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# TEXAS WORKFORCE COMMISSION

# CHILD CARE INVESTMENTS PARTNERSHIP PROGRAM

## Application Submission Guidelines

The Texas Workforce Commission (the “Agency”) has dedicated five million dollars ($5,000,000) of Child Care Development Fund (“CCDF”) funds to support the Child Care Investments Partnership (CCIP) program. CCDF funds will be used as a 100 percent match for local partner cash donations (“Investment Partner(s)”). Partner cash donations must be accepted by TWC’s three-member Commission as a CCDF cash donation. Investment Partner donations would then be made available to the Local Workforce Development Board (LWDB), along with the CCDF match funds, to expand early childhood efforts by engaging in specified CCDF Quality activities which improve the quality of child care (excluding direct child care services) as discussed in these Application Submission Guidelines (“Guidelines”).

CCIP Grant: The Child Care Investments Partnership (CCIP) grant is comprised of CCDF funds and Investment Partner Donation funds

CCDF Amount: Not to exceed $250,000 per Board during first six months; and, up to $750,000 thereafter

Partner Match Donations: One dollar ($1.00) for every one dollar ($1.00) of CCDF grant funds awarded

Grant Award Period: Twelve to eighteen months

Submission Deadline: Submissions will be received, beginning March 1, 2021, and will be processed until CCDF project funds are exhausted. Applications will be processed on a first come first served basis. Board may be awarded a total of up to $750,000 of CCDF match.

**ALLOWABLE CCIP ACTIVITIES**

CCIP grant funds must be used for projects meeting the following requirements:

1. CCIP Projects must focus on TWC-approved child care quality improvement activities (excluding direct child care services), and must comply with requirements referenced in [40 TAC § 809.16](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=20&ch=809&rl=16), and described in Part H of the [Child Care Services Guide](https://www.twc.texas.gov/files/partners/child-care-services-guide-twc.pdf).
2. Boards must expend CCIP funds on activities related to the following (specifically described in donor agreement):
	* Child Care Apprenticeship
	* Home-based child care
	* Public-private Prekindergarten Partnerships
	* Business Support for child care programs
	* Child care worker wage supplementation or stipends
	* Emergency Response/Recovery
	* Program Capacity Expansion
	* Research studies that support child care quality improvement
	* Other Strategic Quality Improvement Activities (subject to approval by TWC)
3. CCIP grants are not available to support stand-alone purchases of health and safety items, such as defibrillators, video/computer equipment, shade structures and playground equipment.

**PARTNERSHIP DONATION AGREEMENT**

1. Boards must enter into a Partnership Donation Agreement with one or more Investment Partner(s) to identify the Partner Donation which will leverage CCDF grant funds with an equal amount of partner donations by investment Partner(s). Each investment partner included in this application must sign a unique CCIP Donation agreement.
* “Partner Donations” refer to local donations of cash by an Investment Partner(s).
1. Partner Donations will be:
* accepted by the Commission, as a CCDF cash match donation, in a posted, open meeting
* Included in the CCIP grant, along with the CCDF funds
1. Any CCIP grant awarded under this Program shall be governed by the terms and conditions of the resulting grant award.
2. Partner donations must be submitted to the Agency, for acceptance by the Commission, using the CCIP Donation Agreement, and are subject to [45 CFR §98.55](https://www.ecfr.gov/cgi-bin/text-idx?SID=2e946f6d2003af8fae3d499ce49335c2&mc=true&node=se45.1.98_155&rgn=div8), including that they:
	* + - are donated without any restriction that would require their use for a specific individual, organization, facility, or institution;
* do not revert to the donor’s facility or use;
* are not used to match other federal funds;
* shall be certified by the donor as representing funds eligible for Federal match;
1. CCIP grant funds may be used for TWC-approved CCDF Quality expenditures for eligible activities, based on the Board’s determination that the costs are reasonable and necessary to increase or enhance Child Care Quality. Applications proposing to use the funds for direct child care services will not be funded.
2. No more than five percent (5%) of funds may be used for administrative costs.
3. The Board agrees to accurately and timely report activities, services, and outcome data to both the Agency and donor on a quarterly basis.
4. Boards must provide quarterly reports to the Agency using an Agency-provided format, which will be provided once contract is executed.
5. Boards shall comply with the requirements in the final regulations and audit compliance supplements promulgated by the United States Department of Health and Human Services and the Office of Management and Budget and any alternative implementation options exercised by Texas under the CCDBG statute.

**Child Care INVESTMENTS Partnership Program Budget Workbook**

* Boards must submit a completed Child Care Investments Partnership Program Budget Workbook along with the application and donor agreement (s).

## Application Information Confidentiality

All application information submitted is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. This Act allows the public to have access to information in the possession of a governmental body. Therefore, any confidential or proprietary information contained within an application must be clearly identified by the Applicant in the application itself. Proprietary information identified by the Applicant in advance will be kept confidential by the Agency to the extent permitted by state law.

## Record Retention

All application information submitted must be retained by the Agency for the period specified in the Agency’s record retention schedule created under Texas Government Code, Chapter 441. The information may not be returned to the Applicant that submitted it during the retention period.

## Public Information Act

* Texas Government Code, Chapter 552, gives individuals the right to access government records and prohibits an officer for public information or the officer's agent from asking why the requestor wants the records. All government information is presumed to be available to the public. However, some types of governmental information may be subject to an exception to the rule that public information must be released when requested. Governmental bodies must promptly release requested information if the information is not confidential or the governmental body has not properly requested an exception. Public Information requests may be mailed or delivered in person to: Texas Workforce Commission, Open Records, 101 E. 15th St., Room 266, Austin, TX 78778-0001. They may also be submitted via e-mail to *open.records@twc.state.tx.us*, or via fax to 512-463-2990.

## Application Submission

* Use the Application Submission Form below. Applications may be submitted beginning March 1, 2021, **until approved funding has been exhausted**.
* Applicants must submit a complete application by e-mail to “Child Care Investments Partnership Program” at the following address: [*CCIP@twc.texas.gov*](https://twcgov.sharepoint.com/sites/ccel/ppqi/Shared%20Documents/Child%20Care%20Industry%20Partnership/CCIP%40twc.texas.gov). **The application must contain all of the required components, including dates and signatures.**
* The Agency requires a minimum two-month lead time for donation acceptance by the TWC’s three-member Commission, grant approval and development



# APPLICATION SUBMISSION FORM

## Application Instructions

1. The application shall not exceed six (6) pages, including this Application Submission Form
2. The signed and dated Child Care Investments Partnership Donation Agreement between the Board and each individual Investment Partner(s) must be submitted with the signed and dated application and the completed Budget Workbook. *The Child Care Investments Partnership Donation Agreement and the completed CCIP Budget Workbook are excluded from the six (6) page limit.*

Use the space designated below to complete the Application.

### 1. Board Contact Information

1.1 Board Submitting the Application:

1.2 Name and Title of Board Representative Completing the Application:

1.3 E-mail address of Representative:

1.4 Telephone Number of Representative:

1.5 Name and Title of Designated Contact for the Board:

1.6 E-mail of Designated Contact:

1.7 Telephone Number of the Designated Contact:

### **2. Amount requested**

Total amount of CCDF match requested:

### **3. All CCIP Donation Agreement(s) between the Board and Investments Partner(s) are attached to this Application**

The Agreement(s) must: (1) identify each entity that is a party to the Agreement; (2) identify the local workforce area’s designated child care quality activities for which partner match donation will be used for ; (3) identify and describe the activities and associated costs identified by both the Board and theInvestment Partner(s); (4) state that partner donations of cash, will be used to leverage CCDF funds, on a dollar-for-dollar basis; (5) be signed and dated by both the Board and the Investment Partner(s).

3.1 Official name(s) of Investment partner(s):

3.2 Completed - Yes [ ]

### **4. Project Summary**

Provide a brief, one (1) paragraph project summary, including: (1) the project’s purpose and goals; (2) the identification and description of the activities and associated costs of the activities or services and when project will begin. **Project timeline and launch must be included.**
Round all amounts to the nearest dollar.

4.1 One-paragraph summary:

4.2 Board’s Total Project CCDF Request Amount:$0.00

4.3 Investment Partner(s)’s Total Match Donation:$0.00

* 1. Total Project Cost:$0.00 (Total of 4.2 and 4.3 amounts)
	2. Identify any other funding sources, to include: total dollar amount, funding source, and intended use of the funds: $0.00

### **5. Project Objectives**

Describe the proposed project’s objectives detailing how these funds will be used in local efforts to expand and improve the quality of child care.

5.1 Project Objectives and Services Provided:

### **6. Project Timeline**

Provide a timeline of each major activity in the project, including the time required for project development/procurement. Timelines must not exceed a total of 18 months. *The Agency requires a two-month lead time for grant approval and grant development.*

6.1 Major Activity Timeline:

6.2 Estimated project start date:

6.3 Estimated project end date:

### 7. CCIP Budget Workbook

Complete the requested information using the supplied CCIP Budget Workbook.

### 8. Authorized Signature

By signing below, the Applicant Board agrees to function as the Grantee and Fiscal Entity for the project. The Applicant agrees to adhere to all reporting requirements, as well as the laws and regulations governing this funding. Any grant awarded under this Program shall be governed by the Agency Board Agreement (ABA) for an Integrated Workforce System, its’ attachments, and the terms and conditions in the resulting grant award.

Typed name and title of authorized Board Executive Director:

Date signed:

Board Authorized Signature:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_