



## **REQUEST FOR APPLICATION**

### **HAWAII P-20 PARTNERSHIPS FOR EDUCATION AND THE EXECUTIVE OFFICE ON EARLY LEARNING PRESCHOOL DEVELOPMENT GRANT BIRTH TO FIVE RENEWAL GRANT EARLY CHILDHOOD WORKFORCE STABILIZATION & COMPENSATION ASSISTANCE PROGRAM**

**SEPTEMBER 18, 2024**

#### **BACKGROUND**

Hawai'i P-20 Partnerships for Education (Hawai'i P-20) is a statewide partnership led by the Executive Office on Early Learning (EOEL), the Hawai'i State Department of Education (HIDOE), and the University of Hawai'i System (UH). Hawai'i P-20 works to strengthen the education pipeline from early childhood through postsecondary education. Our work is focused on high expectations and equitable access so that all students can thrive in school, career, and life.

EOEL was established to work across State departments, organizations, and sectors to develop a comprehensive, integrated early childhood system for Hawai'i. Through collaboration and partnerships, EOEL works to establish a system that ensures solid foundation of early childhood development and learning for Hawai'i's young children (prenatal to age five), meaningful engagement and supports for their families, and a stable, competent, and supported early childhood workforce. The vision of EOEL is that every child in Hawai'i has access to high-quality early childhood development and learning experiences which lay the foundations for their lifelong wellbeing.

As a recipient of the Preschool Development Grant Birth to Five (PDG B-5) Renewal Grant award from the Administration for Children and Families (ACF), US Health and Human services (HHS), Hawai'i P-20 and EOEL collaborate and facilitate the administration, implementation, and monitoring of Hawai'i's PDG B-5 Renewal Grant project. The Renewal Grant offers Hawai'i an opportunity to build a stronger infrastructure for a coordinated mixed delivery system (MDS) which addresses equitable access to programs and services by focusing on the most vulnerable populations for enrollment, services, and resources, as well as establish equity as a measure of quality in early childhood programming. The Renewal Grant organizes its work into six activities: 1) Update a Needs Assessment; 2) Update a Strategic Plan; 3) Maximize Family Engagement; 4) Support for Workforce and Sharing Best Practices; 5) Support for Program Quality; and 6) Access to ECE Opportunities.

In partnership with EOEL, Hawai'i P-20 is responsible for the execution of the grant and manages the day-to-day programmatic operations, which includes monitoring federal and non-federal spending, contracting and monitoring service providers, managing data collection and evaluation of grant implementation, and building relationships with nonprofit and philanthropic foundations to leverage resources and support for coordination, collaboration, and alignment of Hawai'i's early childhood MDS.

## OVERVIEW

Hawai'i P-20 is accepting applications for PDG B-5 Early Childhood Workforce Stabilization & Compensation Assistance (ECWSCA) Program. The purpose of the ECWSCA is to stabilize the early care and education (ECE) workforce, with a priority given to infant and toddler care teachers/educators, and improve compensation until more permanent solutions are in place, specifically for the ECE providers who are experiencing financial hardship and/or child care market instability, and are deemed ineligible for the State of Hawai'i Child Care Stabilization Program, administered by the Hawai'i Department of Human Services (DHS).

It is recommended that interested Applicants read all guidance prior to applying. An application that is submitted incomplete or with errors may be ineligible for the program.

## ELIGIBILITY CRITERIA

Wage stabilization funds will be awarded to eligible ECE providers contingent upon availability of funding. To apply, an interested Applicant must meet the following criteria:

- ✓ Be a DHS-licensed, registered, or license-exempt child care provider in Hawai'i (i.e., Family Child Interaction Learning programs, faith-based group or center-based programs, private school preschool programs, and home-based programs).
- ✓ Be ineligible to participate in the DHS Child Care Stabilization Grant Program and/or Supplemental Child Care Grant Program (<https://dhsgrants.hawaii.gov/>).
- ✓ Have not participated in any phases of the DHS Child Care Stabilization Grant Program.
- ✓ Have no current adverse action imposed by DHS, including probation, revocation, or suspension.
- ✓ Have a Federal Taxpayer Identification Number (TIN), including an Employer Identification Number (EIN) or a Social Security Number (SSN) if you are a sole proprietor.
- ✓ In accordance with Section 103-53 of the Hawaii Revised Statutes, if selected, Applicants shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a "Compliant" status from Hawaii Compliance Express (HCE), <https://vendors.ehawaii.gov/hce/splash/welcome.html> is acceptable in satisfying the tax clearance requirement. Governmental agencies in the U.S. (i.e., city, county, state, federal) and any foreign governmental agencies are excepted from the tax clearance requirement.
- ✓ Be currently open and operating in-person ECE services.
- ✓ Be currently open and operating as of July 1, 2024 and continue to remain open and operating for a period of one (1) year from the date of receiving the wage stabilization funds. This requirement does not include temporary closures consistent with ordinary course of business (i.e., weather, illness, holidays, etc.).

Because the focus of the ECWSCA program is to stabilize and compensate infant and toddler teaching staff, the priority criteria are as follows:

- Priority 1: A single-site/location infant and toddler provider servicing in rural and remote areas
- Priority 2: A multi-site/location infant and toddler provider servicing in rural and remote areas
- Priority 3: A single-site/location infant and toddler provider servicing in non-rural and remote areas
- Priority 4: A multi-site/location infant and toddler provider servicing in non-rural and remote areas

- Priority 5: A multi-site/location mixed age (infant and toddler and preschool) provider servicing in rural and remote areas
- Priority 6: A multi-site/location mixed age (infant and toddler and preschool) provider servicing in non-rural and remote areas

For the purpose of this program,

- Infants and toddlers are children between the ages birth to 35 months.
- Preschool children are children between the ages 36 months to kindergarten entry.
- Rural and remote areas are identified as geographic locations that have less than a 50,000-population size, which includes Maui, Molokai, Lānaʻi, Kauaʻi, Hawaiʻi Island, and the Oʻahu communities of Nānākuli, Waiʻanae, the North Shore, and Waimānalo.

## REQUIRED DOCUMENTATION

Applicants will be required to provide the following documentation:

- **Completed Early Childhood Workforce Stabilization & Compensation Assistance Program Application**
  - If submitting for multiple facilities, submit one application per facility.
  - The application form(s) must be signed (ink and digital signatures are both accepted).
- **Copy of License or Documentation of License Exemption, if applicable**
- **Documentation of Good Standing with DHS, if applicable**
- **Completed W-9 Form** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
  - The W-9 form should include the name associated with the Federal Taxpayer Identification Number of the Applicant for which the application is being submitted. If you are a sole proprietor and file business taxes using your Social Security Number, your name should be on the W-9 form. If you use an EIN to file your business taxes, the legal name of the business should be on the W-9 form.
  - The W-9 form must be signed (ink and digital signatures are both accepted).
- **Valid Tax Clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service**

## BONUS AMOUNT AND REQUIREMENTS

An ECE provider may pay each eligible staff person on the child care facility's payroll for a one-time bonus no later than thirty (30) days following the execution of an RCUH Agreement for Services. The bonus shall be \$2,500 for each full-time staff person employed by the child care facility and \$1,250 for each part-time staff person employed by the child care facility. For the purpose of this funding opportunity,

- Full-time is considered work performed an average of more than 25 hours per week at the same child care facility during month; and
- Part-time work is an average of 16 to 25 hours per week at the same child care facility during a month.
- Substitutes are eligible for the bonus, however eligibility is exclusive to one employer. The substitute must work a minimum of 16 hours per week for one employer to be considered for the bonus.

## USE OF FUNDS

The PDG B-5 funds must be used to pay bonuses to each eligible staff person employed at the child care facility on the facility's payroll. This includes, but is not limited to, **site directors, teachers, caregivers, assistant teachers, teacher aides, coaches, assessment specialists, floaters, and substitutes.**

The bonus shall be paid in addition to regular wages and fringe benefits. For each eligible staff person on the facility's payroll, the child care provider must continue to pay at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the program. The child care provider shall not furlough paid employees from the date of the submission of the program application through the duration of the award period.

Each staff person that is on the facility's payroll that is paid a bonus shall have a complete record on file at the child care facility. Staff must be employed for thirty (30) days prior to the program application.

Each approved facility will receive payment upon completion of an RCUH Agreement for Services. The Applicant will have 30 days to pay the funds to qualifying employees listed in its program application. The Applicant must provide payment certification and documentation within thirty (30) days of the payment being made to staff.

If an employee works at multiple sites operated by the same child care provider, an employee is only eligible to receive one (1) bonus. For example, Jane Doe works at Aloha Private Preschool Site I for 10 hours per week and also works at Aloha Private Preschool Site II for 10 hours per week. Jane Doe is not eligible for a \$1,250 bonus from Site I and a \$1,250 bonus from Site II. Because Jane Doe works a total of 20 hours per week at both child care facilities operated by the same child care provider, Jane Doe is considered part-time (she works 25 hours or less per week at both facilities combined) and is eligible to receive a total of \$1,250 in bonus pay from the child care provider operating both facilities.

## APPLICATION PROCESS

Completed application(s) must be emailed to [p20admin@hawaii.edu](mailto:p20admin@hawaii.edu) by 4:00 p.m. on Friday, October 18, 2024. No late submissions will be accepted. Subject line must include the following: *PDG B-5 ECE Workforce Stabilization Program*.

Questions must be submitted in writing via email by 4:00 p.m. on Wednesday, October 2, 2024. Subject line must include the following: *PDG B-5 ECE Workforce Stabilization Program*. Only questions submitted via email will be accepted. Submit questions to:

Marlene Mattos, Assistant Director  
Hawai'i P-20 Partnerships for Education  
[p20admin@hawaii.edu](mailto:p20admin@hawaii.edu)

All written questions will receive an official response and become addenda to this Request for Application.

## AWARD INFORMATION

Approximate funding in the amount of \$1,296,000.00 is available. Awards will be prioritized based on the priority criteria listed above. To be eligible for an award, all Required Documentation listed above must be submitted and received by the stated deadline.

Upon approval of Applicant's application(s), Applicant will be required to sign an RCUH Agreement for Services and any required federal certifications, depending on award amount. The review process is expected to take approximately thirty (30) days, depending on the number of applications received. Once the application is approved for processing and the Agreement for Services is executed, Applicants can expect to receive funds within 5-7 business days.

Please note that all Early Childhood Workforce Stabilization and Compensation Assistance Program funds are considered taxable income. Please discuss any tax implications with a tax professional. Furthermore, the Applicant should deduct applicable employee payroll taxes as with normal payroll. The Applicant cannot reduce the bonus to cover the employer's share of payroll taxes and/or fringe benefits.

## **REPORTING REQUIREMENTS**

All approved Applicants are required to submit the Early Childhood Workforce Stabilization and Compensation Assistance Program Employee Roster, which includes a certification of Applicant's use of funds, for each facility. This certified report is due within thirty (30) days of the payment being made to staff.

**Forms are being provided for reference.**

**For form-fillable copies of each form, refer to this link:**

**<https://www.hawaiip20.org/pdg-early-childhood-workforce-stabilization-and-compensation-assistance-program/>**

**Hawaii P-20 Partnerships for Education  
Preschool Development Grant Birth to Five Renewal Grant  
Early Childhood Workforce Stabilization & Compensation Assistance Program Application**

<b>Section 1: Applicant Information</b>			
Name of Applicant: _____	Applicant's Title: _____		
Telephone Number: _____	Email Address: _____		
Facility Name: _____			
Licensee Name (If applicable): _____	Enrollment Capacity: _____		
Facility Physical Address: _____			
City: _____	County: _____	Zip Code: _____	
Facility Mailing Address (If different from above): _____			
City: _____	County: _____	Zip Code: _____	
<b>Section 2: Applicant Bonus Request and Current Status</b>			
Number of Full-Time Staff positions on the facility's payroll to receive bonus (Full-Time is defined as working more than 25 hours per week):			
Number of Part-Time Staff positions on the facility's payroll to receive bonus (Full-Time is defined as working more than 25 hours per week):			
Is licensed, registered, or licensed-exempt? Provide documentation.	Yes	No	
Is ineligible to participate in the DHS Child Care Stabilization Grant Program. Provide reason for ineligibility.	___ Yes	No	
Is currently in good standing with DHS (if applicable).	___ Yes	No	N/A
Is currently open and operating for in-person services at the time the application is submitted (not including temporary closures consistent with the ordinary course of business)?	Yes	No	
Is committed to remain open and operating for a period of one (1) year from the date of receiving the award (not including temporary closures consistent with the ordinary course of business).	___ Yes	___ No	

### Section 3: Acknowledgment of Terms of Program, Certification

By submitting this Application, Applicant certifies and agrees:

1. To be bound by any and all Early Childhood Workforce Stabilization and Compensation Assistance Program requirements as set forth in the Request for Application, and the terms set forth below, including the terms and conditions set forth in the Research Corporation of the University of Hawai'i (RCUH) Agreement for Services and Attachment 32a, Terms and Conditions Applicable to Contracts and Purchase Orders (Under Federal Grants);
2. To submit the Early Childhood Workforce Stabilization and Compensation Assistant Program Employee Roster, and any requested payroll/payment documentation (i.e., bank statements, check stubs, payroll report, etc.) within thirty (30) days after the disbursement of the bonuses;
3. To continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the program for each employee (including lead teachers, aides, etc.) and to not involuntarily furlough employees from the date of submission of this Application through the duration of the program (December 30, 2024);
4. This Application does not create a contractual relationship with the RCUH, the University of Hawai'i (UH), Hawai'i P-20 Partnerships for Education (Hawai'i P-20) or the Executive Office on Early Education (EOEL), and any failure to distribute funds pursuant to this Application does not create a cause of action nor does it carry any appeal rights;
5. To only expend the funds in a manner as defined in this Application and to expend the total payment approved within thirty (30) days of receipt of approved funds, unless prior written approval has been granted;
6. To keep detailed, accurate, and truthful accounting records of the receipt and disbursement of all funds received pursuant to this Application;
7. To allow Hawai'i P-20, or its representative(s), unlimited access to audit and examine any and all records related to the funds disbursed pursuant to this Application, including, but not limited to, all records, reports, distributions, account ledgers, balance sheets, bank records, credit card statements, electronic payment records, receipts, and/or other documents related to the receipt and distribution of funds pursuant to this Application; failure to provide accurate documentation will be construed as filing a false statement;
8. To allow the Hawai'i P-20 or its representative(s) to interview any employee or agency in relation to funds disbursed pursuant to this Application;
9. That any funds received pursuant to this Application are subject to repayment, reclaim and recapture if (a) the funds are not used in the manner provided for and set forth in this Application, or (b) if access to records or information as set forth in the preceding paragraphs is refused or denied by the person(s) or entity receiving funds pursuant to this Application or, (c) if any information provided in the Application is found to be false or misleading; any agency action in requesting or demanding repayment, reclaim, and/or recapture is a final determination and is not subject to appeal;
10. That, if funding is reduced or restricted prior to distribution by legislative action, federal or state allocations, or executive action, the amount approved for distribution will be reduced or eliminated accordingly;
11. That this Agreement does not and will not violate any conflict-of-interest provisions in any respect and Applicant agrees not to pay a bonus to an individual that would result in a violation of law;
12. Will not use any funds disbursed under this application for lobbying or any other prohibited use;
13. To comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et. seq.), which prohibits discrimination based on race, creed, color, religion, national origin, sex, or age; and
14. The information included in this Application is true and correct; and the person whose signature is below is the applicant/owner/licensee or the authorized designee with the authority to sign the Application and agree to the terms and requirements of the Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_







