



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Submit Grant Application- Economic Development Child Care Grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 min.
Summary of Issue: <p>The Department of Employment and Economic Development (DEED) through it Economic Development Division, is seeking proposals from qualified responders to receive grants to be used to implement solutions to reduce the child care shortage in the state including but not limited to funding for child care business start-ups or expansion, training, facility modifications, direct subsidies or incentives to retain employees, or improvements required for licensing and assistance with licensing and other regulatory requirements.</p> <p>This application is due on September 30, 2021. This application will be reviewed and approved by the County Attorney.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt a resolution for submission of this grant and authorize Jessica Seibert, County Administrator, to accept the grant if awarded and sign all documents pertaining to the grant.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Aitkin County will provide a match of \$50,000. This funding will come from the County FRF Action Plan spending.		

Legally binding agreements must have County Attorney approval prior to submission.

APPLICATION FOR GRANT FUNDING – CHILD CARE ECONOMIC DEVELOPMENT GRANT

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

WHEREAS, The Aitkin County Economic Development Coordinator plans to submit an application requesting a grant amount of \$300,000.

NOW, THEREFORE, BE IT RESOLVED, that Aitkin County approves submission of its application for funding from The Department of Employment and Economic Development (DEED).

BE IT FURTHER RESOLVED, the County certifies authorization to Jessica Seibert, County Administrator, to accept this grant if awarded and execute the Agreement and all documents pertaining to this grant.

Commissioner XXXXX moved for adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator

FORM 1: COVER SHEET

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

Organization Submitting Proposal:			
1. Organization Name:	Aitkin County Government		
2. Director Name:	Jessica Seibert	3. Contact Name:	Mark Jeffers
4. Telephone:	218-927-7276	5. Telephone:	218-513-6188
6. Email:	Jessica.seibert@co.aitkin.mn.us	7. Email:	Mark.jeffers@co.aitkin.mn.us
8. Organization Website:	Co.aitkin.mn.us		
9. Full Address: 307 2nd Street NW, Aitkin, MN 56431		10. Full Address: 307 2nd Street NW, Aitkin, MN 56431	
11. Federal Tax ID: (required)	CLK7L6F3AM63	12. Minnesota Tax ID: (required)	41-6005749
13. DUNS Number: (required)	047464805	14. SWIFT Vendor ID: (if known)	0000197275
Proposal Information:			
15. Proposal Name:	Aitkin County Child Care Development Grants		
16. Proposal Summary:	Aitkin County plans to establish a Child Care development grant for residents who are building a Child Care facility or expanding their current business. Expansion grants can be for construction or staffing additions, to aid in increasing the allowable children in the Child Care Business.		
17. Geographic Area Served by Project:	Aitkin County, MN. Cities of Aitkin, McGregor and Tamarack		
18. Targeted Communities Served:	Serving all of Aitkin County, specifically the Cities of Aitkin, McGregor and Tamarack		
19. Total Amount of DEED Funds Requested:	\$300,000.00		
20. Total Amount of Matching Funds Committed:	\$50,000 and \$50,000 in kind		

Executive Summary

Increased access to child care in Aitkin County is a critical need. Currently there is only one Child Care Center Facility in the entire County. This is located in the City of Aitkin. This location is not centrally located in the County and can only offer a benefit to local residents of the City. There are currently 20 active At Home Child Care Facilities in Aitkin County: Hill City = 1, McGregor = 5, Malmo = 2 and Aitkin Area = 12. All child care facilities are at their maximum and all have waiting lists. Having quality child care providers in our area has an impact on local unemployment rates, the self-sufficiency of our families and the attractiveness of our area to young families. Aitkin County is applying for \$300,000 in funding, with a County cash match of \$50,000.

To further understand the shortage of available Child Care Provider Businesses in Aitkin County, the total amount of child care slots is 240 children. The population of Aitkin County is 15,488. The current population for children under 14 is 2119 children. This allows Child Care Providers to offer slots to only 21% of the County child population. Aitkin County is in critical need of additional child care slots, to keep residents working and remaining in our community. Due to the lack of available Child Care Center Facilities and At Home Child Care options, many young families are forced to stay home with children instead of utilizing the child care businesses and remaining in the workforce.

Aitkin County currently has a need for 101 additional Child Care slots in the County, with an estimated 86 additional child care slot needs in 2022-2023.

Aitkin County (pop. 15,886) is strategically located between the northern Minnesota urban centers of Brainerd, Grand Rapids and Duluth. Its largest industries are tourism, forest products and agriculture. Aitkin County has excellent public schools, well-developed highway systems, and world class health care facilities. Long famous for its recreational assets, it boasts an abundance of ATV, snowmobile, river trails and lakes, including Mille Lacs Lake, one of Minnesota's most popular and

In Aitkin County, 18% of children under 18 and 12.2% of all residents in Aitkin County are living in poverty. The poverty rate of children under 18 is 1.5 times the rate of the State Minnesota (12%). The poverty rate of all residents living in Aitkin County is 2.5 times the rate of the State of Minnesota (9.7%).

The Aitkin County Child Care Economic Development Grant Program is a 4 tiered (categories of funding) approach to our critical situation.

- I. Tier I grants will be made available to existing Child Care Center Facilities and At Home Child Care Businesses to assist them with physical equipment and infrastructure improvements to improve their Child Care Assistance Program (CCAP) quality provider status, allowing for more children in their facilities. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses.
- II. Tier II grants will be awarded for the purpose of aiding in training for assistant Child Care workers for their facilities. This will also improve their CCAP quality provider status, allowing for more children in their facilities. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses
- III. Tier III grants will be awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses
- IV. Tier IV grants will be awarded to start-up Child Care Providers, opening new Child Care Centers and/or At Home Child Care Businesses in outer areas of Aitkin County. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses.

are processed.

Child Care Economic Development Grants	Start Date	Complete	Year 2021				Year 2022																					
			S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D										
Overall Timeline for Project:	Nov-21	Dec-22																										
Individual Milestones for Project:																												
Grant Award	Oct-21																											
County Grant Application- Equipment	Nov-21	Dec-21																										
County Grant Application- Training Funding	Nov-21	Dec-21																										
County Grant Application- Licensing Fees	Nov-21	Dec-21																										
County Grant Application- start up funding	Nov-21	Dec-21																										
Grant Applications reviewed	Jan-22	Mar-22																										
County Grants Awarded	Feb-22	Apr-22																										
Funding Awarded	Feb-22	Apr-22																										
Monthly request for reimbursement	Feb-22	Jun-22																										
Proof of Work Complete	Aug-22	Oct-22																										
Grant monitoring and audit complete	Nov-22	Dec-22																										

The following State criteria must be met for eligibility:

- The Child Care business must have a physical establishment in Aitkin County
- The Child Care business must have a current active license or in the process of completing the license.
- No current tax liens with the Secretary of State.
- A Business must be current on their property taxes as of March 31, 2021 or any other obligations to Aitkin County.
- A Business must submit a full application with signatures and complete the attached W-9 Form. Submittal of a completed application does not guarantee funding.

A Business owner agrees that by signing and submitting the Aitkin County Child Care Economic Development application they will be subject to a random audit by Aitkin County for accuracy in information requested. They also agree to provide additional documentation that may be requested by Aitkin County or their representative to determine eligibility and award amount or to complete an audit of funds awarded. If it is determined that false or misleading information is provided on the Aitkin County Child Care Economic Development application, the Business will be required to repay Aitkin County the entire grant amount.

- Maximum Grant amount is \$30,000.00 based upon need and funds available.

2. Address: _____
3. Business Phone #: _____
4. Best Daytime Phone #: _____
5. Email Address: _____
6. Name of Person responsible for this application and information provided: _____
7. Federal Tax ID# or SSN#: _____
8. State of MN Business Tax ID#: _____
9. NAICS Code: _____
10. Number of current Full Time or Full Time equivalent employees: _____
11. Number of current Part Time employees: _____
12. Month/Year you took ownership of business: _____
13. Is your business located in Aitkin County? Yes No
14. Is your business minority-owned? Yes No
15. Is your business women-owned? Yes No
16. Do you certify that you will continue to own and operate this business through December 31, 2023?
 Yes No
17. Is your business open to Child Care after regular business hours? Yes No
18. Do you have any liens with the MN Secretary of State? Yes No
19. Were business property taxes paid in full as of March 31, 2020? Yes No

Aitkin County Economic Development Child Care Grant Application

AUTHORIZATION FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS

1. The Applicant shall hold Aitkin County, MN, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the 2022 Aitkin County Child Care Economic Development Grant Program or its Application (Grant Application), including but not limited to, any legal or actual violations of any State or Federal laws.

2. The Applicant recognizes and agrees that Aitkin County retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.

3. The Applicant acknowledges that they have read the 2022 Aitkin County Child Care Economic Development Grant Program eligibility requirements and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses. Applicant is exclusively responsible for the lawful use of any funds awarded under the 2022 Aitkin County Child Care Economic Development Grant Program.

4. The Applicant acknowledges that they understand data submitted in relation to this application will become government data and is subject to federal and state data laws. Some of the data may be considered private or nonpublic prior to the award of financial assistance, while some limited data may be considered private or nonpublic even following the award. The County will not publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. §13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order. You can refuse to supply any or all of the requested information, which you are not legally required to provide.

5. A recipient found to have misrepresented themselves or their business is responsible for repaying funds to the Aitkin County.

6. Additional acknowledgements.

I acknowledge that Aitkin County retains final authority to determine if a business or nonprofit is eligible for funding, whether to approve a grant and the final grant amount. Aitkin County reserves the right to reduce grant award amounts if the total requests exceed available funding.

I acknowledge that Aitkin County has the right to verify any information contained in this application. Additional information and documentation may be requested at a later date. Failure to provide the information required may result in ineligibility for grant program or repayment of the funds. I agree to provide Aitkin County any documentation needed to complete an audit of funds awarded. Should Aitkin

in Aitkin County, responding to our request to learn the need to the Child Care Facility. Aitkin County will continue to work directly with private-sector business owners and potential business owners to increase the number of quality Child Care slots for our County.

Due to the 18% of children under 18 and 12.2% of all residents in Aitkin County living in poverty, Aitkin County qualifies for a waiver for matching funds. The poverty rate of children under 18 is 1.5 times the rate of the State Minnesota (12%). The poverty rate of all residents living in Aitkin County is 2.5 times the rate of the State of Minnesota (9.7%). Because of the importance of this project, Aitkin County is committing a cash contribution of \$50,000 and \$50,000 in kind contribution, to increase the available funding for this critical program.

<https://censusreporter.org/profiles/05000US27001-aitkin-county-mn/>

Assessment and Evaluation

Assessment and Evaluation of the Aitkin County Economic Development Child Care Grant is led by the Aitkin County Economic Development Committee, with final approval through the Aitkin County Board of Commissioners.

3. Tier III: Grant awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses.

- 30 pts = Business Plan and Project Scope
- 30 pts = Explanation of how funding for fees and operational costs will allow and establish additional FTE child care providers or PT Licensed Helpers to increase child care slots in existing child care providers
- 30 pts = Explanation of how the hours of operation will be positively affected by allowing after hours child care.
- 10 pts = Child Care Provider commitment to remain active in the business for no less than 5 years, in Aitkin County.

** Special consideration will be given to all applicants who are minority-owned businesses or women-owned businesses.

4. Tier IV: Grant awarded to start-up Child Care Center Facilities and At Home Child Care Businesses opening new facilities in outer areas of Aitkin County.

- 30 pts = Business Plan and Project Scope
- 30 pts = Explanation of how funding for start-up (building) and operational costs will allow and establish additional FTE child care providers or PT Licensed Helpers to increase child care slots in child care providers.
- 30 pts = Explanation of how the hours of operation will be positively affected by allowing after hours child care.
- 10 pts = Child Care Provider commitment to remain active in the business for no less than 5 years, in Aitkin County.

Currently Kathleen holds the position of CFO with Aitkin County. Kathleen holds a bachelor's degree from St. Cloud State University, majoring in finance. Kathleen serves on the following, Chair of the Economic Development River Trails Committee and Chair of the Board of Directors for Riverwood Healthcare Center. Kathleen attended the Blandin Community Leadership Program in 2019.

Aitkin County Health and Human Services Director | Cynthia Bennett. Cynthia has served in local government for 20+ years. She holds a bachelor's degree from the College of St Scholastica, majoring in nursing. Cynthia has a certificate in Community and Public Health Nursing, Public Health Emergency Preparedness, Response and Recovery, and the John Maxwell Leadership Training. Cynthia is a member of the MN Association of County Social Services Administrators, The Local Public Health Association, and the Association of MN Counties. She has served her community through volunteering in a number of ways including membership on various non-profit boards, Blandin Foundation Leadership events and other community initiatives.

Social Services Supervisor | Jessi Schultz is the Child and Family Services Supervisor and has been employed with Aitkin County for 17+ years. Jessi holds a Master's Degree in Social Work from University of North Dakota and a Bachelor's Degree in Social Work and Psychology from Minnesota State University Moorhead. Jessie serves on the following, Chair of the Child Abuse Prevention Council and Member of the Aitkin County Sobriety Court Team.

Licensor, Social Worker | Brenda Butterfield is currently working as a Licensor for Aitkin County and licenses childcare homes, child foster care homes, adult foster care homes and community residential services homes. She has been employed with Aitkin County Health and Human Services since 1999. She holds a Bachelor's Degree in Organizational Behavior from St. Scholastica. She also has an Associates of

- a. \$65,000 available for grants.
3. Tier III: Grant awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses.
- a. \$10,000 available for grants.
4. Tier IV: Grant awarded to start-up Child Care Center Facilities and At Home Child Care Businesses opening new facilities in outer areas of Aitkin County.
- a. \$125,000 available for grants.

Aitkin County Economic Development Child Care Grant	\$	350,000
Sum of Projects	\$	350,000
	\$	-

Category	Project	\$ Amount
Tier 1 (Equipment and Infrastructure Improvement)		\$ 150,000
	Grants for existing business improvement	\$ 150,000
Tier II (Training)		\$ 65,000
	Training Programs to increase qualified staff	\$ 65,000
Tier III (Licensing Fees)		\$ 19,800
	Licensing Fees to ease burden in order to increase qualified staff	\$ 19,800
Tier IV (New Start-Up)		\$ 110,000
	Start- Up Grants	\$ 110,000
Administrative Fees		\$ 5,200

4. Tier IV: Grant awarded to start-up Child Care Providers, opening new facilities in outer areas of Aitkin County.

a. \$125,000 available for grants.

Aitkin County Economic Development Child Care Grant	\$	350,000
Sum of Projects	\$	350,000
	\$	-

Category	Project	\$ Amount
Tier 1 (Equipment and Infrastructure Improvement)		\$ 150,000
	Grants for existing business improvement	\$ 150,000
Tier II (Training)		\$ 65,000
	Training Programs to increase qualified staff	\$ 65,000
Tier III (Licensing Fees)		\$ 19,800
	Licensing Fees to ease burden in order to increase qualified staff	\$ 19,800
Tier IV (New Start-Up)		\$ 110,000
	Start- Up Grants	\$ 110,000
Administrative Fees		\$ 5,200

Project Funding Sources

List the sources of funding, and the status of the funding. Points will only be awarded for committed sources of funding. The total under sources should be equal to the total under uses.

Funding Source	Type of Funding (state grant, cash or in-kind)	Amount
DEED CCED Grant	State Funds	\$300,000
Aitkin County Match Dollars		\$50,000

FORM 3: PERFORMANCE REPORTING FORM

Organization Name	Aitkin County
Organization Contact Name	Mark Jeffers
Organization Contact Email	Mark.jeffers@co.aitkin.mn.us
Funding Source	Child Care Economic Development Program
Project State Date	01-01-22
Quarterly Reporting Period (ex: Q1 2021)	Q1 2022
Reporting Period Start Date	01-01-22
Reporting Period End Date	12-31-22

Performance Measures	Quarterly Total [Enter Quarter]*	Project Total (Actual)	Project Total (Projected)	% to Goal
Number of family childcare providers served:	20			
Number of childcare center providers served:	2			
Number of childcare worker jobs created:	10-12			
Number of childcare worker jobs retained:	10			
Number of new licensed child slots created (Infants)	12			
Number of new licensed childcare slots created (toddler)	40			
Number of new licensed childcare slots created (preschooler)	40			
Number of new licensed childcare slots created (school age)	8			
Number of new licensed childcare slots created (Total):	100			
Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m.):	20%			
Total state grant funds per new licensed child slots created	\$3,000			

FORM 5: CONFLICT OF INTEREST DISCLOSURE

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making effective date 1/1/21](#) and to disclose any conflicts of interest accordingly.

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

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

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

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

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

Printed name: Jessica Seibert

Signature:

Organization: Aitkin County

Date: