



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: August 23, 2022

Title of Item: DEED Child Care Grant: Approval to submit grant application

| | | |
|--|--|---|
| <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) <small>*provide copy of hearing notice that was published</small> | <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 minutes |
| Summary of Issue: <p>Staff has identified a grant opportunity to support new child care development facilities in Aitkin County.</p> <p>DEED, through its Economic Development Division, is offering grants designed to support and implement solutions to reduce the childcare shortage in the state, including but not limited to funding for child care business start-ups or expansion, training, facility modifications or incentives to retain employees.</p> <p>The grant funding request is \$209,000 with County match funding (\$50,000 cash and \$15,000 in kind with matching waiver) already received for the Aitkin County Child Care Facilities Grant through ARPA funding.</p> <p>The Economic Development staff requests approval to submit this grant application.</p> | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Adopt attached resolution for submission of DEED Childcare Economic Development Grant. | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> | | |

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

By Commissioner: xx

20220614-xxx

DEED Childcare Economic Development Grant Submission

WHEREAS, Aitkin County Economic Development Coordinator has identified a grant opportunity to support new child care development facilities in Aitkin County, AND

WHEREAS, that the Aitkin County Economic Development Coordinator intends to submit an application requesting a grant amount of \$274,000; AND

WHEREAS, that Aitkin County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; AND

NOW, THEREFORE BE IT RESOLVED that Mark Jeffers, Economic Development Coordinator is hereby authorized to apply to the DEED Childcare Economic Development Grant for funding on behalf of Aitkin County.

BE IT FURTHER RESOLVED, the County Board of Commissioners certifies Jessica Seibert, County Administrator and Mark Jeffers, Economic Development Coordinator, to accept this grant if awarded and execute the Agreement and all documents pertaining to this grant.

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

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 23rd day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of August 2022

Jessica Seibert
County Administrator



**DEED
CHILDCARE
ECONOMIC
DEVELOPMENT
GRANT**

FORM 1: COVER SHEET

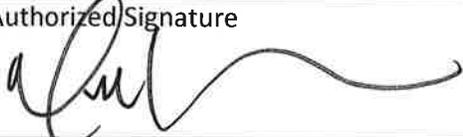
Provide the following information for the organization submitting the proposal and provide estimates on the project outcomes including total number of providers served and new childcare slots created.

| Organization Submitting Proposal: | | | |
|--|--|---|------------------------------|
| 1. Organization Name: | Aitkin County | | |
| 2. Administrator Name: | Jessica Seibert | 3. Contact Name: | Mark Jeffers |
| 4. Telephone: | 218.513.6188 | 5. Telephone: | 218.513.6188 |
| 6. Email: | Mark.jeffers@co.aitkin.mn.us | 7. Email: | Mark.jeffers@co.aitkin.mn.us |
| 8. Organization Website: | www.co.aitkin.mn.us | | |
| 9. Full Address: Aitkin County Government Center, 307 2 nd Street NW, Aitkin MN 56431 | | 10. Full Address: Aitkin County Government Center, 307 2 nd Street NW, Aitkin MN 56431 | |
| 11. Federal Tax ID: (required) | CLK7L6F3AM63 | 12. Minnesota Tax ID: (required) | 41-60005749 |
| 13. DUNS Number: (required) | 047464805 | 14. SWIFT Vendor ID: (if known) | 0000197275 |
| Proposal Information: | | | |
| 15. Proposal Name: | | Aitkin County Child Care Start-up Grant Program | |
| 16. Proposal Summary: | | <p><i>Aitkin County has established and is administering a Child Care Development Grant that is focused solely on new child care facilities, at home or centers. The grant qualifications can be used for capital improvements to open facilities and with DEED support, will also provide support for licensing and training fees. Aitkin County Economic Development is working with Health and Human Services, along with Central Lakes College to establish costs of training classes and licensing fees.</i></p> | |
| 17. Geographic Area Served by Project: | | Aitkin County, MN | |
| 18. Targeted Communities Served: | | Cities of Aitkin, Palisade, McGregor and Tamarack | |
| 19. Total Amount of DEED Funds Requested: | | \$209,000 | |
| 20. Total Amount of Matching Funds Committed: | | \$50,000 cash and \$15,000 in kind | |

| | |
|--|--|
| 21. Does this project qualify for a matching waiver? | <input checked="" type="checkbox"/> Yes: More than 75% of new child slots created with these funds are for infants and toddlers <input type="checkbox"/> Yes: More than 50% of the new child slots created with these funds are for child slots available outside of standard business hours (6:00 a.m. through 6:00 p.m.) <input type="checkbox"/> Yes: The project will be located in a geographic area, such as zip code or census tract, where 30% or more children are Black, Indigenous, and people of color. <input checked="" type="checkbox"/> Yes: The project will be located in a geographic area, such as zip code or census tract, where at least 15% of children living in the geographic area are in families living in poverty. <input type="checkbox"/> No |
|--|--|

| Estimated Project Outcomes | |
|--|----------|
| 22. Number of family childcare providers served: | Up to 10 |
| 23. Number of childcare centers served: | 1 |
| 24. Number of childcare worker jobs created: | 15-20 |
| 25. Number of childcare worker jobs retained: | 0 |
| 26. Number of new licensed child slots created (Infants) | 15 |
| 27. Number of new licensed childcare slots created (toddler) | 60 |
| 28. Number of new licensed childcare slots created (preschooler) | 15 |
| 29. Number of new licensed childcare slots created (school age) | 30 |
| 30. Number of new licensed childcare slots created (Total): | 120 |
| 31. Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m. time window): | 30% |
| 32. Total state grant funds per new licensed child slots created (Row 19 divided by Row 30): | \$2500 |

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

| | | |
|---|-------------------------------------|-----------------|
| Authorized Signature  | Title ECONOMIC DEVELOPMENT CORP. | Date 8/24/22 |
|---|-------------------------------------|-----------------|

EXECUTIVE SUMMARY:

Aitkin County is aggressively providing solutions to our child care shortages in our area by awarding grants to child care providers and successfully improving their child care programs. There are nineteen at home day care providers and one child care center in Aitkin County. We are entering into an emergency situation, with three of our providers nearing retirement and closing of their child care businesses. Because of the existing child care availability shortage and pending emergency, Economic Development of Aitkin County will lead a journey to attract new child care providers in our area. We will accomplish this by awarding grants for new business start-up facilities and more importantly, awarding grants to support early education, training and licensing of new day care providers. The grant awards will pay for training and licensing for a period of three years, by collaborating with Health and Human Services (HHS) and area Community Colleges.

Aitkin County is currently providing grants and need additional funds to continue this program through June of 2024. Aitkin County has invested over \$50,000 in 2022 to existing providers and request \$209,000 from DEED Childcare Economic Development Grant in order to continue to successfully provide a solution for our community, businesses and families.

PROPOSAL NARRATIVE

INTRODUCTION:

An Aitkin County Child Care Facilities Grant recipient recently stated, "The grant I received from Aitkin County is helping me take more kids and add a job to our community, since I will have to hire a helper. Hopefully in the future there will be more grants available. These will help other facilities expand or help my program continue to serve our community."

Another grant recipient stated, "I recently purchased interlocking padding to place under my main play set. This will make the area much safer for the kiddos to use. We would not have been able to complete this upgrade without the grant money. Thank you."

The commitment of support by Aitkin County Economic Development is evidenced by the latest round of child care grants awarded by the County to home day care providers. With the funding awarded, one of the existing home child care providers can now remodel into a facility, adding 28 children and 4 FT workers.

Aitkin County Child Care Facilities Grant and many other grants being offered by Economic Development are creating the momentum that is needed to thrive as a community. Child Care is one of our strategic priorities to invoke change in Aitkin County.

Economic Mission - To develop and promote resources for economic growth in our community.

Economic Development Priorities to Invoke Change

| | | | |
|---|---|---|---|
|  |  |  |  |
| <ul style="list-style-type: none">• Recreation and Tourism• Improved Broadband• Child Care• Career Development | | <ul style="list-style-type: none">• Business Retention• Business Expansion• Business Attraction• Housing Initiatives | |

ECONOMIC MISSION

To develop and promote resources for Economic Growth in our community.

Primary objectives include

- **Provide a single point of contact for existing business owners, new business owners and Entrepreneurs, that identifies all resources available for their business success.**
- **Improve quality of life in Aitkin County by highlighting our extensive outdoor recreational resources.**
- **Improve Broadband access to all Aitkin County residents and visitors to support vibrant communities.**
- **Attract businesses located outside of Aitkin County.**
- **Listen to the needs of the community to drive the economic engine.**

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 transportation systems, and world class health care facilities. Long famous for its recreational assets, it boasts an abundance of ATV,

snowmobile and River Trails and lakes, including Mille Lacs Lake, one of Minnesota's most popular and prolific fishing destinations. The Mississippi River runs through the entire County, in fact, Aitkin County has more miles of the Mississippi than any other County in MN (103 miles).

ORGANIZATIONAL CAPACITY

Aitkin County Board of Commissioners:

J. Mark Wedel - Chair, Commissioner District 1

Laurie Westerlund - Commissioner District 2

Donald Niemi - Commissioner District 3

Brian Napstad - Commissioner District 4

Ann Marcotte - Vice Chair, Commissioner District 5

Aitkin County Administrator | Jessica Seibert holds the position of County Administrator. Jessica has served in local government for 21+ years. Jessica holds a master's degree from Metropolitan State University, majoring in Public Administration, a bachelor's degree from Metropolitan State University, majoring in Business. Jessica serves on the following, Treasurer of the MN Association of County Administrators, MACA Intergovernmental Relations Committee, member of MN City/County Administrators, member of the Association of MN Counties Research Committee and member of MN Compass Advisory Committee.

Aitkin County Economic Development Coordinator | Mark Jeffers has over 28+ years of experience in economic development, 1+ years with Aitkin County. Previous experience includes 28 years with The Coca-Cola Company, St. Cloud MN, holding Corporate Director positions and focused mainly on small business and profitability. Team lead of the Aitkin County cohort for the 2021 Blandin Foundation

Broadband Program, CBR Accelerate! Mark serves on the following, Northspan Board of Directors, Iron Range Economic Alliance Board of Directors, Aitkin Chamber of Commerce Board of Directors, Innovate 218-Launch MN Committee, MMFCU Advisory Council, City of Aitkin Planning Commission, member of Minnesota Association of Professional County Economic Developers, member of Arrowhead Regional Development Commission.

Aitkin County Chief Financial Officer | Kathleen Ryan has served in local government for over 25 years. Kathleen's previous experience includes 20 years with Aitkin County Health and Human Services as Fiscal Supervisor. Kathleen's experience also includes 2 years as City Administrator for the City of Aitkin. 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 Arts degree from Itasca Community College, and an Associates of Applied Science degree from Central Lakes College. Brenda serves as the Treasurer for Region 3 Minnesota Social Services Association, serves on the CAPS suicide prevention team with Aitkin County, and is a member of Association of Minnesota Family Child Care Licensors and the Minnesota Adult Foster Care Workers Association.

The key personnel have executed and managed various grant projects, including Federal Fiscal Recovery Fund Management, Federal CARES act funding (3 rounds), State Grant awards, Revolving Loan Funds, Economic Development Grants, Child Care Grants, Community Grant program, Broadband Community Grants and most recently a CDBG-CV Broadband Grant.

PARTNERSHIPS

This project is a collaboration of the County Economic Development team and the Health and Human Services Department (HHS) in Aitkin County. Economic Development will provide the administration of funding support for this entire program. HHS will be the experts in providing information that will be needed to grow child care slots in our County. They will provide guidance and execution of child care

professionals who have received the grant supported training through the licensing and start-up application process.

Aitkin County will work in collaboration with Pine Technical College and Central Lakes College to administer the training and early childhood education classes that will be needed for the additional potential new child care professionals.

IMPACT and EVALUATION

Slots needed:



Greater MN Child Care Need Summary by County

June 2020

| Zip Code | City | County | CCC # | CCC Capacity | FCC # | FCC Capacity | Capacity* | Children Under 5** | Child Care Need |
|----------|-----------|--------|-------|--------------|-------|--------------|-----------|--------------------|-----------------|
| 55748 | Hill City | Aitkin | 0 | 0 | 2 | 22 | 19 | 61 | -43 |
| 55760 | Mcgregor | Aitkin | 0 | 0 | 7 | 84 | 71 | 69 | 3 |
| 55787 | Tamarack | Aitkin | 0 | 0 | 0 | 0 | 0 | 16 | -16 |
| 56350 | Mc Grath | Aitkin | 0 | 0 | 0 | 0 | 0 | 4 | -4 |
| 56431 | Aitkin | Aitkin | 1 | 40 | 15 | 188 | 192 | 219 | -27 |
| 56469 | Palisade | Aitkin | 0 | 0 | 0 | 0 | 0 | 11 | -11 |

| Zip Code | City | CCC # | CCC Capacity | FCC # | FCC Capacity | Expected Capacity* | Children Under 5** | Child Care Need |
|----------|-----------|-------|--------------|-------|--------------|--------------------|--------------------|-----------------|
| 55748 | Hill City | 0 | 0 | 1 | 10 | 19 | 61 | -9 |
| 55760 | McGregor | 0 | 0 | 5 | 50 | 90 | 69 | -40 |
| 55787 | Tamarack | 0 | 0 | 0 | 0 | 0 | 23 | 0 |
| 56350 | McGrath | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| 56431 | Aitkin | 1 | 40 | 14 | 140 | 192 | 219 | -52 |
| 56469 | Palisade | 0 | 0 | 0 | 0 | 0 | 11 | 0 |
| Total | | 1 | 40 | 20 | 200 | 301 | 387 | -101 |

*Expected capacity is an internal calculation of First Children's Finance based upon historical data collection

**Expected under 5 is an adjusted calculation from 2014-2018 U.S. Census American Community Survey, 5 year estimates

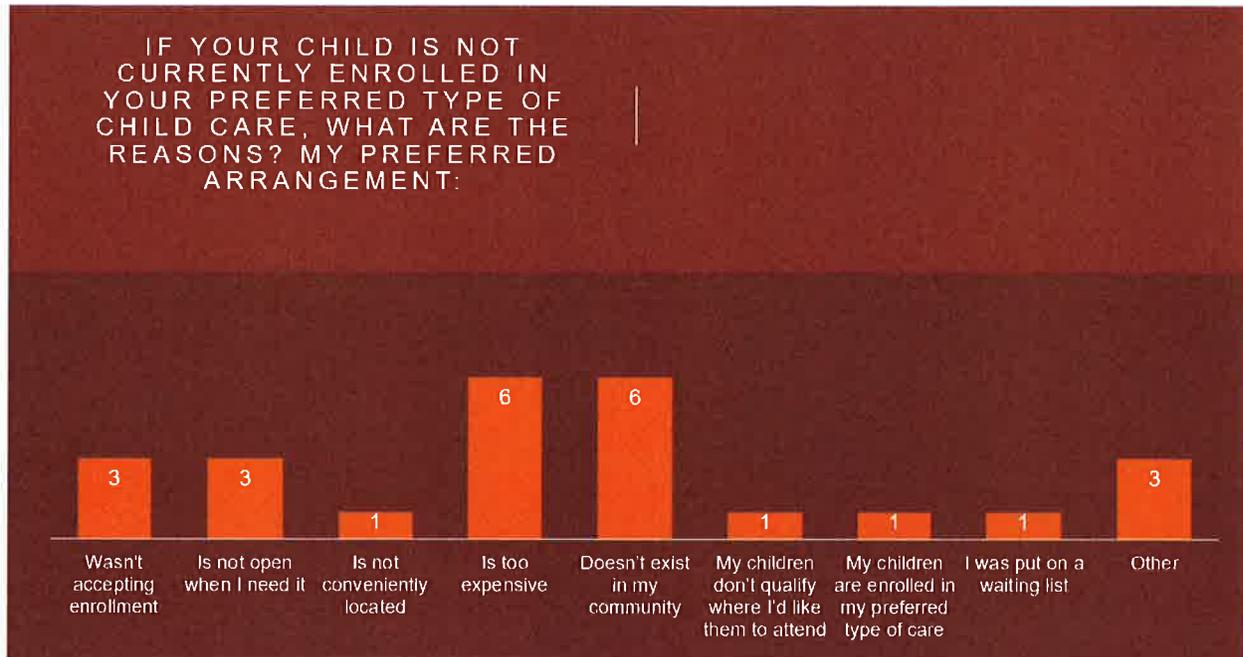
Based on expected capacity calculations, there are 101 children in need of additional day care providers in our County

Based on expected capacity calculations, there will be a child care need for an additional 86 children under 5 in 2022, totaling 187 children in need

Mille Lacs Band of Ojibwe Parent/Caregiver/Employer survey results.

The Mille Lacs Band of Ojibwe is part of Aitkin County. They recently conducted a survey for parents, caregivers and employers. The results are similar to what we have seen in Aitkin County.

Parent survey:



Employer Survey:

REASONS SHARED ADDRESSING THE SHORTAGE OF CHILD CARE

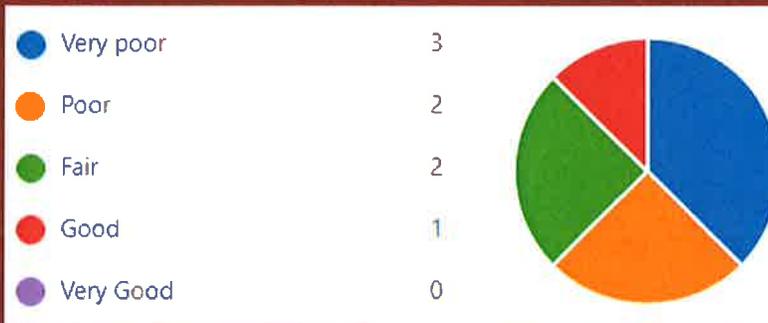
- Labor shortages, low pay, fewer area amenities, cultural differences
- There are shortages of good, licensed, and safe child care through out Aitkin County and other rural counties.
- It is hard work to own and operate a child care business. I am not sure they are honored the way they should be.
- Facility space, low pay, transportation issues for potential employees, background requirements.
- It is hard to get a spot at a child care facility because everyone is full especially if you have infants and toddlers.

Child Care Providers Survey:

HOW WOULD YOU RATE THE AVAILABILITY OF CHILD CARE OPTIONS IN YOUR COMMUNITY AND THE SURROUNDING AREA?

Primary Reasons for Ratings

- Long waitlists
- Lack of care



Child Care Slots Created:

| Estimated Project Outcomes | |
|--|----------|
| 22. Number of family childcare providers served: | Up to 10 |
| 23. Number of childcare centers served: | 1 |
| 24. Number of childcare worker jobs created: | 15-20 |
| 25. Number of childcare worker jobs retained: | 0 |
| 26. Number of new licensed child slots created (Infants) | 15 |
| 27. Number of new licensed childcare slots created (toddler) | 60 |
| 28. Number of new licensed childcare slots created (preschooler) | 15 |
| 29. Number of new licensed childcare slots created (school age) | 30 |
| 30. Number of new licensed childcare slots created (Total): | 120 |

Cost per Slot:

| | |
|--|--------|
| 32. Total state grant funds per new licensed child slots created (Row 19 divided by Row 30): | \$2500 |
|--|--------|

Evaluation:

Aitkin County will utilize the auditor’s office to track all grant funding. Economic Development Staff will coordinate on site visits to ensure requirements are being met.

Example of tracking form:

| Grant Follow up | | | | | | | | | | | | |
|-----------------|------|-------|-----------------------------|-------------------|--|--------------|------------|------------------|-------------|--------------|--------------------------|-------------------------|
| # | YEAR | Grant | Facility Name | Contact Name | Email | Phone | \$ Awarded | payment complete | HJ check in | HJ check in2 | HJ visit to confirm work | Grant project completed |
| 13 | 2022 | CCFG | Red Robin Childcare | Jackie Scollard | jackie_scollard@yahoo.com | 218.341.5083 | \$ 2,500 | yes | | | | |
| 14 | 2022 | CCFG | Sarah's Tiny Tots Daycare | Sarah Hacker | sarah10057@gmail.com | 218.838.9605 | \$ 5,000 | yes | | | | |
| 15 | 2022 | CCFG | Beth's Home Daycare | Elizabeth Johnson | elizabethjohnson406@yahoo.com | 218.349.4177 | \$ 2,500 | yes | 8/4/2022 | N/A | 8/4/2022 | |
| 16 | 2022 | CCFG | Sharon's Silly Face Daycare | Sharon Rutz | sharbr269@yahoo.com | 320.492.3262 | \$ 2,500 | yes | | | | |

Example of grant requirement:

2022 Aitkin County Child Care Start-Up Grant Requirements

Aitkin County is awarding grants to new/start up child care providers. The grant are intended to increase the amount of child care slots and/or child care jobs within the business awarded.

Funding Eligibility

Grants must be used by eligible businesses in two (2) categories.

1. Category 1: Grant awarded for aid in opening new facilities and/or licensing fees for new start-up child care facilities.
2. Category 2: Grant awarded for training, early childhood education and licensing fees for new start-up facilities.

The following State and County 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 December 31, 2021 or any other obligations to Aitkin County.
- Recipient acknowledges and agrees that the new facility will be operational within six (6) months of grant award.
- Recipient acknowledges and agrees that the new local facility will remain open for at least three (3) years.
- Priorities will be granted to individuals that are in the process of Licensing.
- Award must be used for operational expenses excluding owner or employee's salary. Examples include:
 - License fees
 - Playground equipment
 - Toys
 - Safety equipment

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. An interview and/or presentation with the Aitkin County Economic Development Committee may be requested prior to awarding grant funding.

A Business owner agrees that by signing and submitting the 2022 Aitkin County Child Care Start-Up Grant 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 2022 Aitkin County Child Care Start-Up Grant, the Business will be required to repay Aitkin County the entire grant amount.

Grant Award Amounts

Category 1: Maximum Grant amount is tentatively \$10,000 for Child Care Center and \$5,000 for Home Based Child Care, based upon need and funds available.

The County will match up to 50% of expenses budgeted. All applications will be reviewed by the Aitkin County Economic Development Committee and recommendations will be forwarded to the Board of Commissioners for approval.

Category 2: Maximum Grant amount is tentatively \$7000 for reimbursement of licensing fees and education and training.

Timeline and Process

Applications will be made available on XXX 2022. The Deadline for applications is XXX 2022 @ 4 PM. Grants will continue to be awarded until all funds are expended.

Grant applications will be available on the Aitkin County website and by request and may be submitted by email to Mark Jeffers, Economic Development Coordinator, mark.jeffers@co.aitkin.mn.us or by mail to Aitkin County Government Center, ATTN: Mark Jeffers, 307 2nd Street NW #314, Aitkin, MN 56431 or delivered to the Aitkin County Government Center Administration Office.

For any questions or clarifications, please contact Mark Jeffers at 218-513-6188 or mark.jeffers@co.aitkin.mn.us.

Aitkin County reserves the right to reject or modify any application or portions thereof if it feels the application does not meet the guidelines or application process requirements. Businesses may be prioritized based on need.

Reporting Requirements

Organizations that receive a 2022 Aitkin County Child Care Start-up Grant award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award.

FORM 2: PROJECT SOURCES AND USES BUDGET

Provide a proposed project budget. Applicant must complete a detailed project budget which is delineated into sources and uses of all program related funds. Pursuant to Minnesota Statutes §16B.98, subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant. No more than 10% of the total project budget can be dedicated to administrative and indirect cost.

Qualified expenditures: Expenses directly related to delivering grant objectives can include personnel, fringe benefits, travel, equipment, supplies, contractual, and subgrants. These items should be included in the grantee budget as specific budget line items.

Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative cost. Administrative cost may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, Fleet vehicles, etc.

There is a 50% match requirement for the program; however, proposals that demonstrate a higher percentage of non-state matching funds committed to the project will result in higher scores for the proposal. Both cash and in-kind contributions can count towards the matching sources of funding.

- Cash match is either the grantee organization's own funds or cash donations from non-state third parties (i.e. partner organizations), or by non-state grants.
- In-kind match is the value of any real property, equipment, goods, or services contributed to this project that would have been eligible costs under this program if the grantee had to otherwise pay for such costs with project funds.

Project Budget Narrative

Provide a brief budget narrative.

County has provided \$50,000 cash and \$15,000 in kind for grant support and is eligible for a matching waiver. DEED request is \$209,000.

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 | \$209,000 |
| Aitkin County | Cash | \$50,000 |
| Aitkin County, HHS | In-kind | \$15,000 |
| | | |
| | | |
| | | |
| Total | | \$274,000 |

Project Uses

Start Date: August 2022

End Date: June 2024

| <i>Project Activities</i> | <i>DEED</i> | <i>Grantee Match</i> | <i>Total</i> |
|---|------------------|----------------------|------------------|
| Personnel | | | |
| Fringe Benefits | | | |
| Travel (Direct Service Related Only) | | | |
| Equipment | | | |
| Supplies | | | |
| Contractual | | | |
| Provider Subgrants | \$100,000 | \$50,000 | \$150,000 |
| Other (specify): Fees, Early Education Training, Licensing Fees | \$109,000 | | \$109,000 |
| Admin & Indirect (max 10% of DEED funds) | | \$15,000 | \$15,000 |
| Total Costs | \$209,000 | \$65,000 | \$274,000 |

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 | Childcare Economic Development Program |
| Project State Date | August 2022 |
| Quarterly Reporting Period (ex: Q1 2022) | Q4 2022 |
| Reporting Period Start Date | September 1, 2022 |
| Reporting Period End Date | June 30, 2024 |

| Performance Measures | Quarterly Total [Enter Quarter]* | Project Total (Actual) | Project Total (Projected) | % to Goal |
|--|---|-------------------------------|----------------------------------|------------------|
| Number of family childcare providers served: | | | Up to 10 | |
| Number of childcare centers served: | | | 1 | |
| Number of childcare worker jobs created: | | | 15-20 | |
| Number of childcare worker jobs retained: | | | 6 | |
| Number of new licensed child slots created (Infants) | | | 15 | |
| Number of new licensed childcare slots created (toddler) | | | 60 | |
| Number of new licensed childcare slots created (preschooler) | | | 15 | |
| Number of new licensed childcare slots created (school age) | | | 30 | |
| Number of new licensed childcare slots created (Total): | | | 120 | |
| Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m.): | | | 30% | |
| Total state grant funds per new licensed child slots created | | | \$2500 | |

FORM 4: AFFIDAVIT OF NON-COLLUSION

Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to Childcare Economic Development Program Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: Aitkin County

Print authorized representative name: Jessica Seibert

Title: County Administrator

Authorized signature: _____

Date (mm/dd/yyyy): 08/24/2022

Notary Public

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public signature

Commission expires (mm/dd/yyyy): _____

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 1/1/22](#) 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: 08/24/2022

To whom it may concern:

As a long time in-home childcare provider, I am thankful for the opportunity to receive grant money in Aitkin County. Just having moved to this county I am experiencing challenges that I did not face while living in the "big city". With having to move out to the country where in-home child care providers are very rare to come by, I am having to accept kids from all ages and walks of life. Let's not forget what the past two years has been like for everyone, but as a provider that did not close and was open and caring for essential families. It feels good to be able to get help financially to make improvements and upgrades to things that had to get put on the back burner as they say. In-home childcare is hard to come by, and I have several families traveling over 30 miles one way when they have to work in the opposite direction. I like to think it is my sunny personality and my amazing program that have them driving out of their way for childcare but unfortunately that is not the case. They are just unable to find care near them. Taking this into consideration when I opened here I opened my doors to all ages, including school age children. My previous program did not include school age children and lets just say I was not prepared! Having recently been given the opportunity to receive a grant I was able to provide an outdoor space for my littles as well as my big kids. I have shared how amazing this county is to work with and all that they do for us providers, and hopefully with continued funding we are able to reach out to get more providers in the area. My family and I are Thankful we were given the opportunity to receive a grant from Aitkin County and look forward to improving my program and our community in the future!

Fifteen years strong...

Sharon Rutz