objective of this grant is to increase the supply of quality childcare providers in order to support regional economic development. In the response to this RFP the applicant must demonstrate how these grant funds will be used to implement solutions to reduce the childcare shortage in the state and support economic growth in the community.

Proposal narratives must include the following sections and respond to all the questions below. A total of 100 points plus 10 bonus points are available across all sections with points distributed as follows:

**30 Points**
**Project Description, Design, and Methods:** The proposal should be thoughtfully designed using approaches, techniques, and strategies to support economic development by increasing the supply of quality childcare. Priority in scoring will be given to projects that seek funds to make sustainable investments that result in new supply of childcare beyond this one time funding opportunity.

1. What is the geographic scope of the project?
2. Why is the proposed project needed to increase the supply of quality childcare in the community?
3. What kind of solutions will be implemented to meet objectives of this grant?
4. How does the project demonstrate innovative approaches, techniques or strategies?
5. Does the proposed project use evidence-based or community-based best practices?

**15 Points**
**Work Plan:** The proposal should show clear and measurable outcomes, activities and a reasonable timeframe for performing and reporting on project activities. Outcomes must include but are not limited to the number of new providers, the number of additional childcare provider jobs created, the number of additional childcare slots, and the amount of local funds invested.

1. What are the key activities to be funded through this project?
2. What are the goals and measurable outcomes for this project?
3. What is the timetable for completion of the project?
**30 Points** Partnerships: The proposal should outline the partnerships created to support this proposed project including public sector partnerships, non-profit partnerships and private-sector partnerships. Priority will be given to projects that demonstrate private-sector engagement in support of regional economic growth.

1. Who are the financial and programmatic partners supporting this project?
2. What contributions will each partner make to the proposed project?

**10 Points** Impact and Evaluation: The proposal should provide an estimate on the number of licensed childcare slots need to meet the needs of the communities served and the number of childcare slots that will be created and retained with this funding. In addition the proposal should address how those outcomes will be measured and used to ensure grant objectives are met.

1. What is the number of childcare slots needed with the project area(s) to meet the needs of families?
2. How many childcare slots will be created with this funding?
3. What is the cost (in state dollars) per new childcare slot created?
4. How will measurable outcomes be tracked?
5. How will evaluation material and outcomes be used to ensure the grant objectives are met?
6. Will the project utilize any community-based evaluation processes?

**10 Points** Organizational Capacity and Relevant Experience: The proposal must outline the capacity of the lead applicant organization to successfully meet the objectives of the grant. The lead organization or partner organization must demonstrate one or more of the following: experience in the operation of, planning for, financing of, advocacy for, or advancement of the delivery of childcare services.

1. How is the lead applicant organization equipped to successfully lead the proposed project and meet the objectives of this grant?
2. What experience does the lead applicant have in managing state and/or federal grants?

**5 Points** Budget: Applicants must complete a detailed project budget which lists sources and uses of all program related funds and demonstrates the cash and/or in-kind matching requirements of the grant will be met.
1. Does this project meet or exceed the 50% minimum matching requirements for the amount requested?
2. What additional leveraged funds and/or resources will be dedicated to this project? (Include other public or private sources)

10 Bonus Points

**Bonus Points**

1. Is the project located in a service area where 30% or more children are Black, Indigenous, and people of color (5 points)
2. Is the project located in a service area where at least 15% of children living in the geographic area are in families living in poverty (5 points).

### PROPOSAL EVALUATION AND SELECTION

#### Overview of Evaluation Methodology

Proposals will be reviewed, scored, and ranked by a committee composed of state and non-state officials and subject matter experts who will provide a recommendation to the Commissioner for final review and award decisions.

Scoring will be on a 100 point scale with points available in six sections and 10 bonus points available in one category.

- Project Description, Design and Methods (30 points)
- Work plan (15 Points)
- Partnerships and Leverage (30 Points)
- Performance and Evaluation (10 Points)
- Organizational Capacity and Relevant Experience (10 Points)
- Budget (5 Points)
- Bonus Points (10 Bonus Points)

The review committee will evaluate all eligible and complete applications received by the deadline. The Commissioner of DEED will review all committee recommendations and is responsible for award decisions. The award decisions of DEED are final and not subject to appeal. The Commissioner of DEED reserves the right to change the amount awarded to any selected project.

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An eligible service area is defined as one or more county, city, school district, development region, workforce service area, Initiative Foundation service area, political subdivision, Tribal Nation, or other defined geographic area located in the State of Minnesota.
Financial Review

All Non-Governmental Organizations (NGOs) applying for grants from the State of Minnesota must undergo a financial review prior to being offered a grant award of $25,000 and higher. In order to comply with State Policy on the Financial Review of Nongovernmental Organizations please submit one of the following documents with the application, based on the following criteria:

- Before awarding a grant of over $25,000 to a nongovernmental organization that has not previously had a grant from the State of Minnesota, state law requires DEED to assess a recent financial statement from that organization. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of DEED staff before a grant is awarded (Minn. Stat. § 16B.97 and Dept. of Administration/Office of Grants Management policy 08-06).
- Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990 including all schedules.
- Grant applicants with total annual revenue $750,000 or more should submit their most recent certified financial audit.

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers, per Minn. Stat. § 16B.98 and Conflict of Interest Policy for State Grant-Making. When a conflict of interest concerning state grant making exists, transparency shall be the guiding principle in addressing it.

In cases where a conflict of interest is suspected, disclosed, or discovered by DEED, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement. In cases where a perceived, potential, or actual conflict of interest is discovered by the applicants, they must notify the state.

Applicants must complete a Conflict of Interest Disclosure agreement and attach it to their proposal.

Public Data

Per Minn. Stat. § 13.599:

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Department as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
POST-SELECTION REQUIREMENTS

Legal and Administrative

All grant agreements entered into with DEED require both state and federal tax identification numbers and a valid DUNS number issued by Dun & Bradstreet. A DUNS number is a unique nine-digit identification number for each physical location of the business. **Number assignment is free for all businesses required to register with the government for contracts or grants and can be obtained via the Dun & Bradstreet website linked here.**

Applicants must also comply with all state and federal requirements including but not limited to:
- Worker’s compensation;
- Affirmative action;
- Data privacy;
- Equal Employment Opportunity;
- The Americans with Disabilities Act (ADA)

During the proposal review process, organizations applying may be assessed on whether or not unemployment insurance taxes are owed.

Grant recipients new to DEED-funded grants must complete a master grant agreement before DEED will disburse any funds. The State of Minnesota’s accounting and procurement system is called State-Wide Integrated Financial Tools (SWIFT). Every organization or subgrantee doing business with the state is considered a vendor. Vendors must be registered with the State of Minnesota. Vendors can interact with the state through the **Supplier Portal**, which is part of SWIFT. The Supplier Portal allows vendors to login and view payment detail as well as maintain address and contact information related to their vendor record. New prospective grantees (vendors), if you are awarded a grant, it will be necessary to register as a vendor via the **Vendor Registration link**.

Bidding

For NGOs
- Any services and/or materials that are expected to cost $25,000 or more must undergo a formal notice and bidding process. Support documentation of this process must be included in the grantee’s financial records.
- Any services and/or materials that are expected to cost between $10,000 and $24,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee’s financial records.
- Any services and/or materials that are expected to cost between $5,000 and $9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee’s financial records.

For Municipalities
- If the amount of the contract is estimated to exceed $100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice.
• If the amount of the contract is estimated to exceed $25,000 but not $100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

• If the amount of the contract is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

**Accountability and Reporting**

Depending on the types of proposals chosen for funding, DEED will work with all grantees to identify data collection requirements and measurable outcomes for reporting. Grantees should be prepared to submit quarterly progress reports including the outcomes listed in the participant plan.

Per [State Policy on Grant Payments](#), reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports, unless the state agency has given the grantee a written extension.

On a monthly or quarterly basis, grantees must prepare and submit Reimbursement Request Forms with supporting documentation (invoices, canceled checks, time sheets, etc.) to a grant administrator within DEED. These forms must accurately reflect expenditures and obligations consistent with rates of participation which grant administrators will be able to track.

**Grant Monitoring**

Minn. Stat. § 16B.97 and [State Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of $50,000 and higher
- Annual monitoring visits during the grant period on all grants of $250,000 and higher
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants of $50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

**Audits**

Per Minn. Stat. § 16B.98, Subd. 8, the grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
Checklist: Application Content and Instructions

Submit the following proposal components in this order in a single PDF document.

☐ **Form 1: Cover Sheet**
Complete the name and address of the applicant agency and/or fiscal agent as well as the name and address of the contact person for the program. Include both federal and state Tax ID numbers. Indicate the total level of funding requested. Be sure to include an authorized signature and date on the application.

☐ **Executive Summary**
Provide a one-page overview of the proposed project. Double spaced, 11 point Calibri font.

☐ **Proposal Narrative (15 single-sided page limit)**
Double spaced, 11 point Calibri font. 15 page limit.

☐ **Form 2: Sources and Uses Budget**
Provide a budget narrative, list all the sources of matching funds, and provide a project budget for the performance period between September 2022 and December, 2023.

☐ **Form 3: Performance Reporting Form**
Use this form to provide the projected totals for outcomes and output performance measures for this project. This table will be provided to grantees in an excel workbook format for ongoing quarterly reporting of your project.

☐ **Form 4: Affidavit of non-collusion**

☐ **Form 5: Conflict of interest form**

For Non-Governmental Organizations Only (include as a separate document)

☐ Pre-Award Risk Assessment Form

☐ One of the following financial documents

- Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.
# FORM 1: COVER SHEET

Provide the following information for the organization submitting the proposal and provide estimates on the project outcomes including total number of providers served and new childcare slots created.

## Organization Submitting Proposal:

1. **Organization Name:**
2. **Director Name:**
3. **Contact Name:**
4. **Telephone:**
5. **Telephone:**
6. **Email:**
7. **Email:**
8. **Organization Website:**
9. **Full Address:**
10. **Full Address:**
11. **Federal Tax ID:** (required)
12. **Minnesota Tax ID:** (required)
13. **DUNS Number:** (required)
14. **SWIFT Vendor ID:** (if known)

## Proposal Information:

15. **Proposal Name:**
16. **Proposal Summary:**
17. **Geographic Area Served by Project:**
18. **Targeted Communities Served:**
19. **Total Amount of DEED Funds Requested:**
20. **Total Amount of Matching Funds Committed:**

21. **Does this project qualify for a matching waiver?**
   - Yes: More than 75% of new child slots created with these funds are for infants and toddlers
   - Yes: More than 50% of the new child slots created with these funds are for child slots available outside of standard business hours (6:00 a.m. through 6:00 p.m.)
   - Yes: The project will be located in a geographic area, such as zip code or census tract, where 30% or more children are Black, Indigenous, and people of color.
   - Yes: The project will be located in a geographic area, such as zip code or census tract, where at least 15% of children living in the geographic area are in families living in poverty.
   - No

## Estimated Project Outcomes

22. **Number of family childcare providers served:**
23. **Number of childcare centers served:**
24. **Number of childcare worker jobs created:**
25. Number of childcare worker jobs retained:  

26. Number of new licensed child slots created (Infants)  

27. Number of new licensed childcare slots created (toddler)  

28. Number of new licensed childcare slots created (preschooler)  

29. Number of new licensed childcare slots created (school age)  

30. Number of new licensed childcare slots created (Total):  

31. Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m. time window):  

32. Total state grant funds per new licensed child slots created (Row 19 divided by Row 30):  

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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FORM 2: PROJECT SOURCES AND USES BUDGET

Provide a proposed project budget. Applicant must complete a detailed project budget which is delineated into sources and uses of all program related funds. Pursuant to Minnesota Statutes §168.98, subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant. No more than 10% of the total project budget can be dedicated to administrative and indirect cost.

Qualified expenditures: Expenses directly related to delivering grant objectives can include personnel, fringe benefits, travel, equipment, supplies, contractual, and subgrants. These items should be included in the grantee budget as specific budget line items.

Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative cost. Administrative cost may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, Fleet vehicles, etc.

There is a 50% match requirement for the program; however, proposals that demonstrate a higher percentage of non-state matching funds committed to the project will result in higher scores for the proposal. Both cash and in-kind contributions can count towards the matching sources of funding.

- Cash match is either the grantee organization's own funds or cash donations from non-state third parties (i.e. partner organizations), or by non-state grants.
- In-kind match is the value of any real property, equipment, goods, or services contributed to this project that would have been eligible costs under this program if the grantee had to otherwise pay for such costs with project funds.

Project Budget Narrative

Provide a brief budget narrative.
**Project Funding Sources**
List the sources of funding, and the status of the funding. Points will only be awarded for committed sources of funding. The total under sources should be equal to the total under uses.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Type of Funding (state grant, cash or in-kind)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEED CCED Grant</td>
<td>State Funds</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Project Uses**

Start Date:
End Date:

<table>
<thead>
<tr>
<th>Project Activities</th>
<th>DEED</th>
<th>Grantee Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Travel (Direct Service Related Only)</td>
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<tr>
<td>Equipment</td>
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<td>Supplies</td>
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<td>Contractual</td>
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<tr>
<td>Provider Subgrants</td>
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<tr>
<td>Other (specify): __________</td>
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<tr>
<td>Admin &amp; Indirect (max 10% of DEED funds)</td>
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<tr>
<td><strong>Total Costs</strong></td>
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</table>
### FORM 3: PERFORMANCE REPORTING FORM

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Contact Name</th>
<th>Organization Contact Email</th>
</tr>
</thead>
<tbody>
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</table>

**Funding Source**  Childcare Economic Development Program

**Project State Date**

**Quarterly Reporting Period**  (ex: Q1 2022)

**Reporting Period Start Date**

**Reporting Period End Date**

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Quarterly Total [Enter Quarter]*</th>
<th>Project Total (Actual)</th>
<th>Project Total (Projected)</th>
<th>% to Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of family childcare providers served:</td>
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<tr>
<td>Number of childcare centers served:</td>
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<tr>
<td>Number of childcare worker jobs created:</td>
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<tr>
<td>Number of childcare worker jobs retained:</td>
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<tr>
<td>Number of new licensed child slots created (Infants)</td>
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<tr>
<td>Number of new licensed childcare slots created (toddler)</td>
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<tr>
<td>Number of new licensed childcare slots created (preschooler)</td>
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<tr>
<td>Number of new licensed childcare slots created (school age)</td>
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<tr>
<td>Number of new licensed childcare slots created (Total):</td>
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<tr>
<td>Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m.):</td>
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<td></td>
</tr>
<tr>
<td>Total state grant funds per new licensed child slots created</td>
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</tbody>
</table>
Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).

2. That the attached proposal submitted in response to Childcare Economic Development Program Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder’s firm name: ________________________________

Print authorized representative name: ____________________________

Title: ____________________________

Authorized signature: ________________________________

Date (mm/dd/yyyy): ____________________________

Notary Public

Subscribed and sworn to before me this ____ day of _________, 20__.

________________________________________
Notary Public signature

Commission expires (mm/dd/yyyy): ____________
This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee’s obligation to be familiar with the Office of Grants Management (OGM) Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making effective date 1/1/22 and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (Please describe below):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization:

Date: