



Workforce Solutions of West Central Texas CHILD CARE INVESTMENTS PARTNERSHIP PROGRAM

REQUEST FOR INFORMATION

Background:

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. Workforce Solutions of West Central Texas Board (Board) may apply for up to \$750,000 as a 100 percent (100%) match for local partner cash donations. The Board desires to identify entities interested in partnering to secure funding to support local projects that improve the quality of child care.

Eligible Partners:

- Eligible partners include private for-profit and private non-profit entities that are in good-standing with the Texas Workforce Commission and are willing to donate cash that is not derived from or used for match in another federal program. More than one partner may donate funds for a single project.
- For-profit entities may make a donation of funds through a non-profit organization and still qualify as long as there is documentation of the intent that the passed-through donation is used for an eligible project.

Project Overview:

Projects must support improvement of the quality of early childhood efforts in the 19-county West Central Texas region, which consists of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor and Throckmorton. Donations must be submitted to the Texas Workforce Commission, who will certify the donation amount and return donated funds along with a one dollar (\$1.00) to one dollar (\$1.00) match of federal funds that will be returned to the Board to support implementation of the project. For example, a donation of \$500,000 by one or more local partners will be returned to the Board along with \$500,000 in federal funds, resulting in a \$1,000,000 (one million dollar) investment in the early childhood project. The project length may be between 12 and 18 months with an estimated start date of March 2024.

Allowable Project Activities:

Funds must be used for projects meeting the following requirements:

1. Funds may not be used for direct child care services.
2. Funds must be spent on activities related to one or more of the following areas:

- Home-based child care
- Business Support for child care programs
- Child care worker stipends for retention, education and/or training
- Program Capacity Expansion
- Research studies that support child care quality improvement
- Other Strategic Quality Improvement Activities (subject to approval by Board)

Additional descriptions and examples of each activities may be found on the page after the Interest Form (last page of packet).

3. Funds may not be used to support stand-alone purchases of health and safety items, such as defibrillators, video/computer equipment, shade structures and playground equipment.

Application Process and Timeline:

Process: The Board is issuing a Request for Information to identify interested partners. A small committee will review responses to the RFI and identify partners who will advance to the application phase. Selected partners will be asked to submit a full application. Interested parties are strongly encouraged to review the application documents to gain a better understanding of the project requirements. Questions may be submitted to rfp@workforcesystem.org during the RFI response period.

Timeline:

- Request for Information issued: September 7, 2023
- Informational meeting: Monday, September 18, 2023 at 1:30 p.m. by Zoom at: <https://us02web.zoom.us/j/83196881672>
- **Responses due: Monday, September 25, 2023 by 5 p.m. CST to rfp@workforcesystem.org.**
- Review of responses: September 26 – 29, 2023
- Notification to applicants: Friday, September 29, 2023
- Full application due: Friday, October 27, 2023
- Notification to final partners: Week of November 6 – 10, 2023
- Selected partners work with Board to prepare final application to submit to the Texas Workforce Commission: Must be available during the period of November 6 – 13, 2023.
- Board submits final application to Texas Workforce Commission: No later than Wednesday, November 22, 2023
- Review by Texas Workforce Commission and development of grant agreement: December 2023 – February 2024
- Estimated project start date: March 1, 2024

Application Submission

Parties interested in partnering with the Board must submit the completed Interest Form no later than Monday, September 25, 2023 by 5 p.m. CST to the following email address: rfp@workforcesystem.org

Child Care Investment Partnership Interest Form

1. Applicant Contact Information

1.1 Entity Submitting the Interest Form:

1.2 Address of Entity Submitting Form:

1.3 Name and Title of Designated Contact:

1.4 E-mail address of Designated Contact:

1.5 Telephone Number of Designated Contact:

1.6 Legal status of entity submitting interest form:

For-profit

Non-profit

Other, please describe:

1.7 Name and Title of Authorized Signatory Authority for Interested Partner (if different from Designated Contact) :

2. Amount and source of donated funds:

Total amount and source of donated funds:

List of donor partner(s) (Please identify if non-profit or for-profit):

3. Type of Project:

- Home-based child care
 - Business Support for child care programs
 - Child care worker stipends for retention, education and/or training
 - Program Capacity Expansion
 - Research studies that support child care quality improvement
 - Other Strategic Quality Improvement Activities (subject to approval by Board)
- Please provide short description, if selected other:

4. Project Summary

Provide a brief project summary, including: the project's purpose and goals; primary activities, expected outcomes and estimated start and end date. Note that projects may not exceed 18 months in length. Summary should be no more than three paragraphs.

6. Budget

Please indicate how funds will be used to support project goals. Description should include use of both donor funds and matching federal funds. A detailed budget is not required, but interested partners are encouraged to review the budget workbook for information regarding cost categories, allowable and unallowable costs and any cost limitations.

7. Submission

Completed Interest forms must be returned no later than Monday, September 25, 2023 by 5 p.m. CST via email to: rfp@workforcesystem.org.

Child Care Investments Partnership Project Examples

The following are examples of allowable Child Care Investments Partnership (CCIP) projects:

Family Child Care

- **Invest in home-based child care providers.** This may include paying for professional development; providing access to grants, materials, or business infrastructure for building or supporting a family child care network; or helping improve the quality of care provided in family child care settings.

Business Support

- **Implement strategies that support the business needs of child care providers.** This may include the support or expansion of a shared services alliance, assistance with tax preparation, or business mentoring. The US Chamber of Commerce Foundation has published [case study examples](#) of shared services alliances as part of the [Leading the Way: A Guide for Business Engagement in Early Education](#) tool kit.

Stipends for Retention, Training and/or Education

- **Support projects that incentivize child care worker recruitment, retention, training, or education.** For example, North Dakota Health and Human Services has a [Workforce Retention Stipend](#) program that provides quarterly stipends for up to 18 months. The [T.E.A.C.H.](#) model provides financial support to support further education and provides incentives for continuing employment.

Program Capacity Expansion

- **Provide funding for materials and resources necessary to open new child care facilities or classrooms.** Funds must not revert to the donor's facility or use. For example, funds may be used to support the use of an existing classroom in an independent school district, a religious institution's space currently used only for religious education or child care provided during religious services, an existing facility or classroom for child care open during nontraditional hours, or a current provider space that is repurposed for infant and toddler care. Note: Federal child care regulations at 45 CFR §98.56 prohibit the use of Child Care and Development Fund (CCDF) funds for construction or major building renovations.

Local Child Care Studies

- **Provide funding for locally targeted studies and research.** This may include local needs assessments, supply-demand analysis, or cost-of-quality studies.

Other Quality-Improvement Activities

- Boards may submit applications for other CCDF quality-improvement activities that support the strategic advancement of quality-improvement efforts, subject to review and approval by the Texas Workforce Commission.