

## Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: **2022 Future Ready Iowa Child Care Challenge**

Announcement Type: Initial

CFDA Number (if applicable): Not applicable

### Important Dates

- Deadline: Applications for the funds are due by **December 10, 2021, at 11:59 pm** Central Standard Time.
- Application Notification: A Notice of Intent to Award will be posted on the Future Ready Iowa website <https://www.futurereadyiowa.gov/childcarechallenge>.
- IWD will host a webinar to provide information and an opportunity for a live Q & A. Check back on this posting for details and registration link.

### Program Description

#### 1. Purpose

The purpose of the fund is to encourage and enable businesses, nonprofit organizations, and consortiums to establish local child care facilities and increase the availability of quality, affordable child care for working Iowans. To support this work, the fund will award competitive grants to support community and regional initiatives. Iowa Workforce Development and the Department of Human Services are seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies. The purpose of this Notice of Funding Opportunity is to solicit applications that will enable us to award grant funding to match local investment and support the goals of the Child Care Challenge Program and Future Ready Iowa.

#### 2. Funding Priorities

IWD seeks to prioritize the investment of resources in the following areas:

- New construction of a childcare facility.
- Rehabilitation of an existing structure as a child care facility.
- Retrofitting and repurposing of an existing structure for use as a child care facility.

DHS use of federal funds guides the prioritization of the investment of resources in the following areas:

- Entities that have applied and received Child Care Challenge funding or funding from the Investing in Iowa's Child Care (IICC) but have an increased funding need due to supply chain issues and increase in labor costs.
- Have not received any funding from the child care challenge fund or from IICC.
- Are part of a community that have a feasibility study on the need for child care in the community. *(Program should be able to attach a portion of the study justifying their need)*
- The project is located in a city that is an identified "child care desert" at <https://iowaccrr.org/resources/files/Data/FY20/Desert%20Data%202020/Desert%20Data%202020.pdf>

### **3. Performance Measures**

All applications must include performance measures that logically connect a project's goal(s) with proposed activities and demonstrate an overall theory of change. Performance measures should include to the extent possible whether the expected results were achieved.

### **4. Program Authority**

IWD's authority to award these grants is found in House File 2629 (2020), as signed by Governor Reynolds June 29, 2020. As the Lead Agency for the Child Care Development Fund in Iowa, DHS authority is in the American Rescue Plan Act Section 2201 as signed by President Biden on March 11, 2021

### **5. Definitions**

*Consortium:* means a consortium of two or more employers or businesses, at least one of which must be a private employer.

*Outcome:* A type of performance measure that indicates progress toward achieving the intended result of a program and usually represents a change in the situation of beneficiaries of a service, such as completing a training program or securing employment upon completion of training provided.

## **Award Information**

### **1. Estimated Available Funds**

The State of Iowa has appropriated \$3.0 million to support the Child Care Challenge Fund. DHS has identified \$7 million to support this grant opportunity. The source of funding for IWD is state-appropriated and subject to annual appropriations. DHS funding source is the Child Care and Development Block Grant (CCDBG) Supplemental Discretionary funding as awards in the American Rescue Plan Act (ARPA).

### **2. Estimated Award Amount**

IWD anticipates awarding funding amounts ranging from \$5,000-\$250,000. DHS anticipates awarding funding amounts up to a maximum of \$750,000. Grant awards may vary in amount as determined by the scope of the project. Funding decisions are made as funding is available and neither IWD nor DHS is obligated to provide the maximum grant amount requested. If more funds are requested than are available, funds will be awarded proportionately to eligible proposals to provide the greatest amount of support across all eligible applicants and reflecting the above stated priorities.

### **3. Project and Award Period**

Successful applicants must provide proof to IWD that privately raised funds to match IWD portions of funding have been expended in full, at which time, then matching funds may be drawn down. Awardees must be able to draw down state funds by June 30, 2022. All matching funds must be utilized within 12 months of receipt and any unexpended matching dollars must be returned to IWD thereafter. Awardees must provide a detailed report of the use of funds and the progress of the project by December 31st of each calendar year.

### **4. Type of Award**

IWD may award matching grants to successful applicants. DHS grants do not require a match and may be awarded to successful applicants up to the maximum of \$750,000.

### **5. Use of Funds**

IWD funds can be used to support new construction of a child care facility, rehabilitation of an existing structure as a child care facility, or the retrofitting and repurposing of an existing structure for use as a child care facility. It cannot be used for administrative expenses of operating the program or implementing the project.

DHS funds may be used for minor remodeling and upgrading child care facilities to assure that providers meet State and local child care standards, including applicable health and safety requirements. Funds may be used for minor renovations related to meeting requirements of the Americans with Disabilities Act.

## **6. Cost Sharing or Matching for Child Care Challenge Grant**

The IWD funds that are part of the Child Care Challenge Fund require a match. Applicants must prove the existence of and security of the original funds or documentation showing proof of the in-kind services or goods in order to qualify for a match from the Child Care Challenge Fund. Documentation must be included in the application submission as an attachment. Proof may be provided by an official statement from an FDIC- insured financial institution holding the funds. In the absence of a statement from a financial institution, an affidavit from a certified public accountant can be used to certify the existence and security of the funds to be matched.

Administrative or personnel costs for overseeing a project or implementation of a plan do not qualify for consideration for matching funds.

## **7. Reporting Requirements**

Successful applicants will be required to submit vouchers, receipts, expenditures and reports to document how the funds were spent and certify the funds were used in accordance with the grant application and grant program. All grantees must provide a detailed report of the use of funds by December 31<sup>st</sup> of each year of the project to the Director of Iowa Workforce Development. The report must include, but is not necessarily limited to:

- a. Date funds received.
- b. Amount of funds received.
- c. Amount of funds provided by the employer.
- d. A report concerning the progress of the project awarded.
- e. A report of the number of children and families served by the project.

## **Payment Schedule**

The executed grant agreement will specify conditions for payment and payment schedule.

## **Eligible Applicants**

Eligible applicants include businesses, non-profits and consortiums in good standing with the State of Iowa as well as registered child development homes and licensed child care centers or those seeking registration or licensure within the next 90 days. IWD and DHS encourage applicants to cultivate partnerships to enhance project activities and outcomes. If an employer is not the lead applicant for a Child Care Challenge Grant, applicants are required to include a letter of commitment from an employer as a key project partner with the application submission. Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

## **Additional Consideration**

Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully implementing innovative projects and successfully implementing and reporting on prior IWD grants. Additional consideration will also be given to organizations and projects in local workforce areas and regions throughout the State of Iowa that document how the project will impact workforce, education and economic development.

## **Application and Submission Information**

### **1. Electronic Submission Instructions**

Applicants must submit applications electronically at [www.iowagrants.gov](http://www.iowagrants.gov). Applicants should create an account and begin the application in advance of the deadline. For registration guidance, refer to “IowaGrants.gov New User Registration Instructions” ([see Appendix D](#))

The applicant’s authorized representative must include the person who submits the application. The authorized representative must be using his or her own IowaGrants.gov account in order to sign and submit the application. Please provide contact information for someone from the organization that is applying (in lieu of an outside grant writer in case of questions and to receive notification regarding the outcome of the grant application).

Official email communication from IWD or DHS regarding this application will be issued from [iowa.grants@webgrantsmail.com](mailto:iowa.grants@webgrantsmail.com). Applicants are required to assure these communications are received and responded to accordingly.

## 2. Content

Applicants will enter or attach the following components of a complete application in [www.iowagrants.gov](http://www.iowagrants.gov).

- **General Information:**
  - Cover Sheet
  - Project Information
- **Proposal, license and registration**
- **Project Description**
- **Demonstration of Need**
- **Project Activities**
- **Barriers and Strategies**
- **Service Area**
- **Partnerships**
- **Goals and Measurements**
- **Number Served and Cost per Child**
- **Organizational Capability**
- **Budget Summary & Budget Narrative**
- **Application Attachments**
- **Minority Impact Statement**
- **Authorization, Assurances, and Certification**

[See Appendix A](#) for further instructions and application guidance.

## 3. Submission Dates and Times

Please see the Important Dates section at the beginning of this announcement for the submission deadline. IWD and DHS reserve the right to extend the submission deadline and any notice of such extension will be posted on IWD's website and/or IowaGrants.gov.

Attempted submission of a completed application after the stated due date and time will not be allowed by the system. If a submission is attempted after the published date and time, the applicant will receive a notice stating "The Funding Opportunity is closed."

## Application Review Information

### 1. Criteria

Demonstration of Need	20 points
Project Activities	10 points
Barriers and Strategies	10 points
Partnerships	10 points
Goals and Measurement	10 points
Number Served and Cost per Child	20 points
Organization Capability	10 points
Budget	10 points
Total	100 points

[See Appendix C](#) for a full description of criteria and a scoring rubric.

### 2. Review and Selection Process

A review team will use the criteria listed in this section to review applications under this funding announcement.

### 3. Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by IWD and DHS staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests adequately and in a timely manner may result in the removal of applications from consideration.

### 4. Selection for Funding

Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this funding announcement. Applicants may be selected to enter into a grant agreement, finalizing grant terms, budget, scope-of-work provisions, at which time the final decision to make a grant award will be made. Submission of an application is not a guarantee of an award.

## **Awarding Agency Contact(s)**

Please direct any questions regarding this NOFO to:

Kathy Leggett

[Kathy.leggett@iwd.iowa.gov](mailto:Kathy.leggett@iwd.iowa.gov)

Iowa Workforce Development

1000 East Grand Avenue

Des Moines, IA 50319

Ryan Page

[rpage@dhs.state.ia.us](mailto:rpage@dhs.state.ia.us)

Iowa Department of Human Services

1305 E Walnut Street

Des Moines, IA 50319

## **Technical Assistance**

Technical Assistance (TA) will be provided throughout the application process, in the form of webinars and direct support. A TA schedule will be available on the Future Ready Iowa website and regularly updated.

## **Other Information**

1. If an applicant fails to meet any eligibility criterion at the time of an application deadline, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.
2. IWD and DHS reserve the right to request additional information from applicants to evaluate applications.
3. IWD and DHS, at their sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total, and to waive minor defects and non-compliance. Such a waiver will not modify the program requirements or excuse the applicant from full compliance with program specifications or grant agreement requirements if the grant is awarded. Submission of an application confers no right to an award or to a subsequent grant agreement.
4. All application submissions become the property of IWD and DHS. If funds are awarded, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.
5. Neither IWD nor DHS is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application or pay any grant-related costs incurred prior to the grant beginning date.



6. All decisions by IWD and DHS are final.
7. Upon IWD and DHS approval, the successful applicant will receive a grant agreement via email from IWD and/or DHS. The applicant has 10 working days to sign the grant agreement. If the agreement is not executed within 10 working days, IWD and DHS reserve the right to cancel the award. IWD and DHS, at their discretion, may extend the time period for executing the grant agreement.
8. Any grant agreement awarded by IWD and DHS shall include specific provisions, terms, and conditions.

## **APPENDIX A: Child Care Challenge Fund**

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

### **General Information**

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Primary Point of Contact and may include an Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Amount requested
- Licensed or Registered DHS programs will include their 5 digit Kindertrack ID

## **Proposal Description and DHS Licensing and Registration Status**

Please check the applicable boxes.

### **Project Description**

Provide a brief summary (no more than 5 sentences) that tells us what you are proposing, the project goal and anticipated outcomes.

### **Demonstration of Need**

Describe the need(s) for the project in your area and include how the need(s) you have described were identified. Describe how the proposed project will lead to increased opportunities for skilled workers to fill high-demand job(s).

### **Project Activities**

Describe the proposed project activities.  
Include a project timeline.  
Describe the plan for project sustainability.  
Describe any project innovations and/or additional benefits.

### **Local Barriers and Related Strategies**

Include a description of local barriers related to child care and how you plan to implement creative strategies to meet the need.

### **Community to be Served**

Describe the community or geographic region to be served by the project.  
Describe how the project will address areas of workforce need throughout the region.

### **Partnerships**

Describe key partners, roles, responsibilities and how they will contribute to the success of the project.

## **Goals and Measurement**

Clearly identify key performance measures including desired project outcomes; Examples include:

- a. Key Building Milestones
- b. Estimated project completion date

Describe your plan and ability to track and measure key outcomes.

Describe how you will measure project success.

## **Number of Children Served and Cost per Child**

Describe the additional number of children to be served (new child care slots available as a result of the project).

Indicate the ages to be served by the additional child care slots.

Calculate the cost per child for the project (cost of the match dollars requested divided by the number of additional children to be served).

## **Organizational Capability**

Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement. Subcontracting to implement the program will not be permitted.

Provide information about the applicant's size, structure, as well as the length of time in business.

If your organization has received a Child Care Challenge or IICC grant previously, please describe the outcome of the funded project and if outcomes were not met; explain the circumstances.

## **Budget Narrative and Spreadsheet**

Complete the budget narrative, include a description of the proposed costs and an overview of how the costs were calculated. Ensure totals reconcile with the amounts included on the Budget Spreadsheet (Appendix E).

Describe the nature of the matching funds for this grant, are they dollars or in-kind, how much and indicate the they are on hand and ready for use.

Complete and attached the Budget Spreadsheet (Appendix E for template). Upload the completed budget spreadsheet in the application forms section.

## **Application Attachments**

Upload the following in the Attachment section of lowagrants.gov:

- Supporting documentation of match funds (upload as a single PDF document).
- Letters of commitment from key partners (combine and upload as a single PDF document).
- Completed Budget Spreadsheet form (Appendix E)

## **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392 Iowa Code Section 8.11, all grant applications submitted to the State must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact or no impact.

## **APPENDIX B: Frequently Asked Questions**

### **FREQUENTLY ASKED QUESTIONS (FAQS)**

#### **1. What is the purpose of the Iowa Child Care Challenge Fund?**

The purpose of the Child Care Challenge Grant fund is to encourage and enable businesses, nonprofit organizations, and consortiums to establish local child care facilities and increase the availability of quality, affordable child care for working Iowans. To support this work, the fund will award competitive grants to support community and regional initiatives. Iowa Workforce Development is seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies.

#### **2. Who will decide which applications receive funding?**

IWD and DHS will identify an application panel to review and score proposals.

#### **3. What will Iowa Workforce Development take into account when determining grant awards?**

IWD and DHS will evaluate applications based on a number of criteria including but not limited to the scoring guidance referenced in the to the scoring rubric, whether the plan includes community engagement by including community partners or incorporating existing community programs.

**4. Are applicants required to identify specific project goal(s)?**

Yes, all applications must include performance measures that logically connect a project’s goal(s) with proposed activities and a timeline. Performance measures should include to the extent possible whether the expected results were achieved.

**5. How will IWD and DHS ensure Child Care Challenge Funds are used as intended?**

IWD will review programmatic and financial reports to evaluate grant progress. In addition, IWD may provide ongoing technical assistance to grantees, may schedule site visits and may coordinate in-person or desk reviews as needed. IWD will consult with DHS regarding any questions on use of DHS portions of the funding.

**6. How does the match work?**

The Child Care Challenge Fund provides a state match for regional investments of in-kind (labor and materials) and private dollars. Applicants can request approval for an amount up to the amount of money they have secured for the project up to the maximum award of \$250,000. The private funds must be expended first, matching state dollars may be drawn down once all private funds are expended.

**7. What are allowable expenses?**

IWD portion of funds can be used to support new construction of a child care facility, rehabilitation of an existing structure as a child care facility, or the retrofitting and repurposing of an existing structure for use as a child care facility. It cannot be used for administrative expenses of operating the program or implementing the project.

DHS funds may be used for minor remodeling and upgrading child care facilities to assure that providers meet State and local child care standards, including applicable health and safety requirements. Funds may be used for minor renovations related to meeting requirements of the Americans with Disabilities Act.

As required by Federal Law 98.56, funds shall not be used for the following: purchase or improvement of land or the purchase; construction, or permanent improvement of any building or facility including major renovations, structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

**8. Who can apply for the grants?**

Eligible applicants for the Child Care Challenge Grant include businesses, non-profits and consortiums in good standing with the State of Iowa. IWD encourages applicants to cultivate partnerships to enhance project activities and outcomes. If an employer is not the lead applicant, applicants are required to include a letter of commitment from an employer as a key project partner with the application submission.

DHS funding may only be used on licensed child care centers and registered child development homes or those actively moving towards registration or license within 90 days of approval of funds.

**9. When is the application due?**

December 10, 2021

**10. When will awardees be notified?**

As soon as the applications have been reviewed and decisions have been made regarding the awarding of funds.

**11. What is the project timeline for expending the funds?**

Successful applicants for the Child Care Challenge Grant must provide proof to IWD that privately raised funds have been expended in full, at which time, then matching funds may be drawn down. Awardees must be able to draw down state funds by June 30, 2022. All matching funds must be utilized within 12 months of receipt and any unexpended matching dollars must be returned to IWD thereafter

**12. Is there a maximum award?**

Funding from IWD \$250,000

Funding from DHS \$750,000

**13. Will all applications be awarded?**

Submission of an application does not guarantee an award.

**APPENDIX C: Child Care Challenge Fund Grant Scoring Rubric**

**Demonstration of Need - 20 points**

Describes/ quantifies area child care need and barriers and need is significant	0-20 points
---	-------------

**Project Activities- 10 points**

<ul style="list-style-type: none"> <li>• Project activities and timeline</li> <li>• Project sustainability</li> <li>• Project innovations and/or additional benefits</li> </ul>	0-10 points
---	-------------

**Local Barriers and Related Strategies – 10 points**

Describes local barriers related to child care and how the plan will address barriers	0-10 points
---	-------------

**Partnerships – 10 points**

Key partnerships are part of the project	0-5 points
Employers are part of the project	0-5 points

**Goals and Measurements – 10 points**

Goals reflect criteria listed below	0-10 points
-------------------------------------	-------------

- Providing clear, measurable goal(s) within the timeframe of the project.
- Identifies how goals will be measured.
- Goals align with project intent.

**Number Served and Cost per Child- 20 points**

Number of additional children to be served by the project. Cost per new child served	0-20 points
--	-------------

**Organizational Capacity - 10 points**

Proposal demonstration organizational capability to successfully complete project.	0-10 points
Successful previous grant performance	

**Budget – 10 points**

Budget does not include the existence of and security of the original funds. (Disqualifying)	Disqualified
Evidence of the existence of funds/in kind material and labor (see below)	required
Budget includes only allowable expenses	0-5
Budget is complete	0-5

- Evidence of the existence of and security of the original funds.
- Budget includes an official statement from an FDIC-insured financial institution holding the funds or an affidavit from a certified public accountant that certifies the existence and security of the funds to be matched under this chapter.
- Budget demonstrates applicant commitment by showing available matching funds in a separate, FDIC- insured account.

**APPENDIX D: IowaGrants.gov New User Registration Instructions**

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to [www.iowagrants.gov](http://www.iowagrants.gov)
2. Click “New Users Register Here”
3. Enter your first and last name.
4. Choose an Account ID name. Please note, this will be your user ID in the system.
5. Click “Save Account Details.” You may receive a pop-up message that asks if you want to continue with your registration. Click “OK.”
6. Next, you’ll receive a confirmation email.



7. Open the confirmation email and follow the instructions. You will;
  - a. Click a confirmation link;
  - b. Choose security questions; and
  - c. Confirm a password.
8. Go to [www.iowagrants.gov](http://www.iowagrants.gov) and into your account with your new username and password to finish activation.
9. Enter your basic information and select your Program Area of Interest (ARP).
10. Click Register.
11. Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

*If you have any questions regarding these instructions or want additional assistance, please contact Brian Dennis, [Brian.Dennis@iwd.iowa.gov](mailto:Brian.Dennis@iwd.iowa.gov) or 515-725-3666.*