



**Michigan Department of Lifelong Education, Advancement, and Potential  
Office of Child Development and Care**

**July 8, 2024**

**Request for Proposal**

**TITLE: Early Childhood Systems Building – Request for Proposals for  
Family Child Care Networks Lead Grant**

**This application packet includes:**

- Introduction
- Grant Purpose
- General Information
- Application Process
- Application Forms

**NATURE OF ACTION REQUESTED: Voluntary**

## SECTION I: INTRODUCTION

The Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) is seeking a partner to administer Family Child Care Networks. This grant will provide funding to support a Family Child Care Network Lead, including oversight of FCCN hubs throughout the state. The grant is funded by the federal Child Care Development Block Grant (CCDBG). The grant will be awarded through a competitive application process. The amount available to fund this grant will be determined by the FY2025 annual state legislative appropriation for systems building activities. To learn more about this work, visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

Information for this grant opportunity including the necessary forms and instructions for completing the application are available online at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Applications must be received at the MiLEAP by **Thursday, August 8, 2024 at 12:00 p.m. EST.** in PDF format with all pages attached in a single email to [MiLEAP-CDC-ADMIN@michigan.gov](mailto:MiLEAP-CDC-ADMIN@michigan.gov).

Questions regarding this grant announcement must be directed via email to [MiLEAP-CDC-ADMIN@michigan.gov](mailto:MiLEAP-CDC-ADMIN@michigan.gov).

## SECTION II: GRANT PURPOSE

The MiLEAP is leading a comprehensive, statewide effort to strengthen local child care systems, including home-based providers. The purpose of this grant is to seek a partner to administer a key part of the supply building effort – Family Child Care Networks. Funding for this grant will support efforts to increase the number of licensed home-based child care programs across the state. The oversight entity will be responsible for the day to day operations of Family Child Care Networks, which will connect and support family child care programs in the delivery of essential services to improve program quality and strengthen family care homes as small businesses.

The purpose of the Child Care Development Block Grant funding in supporting this work is to:

1. Maximize parental choice of safe, healthy and nurturing child care settings through the use of certificates and through grants and contracts, and by providing parents with information about child care programs;
2. Include in their programs a broad range of child care providers, including center-based care, family child care, in-home care, care provided by relatives and sectarian child care providers;
3. Improve the quality and supply of child care and before- and after-school care services that meet applicable requirements and promote healthy child development and learning and family economic stability.

The grant proposal must identify plans to continue funding for existing FCCN hubs and implement new hubs for statewide coverage, including technical assistance, professional development, and learning cohorts to enhance implementation of FCCN hubs. The grantee will review FCCN evaluation report and recommendations with MiLEAP to identify additional areas of focus for FCCN hubs. In addition, the grant proposal must include plans to oversee and support Family Child Care Network hubs in their scope of work:

- Provide tangible business and financial support that promotes solutions and sustainability
- Offer tools and training to increase capacity and enhance quality practices
- Create business owner connections to share effective practices and promote wellbeing

MiLEAP and the applicant will partner to maximize the impact of these investments and provide support to the early care and education field along the way:

<b>Task</b>	<b>Applicant Will</b>	<b>MiLEAP Will</b>
Provide oversight of Family Child Care Network hubs	Continue funding with current FCCN hubs and bid as necessary to create new FCCN hubs for statewide coverage.	Review SRC evaluation recommendations to determine next steps with lead entity.

	Work with MiLEAP to implement SRC evaluation improvement recommendations.	Approve final grant criteria and funding priorities.
Provide technical assistance and professional development on the successful implementation of FCCN hubs	Provide TA to grantees and professional development opportunities to ensure successful implementation.	Work with the applicant to ensure grants are allowable under federal rules and regulation.
Provide opportunities for entities awarded grants to engage in learning cohorts to enhance implementation of FCCN hubs	Create cohorts and support facilitated assistance to enhance implementation of FCCN hubs across the state.	Work with the applicant to ensure grantees meet federal requirements.
Provide monitoring and oversight of FCCN hubs that are awarded funds to ensure grant funds are used appropriately	Create monitoring and oversight plan.	Work with the applicant to ensure grantees meet federal requirements.
Collect data and provide reports on the implementation, participation, and expansion of the early childhood workforce through a FCCN hub	Support grantees in reporting on spending. Provide a summary report documenting impact of FCCN hubs.	Partner to comply to state and federal reporting requirements. Partner to document impact.
Partner (as requested) with the MiLEAP to implement home-based PreK contracts if funding becomes available.	Partner (as requested) with the MiLEAP to implement home-based PreK contracts if funding becomes available.  Serve as primary contact with FCCN hubs for implementation if funding becomes available.	Work with the FCCN Lead to approve model and implementation plan for home-based PreK agreements with providers if funding becomes available.
Early Childhood Systems Building Implementation Team	Participate as part of the Early Childhood Systems Building Implementation Team at frequency TBD by MiLEAP	Lead the Early Childhood Systems Building Implementation Team

## **MiLEAP STRATEGIC GOALS**

This grant supports the strategic goals of the Michigan Department of Lifelong Education, Advancement, and Potential to prioritize education from preschool through postsecondary with a focus on preparing children for kindergarten. This grant further aligns with MiLEAP's goals of ensuring that all young children meet their developmental milestones and enter kindergarten with the tools and ability to succeed in school.

## **GRANT RANGE AND FUNDING LIMIT**

MiLEAP has determined the appropriate length of this grant award to be a five-year period, with the option of up to five one-year grant extensions. Continuation of funding will be available contingent on successful implementation of the project if federal funds are available. Throughout the duration of the funding award, successful projects will be required to submit continuation applications and budgets for subsequent years. Award of funds for continuation of a multiple-year grant will depend upon considerations which include, but are not limited to, the results of an annual evaluation of the work and grantee's performance, the availability of funds, and the submission and acceptance of a continuation proposal.

Actual grant awards for FY2025 are contingent upon the MiLEAP receiving sufficient federal funding and state appropriation. In addition, the state legislature has the prerogative to make changes in the state budget during the fiscal year. **An estimated award is not an actual award and does not constitute any binding agreement on behalf of the MiLEAP. The MiLEAP is not responsible for any costs incurred prior to the start of an actual or final grant award period.** The FCCN Lead grantee will submit a statement of expenditures monthly as the grant claim. Payments will be made by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) on a reimbursement basis for actual agreement expenditures incurred during the award period. Funding for the FCCN hubs will begin October 1, 2024.

## **TARGET POPULATION TO BE SERVED**

Target population served includes local communities directly involved or indirectly impacted by early child care systems, including employers, parents, children, and providers.

## **ELIGIBLE APPLICANTS TO ADMINISTER THE FUND**

Eligible applicants are public or private for-profit or nonprofit legal entities or agencies that can demonstrate the capacity and ability to oversee and support Family Child Care Networks across the state utilizing a framework identified by the Michigan Department of Lifelong Education, Advancement, and Potential.

## **STATUTE**

The Child Care Development Block Grant (CCDBG) final rule is being issued under the authority granted to the Secretary of Health and Human Services by the CCDBG Act of 1990, as amended ([42 U.S.C. 9857](#), *et seq.*), and section 418 of the Social Security Act ([42 U.S.C. 618](#)).

45 CFR Parts 98 and 99.

## **GRANT TIMELINE**

The FCCN Lead will be funded by federal Child Care Development Fund (CCDF) dollars. These funds will be obligated by fiscal year, with the first year of the grant beginning October 1, 2024 with all funds liquidated by September 30, 2025.

After the grant is awarded, the applicant shall create a scope of work that proposes a timeline for all activities of the grant, including grant development, grant awards, professional development, technical assistance, and monitoring. In addition, a final budget will be agreed upon by the grantee and MiLEAP CDC staff. Final timelines shall be established in consultation with MiLEAP and shall ensure the state meets federal spending requirements.

## **SECTION III: GENERAL INFORMATION**

### **ACKNOWLEDGMENT**

All publications including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement: "These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential using Child Care Development Funds (CCDF)."

### **RELEASE OF INFORMATION**

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

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

### **DISCLOSURE**

After MiLEAP awards a grant, all information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This act provides for complete disclosure of grant agreements and attachments.

### **NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW**

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

## **AMERICANS WITH DISABILITIES ACT**

MiLEAP is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact MiLEAP for assistance.

## **PAYMENT SCHEDULE**

Payments will be made on a mutually agreeable schedule negotiated by the state and the applicant after a scope of work and budget is agreed upon. The grantee will claim award reimbursement in NexSys – Next Generation Grant, Application and Cash Management.

## **FINANCIAL REPORTING**

Statement Of Expenditures (SOE's) are submitted on a monthly basis, no later than the date agreed upon between the grantee and MiLEAP CDC staff. Under special circumstances, as determined by CDC to be appropriate and necessary, special SOE's may be submitted on a more frequent basis. The statement for the final month of this Agreement must be filed no later than 15 business days after the close of that month to meet closing deadlines.

## **PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES**

A grant recipient under this section shall administer Family Child Care Network hub grants as agreed upon in a final grant agreement that will include an annual statement of work and budget based on available funding. The entity receiving funds to implement the program at a minimum shall report to the MiLEAP on the status of implementation on a monthly basis. This includes, but is not limited to, the status of the FCCN hubs, report on progress of FCCN hubs, training and technical assistance being provided, and monitoring activities including status of funding.

- The grantee will carry out the terms of the grant in coordination with the CDC program office.
- The grantee's lead will meet with the grant manager, via telephone, face-to-face on site or in Lansing, for the purpose of reviewing progress and providing necessary guidance to the grantee in resolving problems which may arise.
- With the initiation of the work under the grant, the grantee will provide written program progress reports as requested by the CDC program office.
- The grantee will submit a final report at the end of the fiscal year for review by the CDC program office.
- By July 1 of each year funded, the grantee will submit an estimated **spending plan** in the format provided by MiLEAP.
- Within 30 business days following MiLEAP payment of the final expenditure, or no later than 60 business days after the ending date of the grant, whichever is earlier, the grantee will submit a final financial report in the format provided by MiLEAP.

## **SCOPE OF WORK**

The selected grantee will be required to submit a scope of work that includes the name and contact information of the project manager, detailed description of activities, a list of deliverables, and timeline for performance targets, SOEs, and reports.

## **MONITORING PLAN AND PERFORMANCE REPORTING**

Embedded in an outcome-based accountability system (as required by CCDF), MiLEAP CDC has developed a monitoring plan that will ensure successful execution of the scope of work and will support our collective achievement of identified performance metrics. This results-based accountability framework will also help to ensure that grant resources are maximized and targeted toward the attainment and completion of identified goals and activities. The monitoring plan will be provided to the selected grantee as part of a grant agreement.

- Michigan's CCDF Monitoring Plan includes two main components: monitoring and reporting; and data and performance.
- MiLEAP CDC program office will monitor grantees utilizing the three accountability elements—project plans, progress monitoring meetings, and reporting—as key mechanisms for tracking progress and the provision of on-going support.
- As MiLEAP CDC program office is ultimately responsible for the success of each of the projects, a data-driven, performance-based infrastructure will be utilized to create accountability across projects. This component of the monitoring plan is based on the following four accountability framework elements: strategies for fostering accountability; performance metrics; reporting and tracking; and performance-based agreements.
- MiLEAP CDC program office has an individualized monitoring plan and schedule that ensures MiLEAP CDC program office has regular opportunities to gauge progress, provide feedback, and engage in discussion about upcoming deliverables and performance targets. Key contact personnel will be identified within both MiLEAP CDC program office and the grantee organization to facilitate coordination of the grant. Project budgets will also be evaluated consistently with the understanding that payments will be delivered based on demonstrated progress toward delivery of agreed upon milestones and deliverables. Either MiLEAP CDC program office or the grantee may propose amendments to the monitoring plan, but both parties must agree to the proposed changes.
- The grantee will also be part of the Early Childhood Systems Building Implementation Team and meet with other lead grantees and MiLEAP leadership on a regular basis throughout this project. The goal of the Implementation Team meetings is to coordinate primary stakeholders to facilitate input, oversee implementation across projects, and ensure success of each key partner.

Performance monitoring will result in one or more of several possible outcomes:

- The monitoring will not identify any concerns; and/or
- The monitoring will identify concerns of a minor nature resulting in requirements for the grantee to modify existing project plans or expenditure processes; and/or
- The monitoring will identify substantial concerns resulting in a monitoring report and possible MiLEAP CDC response of financial penalties if satisfactory corrective action is not taken within 30 days.

## **ASSURANCES AND CERTIFICATIONS**

### **ASSURANCE REGARDING SANCTIONS AGAINST IRAN LINKED BUSINESSES**

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

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

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential."

### **ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM REQUIREMENTS**

Grantee agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Lifelong Education, Advancement, and Potential may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

### **COMPLIANCE WITH APPLICABLE LAWS**

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



#### ANTI-LOBBYING ACT

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

#### NON-DISCRIMINATION

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

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

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

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

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

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

### PROHIBITION AGAINST USING FUNDS TO SUPPORT RELIGIOUS ACTIVITIES

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

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

### DEBARMENT AND SUSPENSION

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

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the Grantee.
- ii. Have not, within a three-year period preceding this Agreement, been convicted of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- iii. Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (federal, state, or local) with commission of any offense enumerated in section 2, and.
- iv. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

#### FEDERAL REQUIREMENTS: PRO-CHILDREN ACT

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

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

#### HATCH POLITICAL ACTIVITY AND INTERGOVERNMENTAL PERSONNEL ACT

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

#### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

- i. The Grantee must not share any protected health data or information provided by MiLEAP/CDC that falls within HIPAA requirements except to a

subcontractor as appropriate under this Agreement.

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

#### SUPPLEMENT/NON-SUPPLANT

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

#### SPECIFIC PROGRAM ASSURANCES

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

- The grant award is approved and is not assignable to a third party without specific approval.
- Funds shall be expended in conformity with the budget. Line-item changes and other deviations from the budget as attached to this grant agreement must have approval from the MiLEAP, Child Development and Care office.
- MiLEAP is not liable for any costs incurred by the grantee prior to the issuance of the grant award or after the grant award ends.
- MiLEAP must approve budget amendments or scope of work changes prior to implementation by the grantee.

- Payments, records, and financial statements made to individual subrecipients under the provision of this grant will be made accessible and are subject to audit by the grantor in compliance with the six year record retention policy.
- Recipient shall comply with all reporting requirements and due dates.
- Recipient acknowledges the program may be selected to participate in national, regional and/or state-wide data collection efforts.
- Recipient shall comply with financial management requirements in compliance with Uniform Guidance ([eCFR: 2 CFR 200.302 -- Financial management](#)), including:
  - Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source document.
  - Comparison of expenditures with budget amounts for each Federal award.

## SECTION IV: APPLICATION PROCESS

### PRE-PROPOSAL WEBINAR

A pre-proposal webinar will be held **July 8, 2024 from 10:00 a.m. until 11:30 a.m. EST**. The link for the webinar will be available at: [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

The purpose of this webinar is to discuss general competitive grant information, as well as details about the FCCN Lead grant and FCCN hub requirements. It will also provide an opportunity to allow potential applicants to ask questions related to the application and implementation process. CDC staff will be available to provide technical assistance as needed prior to the submission date. There is no charge for this technical assistance.

This pre-proposal webinar is for information only. CDC retains the right to make modifications to this announcement, if it is necessary, to comply with laws or ensure a clearer understanding of its content.

Questions submitted during the webinar presentation on **July 8, 2024**, as well as questions submitted following the webinar via email will be compiled with answers and available to participants here: [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Questions submitted after **July 15, 2024** at 12 p.m. EST will be not answered. The FAQ will be published by **July 17, 2024** at 12 p.m. EST to assist with proposal completion.

### APPLICATION SUBMISSION

Completed applications must be submitted via email to [MiLEAP-CDC-ADMIN@michigan.gov](mailto:MiLEAP-CDC-ADMIN@michigan.gov) on or before 12:00 p.m. EST on **August 8, 2024**. Failure to complete submission will result in a NULL (voided) application.

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

Questions regarding electronic application submission should be directed to the Office of Child Development and Care at [MiLEAP-CDC-ADMIN@michigan.gov](mailto:MiLEAP-CDC-ADMIN@michigan.gov).

Technical assistance regarding application submission will be addressed through **12:00 p.m. EST on August 1, 2024**. No additional assistance will be provided after the 12:00 p.m. deadline.

**REVIEW PROCESS**

The administrative completeness and eligibility of applications will be verified by staff of the MiLEAP CDC. Proposals will then be reviewed and scored by a panel of reviewers. Award selection will be based on merit and quality, as determined by points awarded for the review criteria section and all relevant information (see “Review Criteria”). Only those applications that meet all the identified criteria and are in compliance with submission requirements will be considered for funding.

The award will be subject to approval by the State Administrative Board. All applicants will be notified in writing of the State Administrative Board’s action.

**REVIEW CRITERIA**

The following application rubric will be used as a rating instrument in the review process. **The application maximum score is 100 points.** Applicants with an application score below **80 points** will not be recommended for funding.

**Family Child Care Network Lead Grant Scoring Rubric**

<b>OVERALL POINTS AVAILABLE</b>	<b>POINTS REQUIRED FOR FUNDING RECOMMENDATION</b>
100	80

<b>CRITERIA</b>	<b>TOTAL POINTS AVAILABLE</b>	<b>TOTAL POINTS AWARDED</b>
<b>Narrative Proposal</b>	60	
<b>Application Process</b>	10	
<b>Quality of Personnel</b>	10	
<b>Budget</b>	20	
<b>Overall Total Points Awarded</b>		

## **Family Child Care Network Lead Grant Scoring Rubric**

### **Narrative Proposal**

(60 POINTS)

Applicant will have a maximum of no more than 20 pages to detail their ability to implement the following:

- Provide technical assistance to grantees and professional development plan to ensure successful implementation
  - Examples may include: strategies and methods to provide technical assistance to grantees, strategies and methods for engagement of partners, opportunities for professional development, experience/background engaging partners in discussions around strategic planning and sustainability goals
- Create cohorts and support facilitated assistance to enhance implementation of FCCN hubs across the state
  - Examples may include: background/experience implementing and facilitating learning cohorts, strategies and methods for supporting information-sharing and building strong partnerships
- Create monitoring and oversight plan
  - Examples may include: strategies or methods utilized to monitor the contract, strategies and methods employed for areas out of compliance, strategies and methods for problem solving grantees barriers to achieving facility goals, techniques for updating and modifying action plans to align with grant goals
- Support grantees in reporting on spending. Provide a summary report documenting impact of FCCN hubs
  - Examples may include: process for communicating clear reporting expectations and guidelines, process for reviewing and updating fiscal policies and procedures and educating grantees on requirements for funding, methods and strategies for monitoring grantees for following financial policies and procedures, experience preparing summary reports including documentation of expected and achieved outcomes with supporting data
- Partner (as requested) with the MiLEAP to implement home-based PreK contracts if funding becomes available
  - Examples may include: background/experience with contract management, processes or methods for implementing and overseeing contract agreements
- Participate as part of the Implementation Team led by MiLEAP
  - Examples may include: previous participation in state leadership meetings, commitment to community partnerships and collaboration, attesting to importance of regular communication and meetings for systems building efforts

Not Recommended for Funding (0-4 points per box)	Recommended for Funding (5-7 points per box)	Highly Recommended for Funding (8-10 points per box)
The application:	The application:	The application:
does not include a plan for providing technical assistance and professional development to grantees to ensure successful implementation	includes a partial or general plan without examples for providing technical assistance and professional development to grantees to ensure successful implementation	includes a full, detailed plan with examples for providing technical assistance and professional development to grantees to ensure successful implementation
does not include a plan to implement and facilitate a learning cohort opportunity for information-sharing and building strong partnerships	includes a partial plan to implement and facilitate a learning cohort opportunity for information-sharing and building strong partnerships, without examples of how to ensure this is successful	includes a full, detailed plan to implement and facilitate a learning cohort opportunity for information-sharing and building strong partnerships, with examples of how to ensure this is successful
does not include a grantee monitoring and oversight plan for supporting grantees achievement of goals outlined in statement of work	includes a partial grantee monitoring and oversight plan for supporting grantees achievement of goals outlined in statement of work	includes a full grantee monitoring and oversight plan for supporting grantees achievement of goals outlined in statement of work
does not include a plan for monitoring appropriate spending of federal funding and supporting reporting of progress toward goals to document the impact of FCCN hubs	includes a partial plan without examples for monitoring appropriate spending of federal funding and supporting reporting of progress toward goals to document the impact of FCCN hubs	includes a fully developed plan with examples for monitoring appropriate spending of federal funding and supporting reporting of progress toward goals to document the impact of FCCN hubs
does not include a plan to partner with MiLEAP as requested to implement home-based	includes a partial plan to partner with MiLEAP as requested to implement home-based PreK	includes a full plan to partner with MiLEAP as requested to implement home-based PreK



PreK contracts if funding becomes available	contracts if funding becomes available	contracts if funding becomes available
does not include acknowledgment or confirmation of willingness to attend Implementation Team meetings	includes confirmation of willingness to attend Implementation Team meetings without demonstrating full engagement in the partnership with MiLEAP	includes a statement of commitment to participating in Implementation Team meetings and willingness to fully engage in the partnership with MiLEAP

**Application Process**

(10 POINTS)

Applicant will have a maximum of no more than five pages to describe in detail how they propose to recruit provider applicants, create the application process, and recommend funding to ensure appropriate utilization of federal funding. The proposal should include information related to the following:

- Experience and background that would allow them to continue funding for current FCCN hubs and bid as necessary to create new FCCN hubs for statewide coverage, including working with MiLEAP to implement SRC pilot recommendations
  - Examples may include: previous management of a performance-based contract, details of what role your agency/entity played, methods utilized to incorporate feedback into grant proposal process, strategies and methods to solicit applications and provide technical assistance to prospective grantees, background/experience working with hubs or other entities focused on family-based child care
- Develop and implement the grant application, develop and implement a process to award grants
  - Examples may include: previous evaluation of grant applications, strategies and methods for evaluation of grant criteria and how this will be applied to applications, detailed process for awarding grants ensuring appropriate utilization of federal funding

Not Recommended for Funding (0-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The application:	The application:	The application:
does not provide detail on provider recruitment, application process or providing technical assistance	describes one-two opportunities for provider recruitment, identifies application process, and provides one-two strategies for providing	describes multiple opportunities for provider recruitment, details application process, and identifies several strategies for providing

	technical assistance to prospective grantees	strong technical assistance to prospective grantees
does not outline process for review of applications, alignment with federal funding requirements, or process for how recommendation will be made for awards	provides general outline of how applications will be reviewed, including alignment with appropriate utilization of federal funding, and process for how recommendations will be made for awards	clearly outlines how applications will be reviewed, including alignment with appropriate utilization of federal funding, and clear process for how recommendations will be made for awards

**Quality of Personnel**

(10 POINTS)

The applicant should identify individuals who will be associated with the project and its implementation. The applicant should address the qualities and qualifications of the individuals.

Not Recommended for Funding (0-4 points)	Recommended for Funding (5-7 points)	Highly Recommended for Funding (8-10 points)
The application:	The application:	The application:
does not designate responsibilities to specific personnel	designates responsibilities to specific personnel and describes personnel qualified to develop, administer, and implement the project	designates responsibilities to specific personnel and describes personnel qualified to develop, administer, and implement the project and personnel have direct experience in early childhood development and partnerships

**Budget**

(20 POINTS)

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete the budget cover sheet, direct, and indirect detail forms identifying expenditures that are allowable under the budget guidelines.

Not Recommended for Funding (0-4 points per box)	Recommended for Funding (5-7 points per box)	Highly Recommended for Funding (8-10 points per box)
The application:	The application:	The application:
does not include complete budget forms	includes budget forms that are incomplete (cover sheet, direct, and indirect forms lacking sufficient detail for completeness)	includes complete budget forms (cover sheet, direct, and indirect details) <b>AND</b> relates expenses to the planned program activities and staffing
includes expenditures that do not relate to the activities <b>OR</b> that are unallowable, unnecessary, or unreasonable	includes expenditures somewhat related to the activities proposed in the plan that are mostly allowable, necessary, and reasonable	includes expenditures related directly to the activities proposed in the plan that are allowable, necessary, and reasonable

**GRANT APPLICATION REVIEWERS**

MiLEAP will designate a panel of reviewers who are knowledgeable of Family Child Care Networks and systems of support to providers, children, and families. To ensure reliable scoring, the panel will be trained prior to reviewing any proposals. Persons involved in the development of a proposal or associated with an applicant or co-applicant submitting a proposal are ineligible to serve on this peer review panel.

**REJECTION OF PROPOSALS**

The MiLEAP reserves the right to reject any and all proposals received as a result of this announcement and will do so if the application does not adhere to eligibility in whole or in part or to negotiate separately with any sources whatsoever to serve the best interests of the State. Additionally, past performance on other grants, demonstrated knowledge of CCDF funding or other relevant factors will be considered when recommendations for the grant award are made to the State Administrative Board.

**APPEAL PROCESS**

The MiLEAP appeal process is available upon request to the MiLEAP, Office of Child Development and Care (CDC), by contacting [MiLEAP-CDC-ADMIN@michigan.gov](mailto:MiLEAP-CDC-ADMIN@michigan.gov).

## SECTION V: APPLICATION FORMS

### **NOTICE OF INTENT TO APPLY (Form A)**

To assist the MiLEAP, CDC staff in planning for technical assistance and review of grants, your organization must submit a Notice of Intent to Apply for this grant no later than **July 12, 2024** at 12:00 p.m. EST. Submission of this form does not obligate the organization to submit an application.

### **APPLICATION COVER PAGE (Form B)**

On the cover page, the organization submitting the application must be fully identified, as well as the contact person for this grant. All boxes must be appropriately completed, including signatures, addresses, telephone numbers, e-mail addresses, and the federal identification number of the applicant organization.

### **ASSURANCES AND CERTIFICATIONS (Form C)**

Assurances and Certifications must be reviewed and validated by signature of the person authorized to execute legally binding Grant Agreements with the State of Michigan.

### **NARRATIVE PROPOSAL (Form D)**

The narrative proposal should be prepared by providing a straightforward, concise description of the applicant's ability to meet the requirements of the grant. Emphasis should be on completeness and clarity of content. Relevant examples should be derived from the last ten (10) years.

Proposals are limited to not more than 25 pages, exclusive of resumes/job descriptions, the budget and other required forms. A proposal longer than 25 pages will result in extra pages removed and not reviewed.

The proposals must be formatted for 8½ x 11 paper, in Verdana font no smaller than 12 font, single spaced, and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable. Any footnotes may be produced in Verdana 10-point font. All pages in the proposal must be numbered. An abstract and table of contents is recommended but not required. An abstract and table of contents is excluded from the 25-page limit.

### **BUDGET SUMMARY (Form E)**

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

Complete the Budget Summary using the form included, or available here: [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Ensure the budget summary addresses all objectives of the proposal. Identify the announcement and your agency, organization, or institution on the budget summary. The awarded applicant will complete a final grant budget in a format requested by the MiLEAP.

The budget summary should identify anticipated expenses for the project being proposed. Federal Uniform guidance can be found at [OMB Uniform Guidance \(2014\) | GRANTS.GOV](#).

Further guidance is available in the PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS.

Use the following information to complete your budget:

**Total Price Bid for Project.** Provide the total request per component, as well as, the total cost for all the proposed activities.

**Independent Price Determination.** Include a statement as follows: “This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled “Independent Price Determination” in Section I of the grant announcement.”

**Budget Categories:**

Personnel:	This category includes salaries and wages of employees of the applicant organization that will be working directly on the project. <a href="#">(Can show examples in a form of positions, rate, time.)</a>
Fringe Benefits:	Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Fringe costs should also include employer contributions required by law such as payroll taxes such as FICA, unemployment, and workers compensation. Fringe does not include federal income taxes, employee portion FICA, or other such costs.
Travel:	Travel costs are expenses incurred by personnel in the performance of project activities. Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Provide rates and multipliers (e.g., miles, days, persons) such that reviewers can see how you arrived at the amounts proposed.  All charges must be consistent with those normally allowed under similar circumstances for non-Federally funded activities and any established travel policies.
Equipment:	Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater.

Supplies:	Supplies are defined in §200.1 as all tangible personal property other than those described in the definition of equipment. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.
Contractual:	Include all contracts and subawards. Per §200.1, a contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award
Other:	This category contains items not included in the previous categories, such as third-party in-kind contributions, tuition remission, rental costs, etc.  This category must be itemized.
Indirect Cost:	A method for covering general and administrative expenses or overhead costs incurred from activities that support multiple programs or the entire business. Use the Indirect Amount Calculator worksheet to illustrate the percentage and total. Universities, private and public agencies, organizations, institutions, or firms must propose not more than 10 percent of the request as indirect costs. Intermediate school districts and local education agencies are limited to the restricted indirect rate established by MiLEAP.  Applicants may propose up to 10% administrative costs to administer the day-to-day operations of FCCN hub grants.

An example of budget categories, definitions, and narratives is available here: [Attachment A - Budget Detail and Narrative template.xlsx \(grants.gov\)](#).

**If necessary, applicants may attach a document of no longer than two (2) pages as a budget narrative to further explain budget items provided in the budget summary spreadsheet.**