**Child Care Provider Expansion Initiative Review and Scoring Process**

**Application Review Process**

Applications submitted by eligible entities for the Child Care Provider Expansion Initiative will be scored for a total of 100 possible points. Based on these scores, complete, viable business plans for eligible applicants will receive funding through the Initiative to support costs associated with program launch. Due to the extremely high interest in this Initiative, not every application can be reviewed immediately. TWC will continue to regularly monitor the volume of applications to understand interest and need. Applications will be reviewed in a manner to ensure geographic and applicant diversity. Specifically, time will be reserved to review one priority applicant in each eligibility category per Board: desert-based, site-based employer partnerships, and infant-expansion only. Additional time will be allocated to review remaining eligible applicants in each Board based on that Board’s relative number of children under the age of five and relative percentage of Zip Codes that are in a desert. For more information, please see the [Initial Applicant Review Process](https://19993137.fs1.hubspotusercontent-na1.net/hubfs/19993137/Y2%20Module%20Files/Initial%20Applicant%20Review%20Process%20v2.xlsx).

If additional business coaching is needed to improve the business plan for it to be considered complete and viable, the provider will be invited to participate in group coaching sessions and an average of three one-on-one coaching sessions to make refinements and improvements to their application. The goal of these sessions will be for the plan to be successfully scored so that the provider will be able to receive funding through the Initiative. Once coaching is complete, the provider will revise and re-submit their plan for one additional review. It will be rescored to determine if an award should be made.

The scoring process will take the following steps:

**Step 1: Confirming Eligibility**

The reviewer will confirm that the applicant meets the basic eligibility for the program, that is, programs must be increasing the availability of home-based or center-based child care in at least one of these categories on or after March 1st, 2022 to be eligible to apply for this post-CCRF funding:

* Located within a pre-defined child care desert (determined by location zip code);
* Operating in a documented partnership with an employer or consortium of employers to provide care for their employees’ children; and/or
* Increasing infant care slots (0-17 months).

If the applicant meets the criteria, they move to Step 2. If not, an email will be sent to the provider notifying them of their ineligibility. If a provider is sent disqualifying information in error, providers will be allowed to resubmit their application for review. Any additional information from the provider that is needed to clarify eligibility for the initiative will be reviewed at this time.

**Step 2: Scoring**

The business plan as entered in the application system will be reviewed and scored. The points and their weighting in the scoring reflect elements that are most critical for business success, so in this case there is additional weight for questions around service demand, staffing availability (if needed), and the financial elements. Part of the application process includes an interview with the applicant after the written application has been submitted that is worth 10 points. Providers can also earn up to 10 “bonus points” during their interview by providing clear explanations for areas that they lost points on their business plan. Credit reports for both consumer and business credit (when applicable) will be run as part of the full application packet review, however, **credit reports will not be scored**.

Information on scoring for each section of the application is below.

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| **Category** | **Points** | **Key Points Reviewed** |
| Experience | 10 | What is the background of the owner and/or director and how will this contribute to the program’s success?   * Owner and/or director’s relevant experience (such as in early childhood education, K-12 education, business management, etc.) * Business Experience * Experience with Children * Education and Credentials |
| Market & Location | 25 | How do you know that your start-up or expansion will be successful in your area?   * Geographic location (the area in which your program is or will be located in including the Zip Code and neighborhood) * Explanation of Demand (who will you serve and how do you know that there is demand for your services from this customer base) * Services Offered (such as ages served, hours available, and how this aligns with the demand you described above) * Understanding of Space Needs (including a need for any updates to your building not covered through this funding) |
| Operations & Personnel\* | 10 | How many and what type of staff members are needed to provide the services you are proposing?   * Number Staff Needed * Staff Roles and Qualifications (such as an assistant teacher or program director and any specific qualifications they need) * Hiring Plan (where will you find them, when will you hire them, how will you train them)   \*Family child care providers with no employees required will explain that no additional staff or hiring is needed |
| Financials | 30 | Do you have a complete and thorough project budget and cashflow that contain all major, relevant costs, such as personnel, supplies, facility, and income?   * Rates (how did you determine your rates and what are they) * Project Budget (is it clear, realistic, and comprehensive) * Cash Flow Forecast (is it clear, realistic, comprehensive, and does it predict profitability) |
| Timeline | 15 | Do you include a clear and realistic timeline of steps for implementation, including all steps needed to open?   * Staffing and training already outlined * Marketing and program launch * Licensing (including minimum standards) * Building updates or upgrades to prepare for services * Months to Completion |
| Interview\* | 10 | After review of submitted application, applicants will participate in a one-on-one interview to review their business plan to describe information such as:   * Clear articulation of plan details * “How” and “Why” of business plan elements   \*Applicants can also earn up to 10 additional bonus points for providing explanations for missed points in previous sections |
| Total Points Possible | 100 |  |

Applicants with scores of **95 points or more** will move to the funding stage while those with **less than 95 points** will be referred for coaching to refine and improve their plan. Following coaching, the plan will be rescored and a decision to move forward will be made.

Business plans will not be considered complete until the provider supplies all requested documentation with their business plan.