



Notice of Funding Availability  
and Application Guidelines  
Childcare Expansion Grant Program  
**Family Child Care Home Providers**

RELEASE DATE:  
September 29, 2023, 12:00 PM

THIS IS AN ELECTRONIC SUBMISSION

APPLICATION DUE:  
November 30, 2023, 5:00 PM

For Questions Contact:  
[childcare@vhfca.org](mailto:childcare@vhfca.org)



**The Childcare and Early Education Infrastructure (Expansion) Grant Program is funded by the County of Santa Clara through the Federal Coronavirus State and Local Fiscal Recovery Funds Under the American Rescue Plan Act.**

**The Childcare Expansion Grant Program is administered by Valley Health Foundation (VHF) through a contract with the County of Santa Clara.**

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# Childcare Expansion Grant Program Family Child Care Home (FCCH) Providers

## Section 1 - Introductory Information

### Purpose

The Childcare Expansion Grant Program (Grant Program) is available to licensed Family Childcare Home Providers in Santa Clara County. The Grant Program will focus on childcare facility supports that address either construction or operational needs and result in an increase in childcare capacity, including filling vacant enrollment spots. With a focus on social equity, this Grant Program, approved by the County of Santa Clara Board of Supervisors on February 28, 2023, will use \$15 million of Federal Coronavirus State, and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act of 2021 (ARPA) to support local childcare providers serving communities negatively impacted by the COVID-19 pandemic to open, reopen, or increase the total number of quality childcare spaces. Childcare providers eligible for funding may include Family Child Care Home (FCCH), center-based, and other community agencies. Priority will be given to childcare providers who meet select equity criteria to serve communities in greatest need of childcare and to reflect the geographic and cultural diversity of Santa Clara County.

### Background

The COVID-19 pandemic has had a significant impact on nearly every aspect of life in Santa Clara County and has specifically highlighted the essential role that childcare plays in supporting children, families, businesses, and a thriving economy.

The number of licensed family childcare home (FCCH) providers has decreased during the pandemic.

In response, the Santa Clara County Board of Supervisors (BOS) on February 28, 2023,<sup>1</sup> approved a \$15 million investment that will support local licensed childcare

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<sup>1</sup> [Feb 28, 2023, BOS meeting - BOS Approval to administer a childcare infrastructure grant program](#)

providers serving communities negatively impacted by the pandemic to open, reopen, or increase the total number of quality childcare spaces.

To facilitate the disbursement of this \$15 million childcare investment, Santa Clara County (SCC) engaged Valley Health Foundation (VHF) (formerly VMC Foundation) to administer the Grant Program. The Grant Program aims to support licensed childcare center- and family-based provider businesses impacted by the COVID-19 pandemic to address childcare disruptions and enrollment gaps.

The Grant Program is part of the County's strategic vision to address inequity and improve public health, provide safety net services for the community, and support the County's continued COVID-19 response. The Grant Program will focus on building a strong, resilient, and equitable recovery for childcare providers by providing grant funds to eligible providers that address either construction or operational needs, and result in an increase in childcare capacity and enrollment.

### **Equity Approach**

The Grant Program will give priority consideration to applications that meet select equity criteria as outlined in **Attachment 1-OCFP Equity Priority Approach and Scoring**. The goal of Santa Clara County is to serve communities in greatest need of childcare, and that reflect the geographic and cultural diversity of the county.

## Section 2 - Calendar and Funding Categories

This section will provide information on important dates, the Grant Program Budget and the specific funding categories available.

To request language accommodations for any of the meetings, please email [childcare@vhfca.org](mailto:childcare@vhfca.org) as soon as possible, but at least five (5) business days before the meeting.

### NOFA Calendar

Date and Time	Activity	Details
Monday, September 11 12 Noon	Release of Pre-Eligibility Application. NOW OPEN	On-line at <a href="http://www.valleyhealthfoundation.org/childcare">www.valleyhealthfoundation.org/childcare</a>
Saturday, September 23 10:30AM - 12:30PM	In-person Information Meeting RSVP to <a href="mailto:childcare@vhfca.org">childcare@vhfca.org</a>	Blanca Alvarado Community Resource Center 408 North Capitol Ave, San Jose
Beginning, September 25 12 Noon	FCCH Childcare Expansion Grant Program NOFA and On-line Application	Email Invitations will be delivered to applicants meeting pre-eligibility criteria
Saturday, September 30 10:30AM - 12:30PM	In-person Information Meeting RSVP to <a href="mailto:childcare@vhfca.org">childcare@vhfca.org</a>	Gilroy Library Community Room 350 W. 6th Street, Gilroy
Wednesday, October 4	Virtual Information Meeting 6PM - 8Pm	ZOOM <a href="https://us02web.zoom.us/j/83634348762">https://us02web.zoom.us/j/83634348762</a>
Wednesday, November 30	Applications Due by 5 pm	Submit via the on-line application portal -

		Submittable
November - December 2023	Application Review	Staff review via the on-line application portal Submittable
January 2024	Begin Awards Announcement	Valley Health Foundation
February - March 2024	Begin Contract Negotiations and Award Disbursements	Valley Health Foundation

Childcare Expansion Grant Program Budget:

On February 28, 2023, the County of Santa Clara Board of Supervisors approved a \$15,000,000 Service Agreement with VHF for the development, design administration, and contract monitoring of the Childcare Expansion Grant Program.

The Grant Program will fund two (2) funding categories:

1. Operations: An estimated 40% of grant funds will be allocated for childcare facility operational expenses for up to 24 months of operating costs, that may include funds to pay for staffing to support the increased capacity or enrollment.

A maximum of \$50,000 will be funded through this category for eligible New FCCH Providers grants.

Funding allocation is subject to change based on the total program request by category. Unobligated Operations funds may be re-allocated to the Construction category, if necessary.

2. Construction/Repairs: An estimated 50% of grant funds will be allocated for construction related activities, including major and/or minor physical renovation or improvements to increase licensed center-based and FCCH

childcare capacity and create a developmentally appropriate learning environment for children.

Funding allocation is subject to change based on the total program request by funding category. Unobligated Construction funds may be reallocated to the Operations category, if necessary.

An additional 10% contingency fund will be set aside and managed by VHF for any unforeseen but necessary project costs after the start of construction. These funds are reserved and not committed to particular grantees and will be distributed based on need and approval by VHF. \*\*Your construction contractor will need to submit a Project Change Order detailing the necessary work and additional costs.

The table below details the estimated fund distribution, including administration. The final funding amounts are within the discretion of VHF and may be reallocated among construction, operations, and contingency as well as among the FCCH and Center-Based providers.

### **Program Budget**

<b>Program Funds</b>	<b>\$15,000,000</b>
Less Administration	-\$1,500,000
<b>Total Grant Funds</b>	<b>\$13,500,000</b>
50% Construction	\$6,750,000
40% Operations Cost	\$5,400,000
10% Contingency	\$1,350,000

The table below provides a projected fund distribution. An estimated 40% or \$5,400,000 of the grant funds will be set aside for New and Established FCCH Providers.

New FCCH	Established FCCH	Center-Based
4%	36%	60%
\$500,000	\$4,900,000	\$8,100,000

This table offers estimates; the final fund distribution will be based on applications received within the specific funding categories. VHF reserves the right to reallocate unobligated funds to applicant type and/or funding categories to reach the optimum increase in quality childcare slots.

*Technical Assistance Requests:*

*Grant Program Navigators will be available to provide assistance to childcare providers with the completion of applications. To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org). Application assistance will be available in multiple languages.*

Funding Categories and Eligible Uses:

1. OPERATIONS

A. New FCCH Providers:

New FCCH providers may be eligible for a start-up grant of up to \$50,000 for operations and/or minor repair. New childcare providers are defined as , 1) holding an active license for less than 24 months, or 2) having submitted a childcare license application to the California Department of Social Service (CDSS) and anticipate receiving a childcare license by May 1, 2024.

Eligible uses of funds under this funding category include, but not limited to:



- Age-appropriate furniture to meet childcare needs
- Supplies, books, and activities to support the developmentally appropriate care and early education
- Technology and equipment - computers, internet, cell phones
- Appliances for use in childcare business
- Minor repairs/renovations, such as flooring replacement and playground upgrades

Funds must be expended, and projects completed by no later than December 31, 2026.

B. Established FCCH Providers:

Operational support during and up to 24 months (2 years) from the grant effective date. Providers must demonstrate being actively licensed for over 24 months.

- Small FCCH (8 or less children) may be eligible for up to \$75,000 per year, based on the number of childcare capacity and/or enrollment increases, for a total amount not to exceed \$150,000.
- Large FCCH (14 or less children) may be eligible for up to \$100,000 per year, based on the number of childcare capacity and/or enrollment increases, for a total amount not to exceed \$200,000.

Eligible uses of funds under this funding category include, but not limited to:

- Additional childcare staff to support the increased capacity or enrollment
- Age-appropriate furniture and materials to meet childcare needs
- Supplies, books, and activities to support the developmentally appropriate care and early education
- Technology and equipment - computers, internet, cell phones
- Updated appliances for childcare business
- Up to three (3) months rent or mortgage payments

Construction projects will be eligible for up to 24 months of operational support after or near construction completion.

Funds must be expended no later than December 31, 2026.

## 2. Construction/Renovations

FCCH Providers must demonstrate being actively licensed for over 24 months.

FCCH Construction/Renovation projects may be eligible for up to \$200,000.

Eligible uses of funds under this funding category include interior/exterior construction/renovations to areas in the home that facilitate an increase in capacity or enrollment, while creating a safe and developmentally appropriate environment for children, include but not limited to:

- Pre-development - costs associated with early construction planning, architectural/design services, building permits,
- Site construction or renovation costs including outdoor play spaces,
- Repairs to address health and safety concerns,
- Interior repairs or modernization,
- Improvements to correct and meet building code life and safety requirements,
- Reasonable project management staffing costs associated with the approved project,
- Up to three (3) months rent or mortgage payments, inclusive of operational funding,
- Other costs of construction
  - Staff retention wages
  - Temporary relocation costs
  - Utilities

**NOTE TO TENANTS: If you rent or lease your home, you must obtain written permission from the property owner to make any improvements/repairs to the home and demonstrate an ongoing lease agreement.**

Ineligible Uses:

Ineligible uses include activities that do not contribute to the construction or operational needs that lead to an increase in childcare capacity or enrollment. Ineligible uses include, but not limited to:

- Construction or operational costs incurred before grant approval
- Payment of delinquent debt\*
- Reimbursement of childcare costs already incurred
- Luxury items or items not necessary for childcare services
- Satisfaction of Settlements or Judgements
- Projects that undermine the purpose of ARPA and the COVID-19 mitigation practices

\*Exception: Under ARPA guidelines, payment of rent/mortgage in arrears is eligible if the childcare business was negatively impacted by the COVID-19 pandemic. A maximum of 3 months of rent/mortgage arrears will be eligible.

Contract Terms:

Maximum contract term for both construction and operations is December 31, 2026.

All awarded funds must be expended by December 31, 2026. Any unused funds at the deadline must be returned to VHF.

### **Section 3 - General Guidelines**

1. Grants are subject to availability of funds, eligibility of applicants, eligibility of use, and other relevant factors. Not all eligible applications may be awarded a grant.
2. All applications and supporting documentation shall be submitted through Submittable, the on-line application portal. Paper applications will not be accepted.
3. Applicants must demonstrate and attest to the negative economic impacts or disproportionate impacts sustained due to the COVID-19 pandemic.
4. Grants will be issued on a rolling basis as determined to be eligible to apply and as determined to be eligible for award. VHF program staff will review the applications for eligibility. Staff will recommend for approval projects that

demonstrate eligibility, increase in childcare capacity or enrollment, and increased quality of care.

5. By submitting an application, the childcare provider agrees to maintain records for a specified period, provide records to VHF, and fully cooperate with any audit by VHF, the County of Santa Clara, U.S. Department of the Treasury, or any other relevant governmental entity or their designees.
6. By accepting grant funds, the childcare provider agrees to return all grant funds to VHF if it is determined at any time that the use of grant funds is not an allowable expense.
7. Priority will be given to providers that demonstrate the greatest need, have been disproportionately impacted by the pandemic, reflect the geographic and cultural diversity of Santa Clara County, and operate in and/or serve populations and communities located in Qualified Census Tracts (QCTs).
- 8. Funding shall not be used to supplant other committed revenue sources.**

## **Section 4 - Eligibility Requirements**

Minimum Threshold Requirements:

- Applicants must meet the childcare licensing requirements of the State of California Health and Human Services Agency, Department of Social Services Community Care Licensing Division. New Providers with a pending license will need to provide a copy of the license prior to funding;
- Demonstrate compliance with applicable laws and regulations and are not operating with a restricted license;
- Childcare site must be located in Santa Clara County and seek a grant with respect to those facilities or operations;
- The application must be complete and with applicable attachments in the appropriate section of the application.
- Applications must be submitted by the deadline Thursday, November 30, 2023, 5 PM (PST). Late applications will not be accepted.

Eligibility Requirements:

In addition to the Minimum Thresholds listed above, childcare providers must meet the following eligibility requirements:

- Eligible applicants include private, nonprofit or educational organizations.
  - Nonprofits must have a 501(c)(3) or 501(c)(19) tax-exempt designation at the time of application submission.
- Provide childcare services for infant and toddler care, children with special needs, and/ or childcare for other priority populations in the county;
- Demonstrate intent and ability to open, reopen, or increase the number of childcare spaces, including filling vacancies, in communities negatively impacted by the COVID-19 pandemic or with other challenges;
- Maintain property owner consent if childcare capacity exceeds 6 children for Small Providers or 12 children for Large Providers as outlined in CDSS childcare capacity regulations.
- Have a registered Taxpayer Identification Number (TIN) or Employer Identification Number (EIN).
- Childcare providers must demonstrate a negative public health impact or disproportionate impact because of the COVID-19 pandemic. Disproportionate impact will be presumed for providers operating in Qualified Census Tracts (QCTs) as described below.
- Childcare providers must demonstrate their commitment to advancing racial equity, diversity, and inclusion within their business and educational programming.
- Providers must offer services to all children of Santa Clara County, regardless of sex, race/ethnicity, color, national origin, or disability.
- Providers must offer services to all families of Santa Clara County, regardless of ...

## Disproportionate Impact:

Childcare providers that were disproportionately impacted may be eligible for grant funds. Disproportionately impacted providers are those that faced more severe economic impacts due the COVID-19 pandemic and are or were operating in and serving communities in Qualified Census Tracts [\(QCTs\)](#). QCTs are defined as low-income, underserved communities, where pre-existing disparities were amplified by the pandemic and faced more severe health and economic outcomes, such as higher rates of COVID-19 mortality and unemployment.

COVID-19 impacted childcare providers in different ways. If you experienced any of these situations, you and your business were impacted by COVID-19. Examples of impact include, but are not limited to:

- Decreased enrollment in your childcare program due to the public health order to “shelter in place”.
- Parents no longer send their children to your childcare program because of concerns about COVID.
- Parents were laid-off due to COVID and no longer able to pay for childcare costs.
- You or your staff were not able to work due to COVID requiring the childcare program to close based on COVID protocols.
- Difficulty signing up new families for your childcare program during COVID..
- Unable to pay monthly bills (mortgage, rent, utilities) during COVID because of reduced enrollment or parents not being able to pay the childcare program for the care provided.

## Section 5 - Application Submission Instructions

*Technical Assistance Requests:*

*Grant Program Navigators will be available to provide assistance to childcare providers with the completion of applications. To request assistance, email the*

*Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org). Application assistance will be available in multiple languages.*

## How to Apply

- Links to the Notice of Funding Availability (NOFA) and Application Guidelines, and applications requested through the Pre-Eligibility Form will be sent to the email listed. Before you complete the Application, review the NOFA and Application Guidelines for more details on completing the application and the list of supporting documents.
- Grant applications, including all applicable documents, should be submitted through the on-line application portal, Submittable.
- Applications must be received no later than Thursday, November 30, 5:00 PM (PST).
- Only online applications will be accepted.
- Applications received after the due date will not be accepted or considered.

## Application Submittal Requirements:

Important documents and information required when filling out an application are listed below. Details and specifics will be located in the application.

- A. Name of your Childcare Business as recorded with CDSS
- B. Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)
- C. Valid license from State of California Health and Human Services Agency Department of Social Services Community Care Licensing Division, Child Care
  - a. NEW Providers Pending Approval: Provide a complete copy of the childcare license application submitted
- D. Project Site Information:
- E. Project Budget: Complete appropriate project budget based on application type.
- F. Statement on racial equity, diversity, and inclusion
- G. The number of full-time and part-time staff - current and after grant funding

- H. The number of children by age group - current and after grant funding
- I. Tenants: Property Owner approval to complete repairs.
- J. Tenants: Lease Agreement with at least two years remaining on the lease.

How to Save a Draft of your Application:

An application draft can be saved by clicking on the “Save Draft” button at the bottom of the application.

How to Submit your Application:

The completed application with applicable supporting documentation can be submitted by clicking on the “Submit Form” button at the bottom of the application. Once the application is submitted, no further changes can be made. We strongly recommend that the application be submitted before the 5:00 PM (PST) deadline on Thursday, November 30, 2023. Submittable, the on-line application portal, will not accept applications after the 5:00PM (PST) deadline.

How to Submit a Question:

All questions regarding the NOFA and applications should be submitted via email to [childcare@vhfca.org](mailto:childcare@vhfca.org).

Frequently Asked Questions (FAQs) and responses to questions will be posted on the webpage at:

<https://valleyhealthfoundation.org/how-we-help/childcare-infrastructure-grant-program.html>.

We encourage applicants to review the FAQs prior to emailing your questions. The answer to your question may already be posted.

The Final FAQ will be posted on Friday, November 17, 2023.

FAQ and Webinar Schedule

A Program Navigator will respond to individual questions, however, commonly



asked questions will be accumulated and added to the FAQs on the dates listed below. An FCCH webinar will be recorded and posted at <http://www.valleyhealthfoundation.org/childcare> for your review.

Wednesday, October 4th Webinar Recording	Applicants will be notified of recording availability. Recording will be posted at <a href="http://www.valleyhealthfoundation.org/childcare">http://www.valleyhealthfoundation.org/childcare</a>
Questions received by Friday, October 13	Responses will be posted on Friday, October 20th by 5PM
Questions received by Friday, October 27	Responses will be posted on Friday, November 3rd by 5PM
Questions received by Friday, November 10	Responses will be posted on Friday, November 17 by 5PM

## Section 6 - New FCCH Provider Application Guidelines

*Technical Assistance Requests:*

*Grant Program Navigators will be available to provide assistance to childcare providers with the completion of applications. To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org). Application assistance will be available in multiple languages.*

New FCCH providers may be eligible for a start-up grant up to \$50,000 for operations, and/or minor repairs to the home that create a safe and healthy environment for the children under your care.

New childcare providers are defined as, 1) holding an active license for less than 24 months, or 2) having submitted a childcare license application to the California

Department of Social Service (CDSS) and anticipate receiving a childcare license by May 1, 2024.

Applicants must submit the following information through Submittable, the on-line application portal. To aid in completion of each section of the application, Additional Guidance will be provided for specific questions.

Section 1 - Family Childcare Home Provider information:

- 1a - 1h and 1j-1l - Provide information as requested.

#### Section 1 - Additional Guidance

- 1i - Log onto the CA Secretary of State at <https://bizfileonline.sos.ca.gov/>. Download a Certificate of Good Standing to verify Active Status. Upload the Certificate into Submittable.

Section 2 - Project Site Information: Provide Information on your childcare site, the childcare program, and how the grant funds will increase capacity or enrollment.

- 2a - Provide the name of the childcare business if other than the business name in Section 1. Example: ABC Daycare - Construction.
- 2b - Describe how your childcare business was impacted by COVID-19. See Section 4 of this NOFA for a list of possible impacts.
- 2c and 2d - Complete the tables with the number of current and proposed childcare capacity by age. Include the number of classrooms by age group. Licensed capacity may remain the same for small family providers. We recognize that small FCCH providers may not be able to add licensed capacity, but may be able to fill vacancies.
- 2e to 2k - Provide information requested. See Additional Guidance below.
- 2l to 2n - Provide information requested.
- 2o - Describe the childcare program you offer. What would other parents want to know about your program? You may want to describe:
  - i. How many years you have provided childcare services.
  - ii. What training have you received?
  - iii. The community you serve.
  - iv. Describe your lesson plan.
  - v. Do you participate in Quality Matters or other childcare groups?
  - vi. What do parents say about the quality of your services?
- 2p to 2s - Provide requested information.

#### Section 2 - Additional Guidance

- 2e - If approved for funding, you will be asked to provide supporting documentation that shows that subsidized enrollment is 13% or higher of existing children in your care.
- 2h - Does your programming reflect the diversity of the children and families you serve? Describe the cultural programming offered that celebrates the county's diversity
- 2i - Do you provide childcare outside of an 8am to 5pm weekday schedule, such as early morning, late evening or weekends?
- 2k - Do you serve children and families that speak limited English in their home language?

### Section 3 - Project Budget:

Develop and upload a proposed 1-year operating budget. A budget worksheet and instructions are available in Excel, Google Sheets, or PDF. Follow the detailed instructions in Submittable. See **Attachment 2 - New Provider Project Budget** worksheet, and **Attachment 3 - New Provider Project Budget Instructions**.

- 3b - Upload the proposed project budget.
- 3c - Enter the amount requested for operations for a maximum grant of \$50,000. If You are not requesting operations funding enter \$0.
- 3d - Enter the amount requested for minor repairs for a maximum grant of \$25,000. If you are not requesting minor repair funding, enter \$0.

New providers may be eligible for a maximum grant of \$50,000 including operations and minor repairs.

If you need assistance in completing the budget worksheet, please email [childcare@vhfca.org](mailto:childcare@vhfca.org) and include "Project Budget" in the subject line.

Section 4 - Financial Documents: Upload your most recent tax return, including all schedules

### Section 5 - Self-Certifications:

This section is to certify that you will:

- a. Use the funds as was proposed and approved,

- b. Comply with the reporting requirements for the term of the grant,
- c. Maintain your Childcare business in good standing with the State of California and that there are no open violations, and is in compliance with all applicable federal, State and local laws and regulations.

Once your application is complete, submit as described in Section 5 of this NOFA.

## **Section 7 - Established FCCH Provider Operations Application Guidelines**

*Technical Assistance Requests:*

*Grant Program Navigators will be available to provide assistance to childcare providers with the completion of applications. To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org). Application assistance will be available in multiple languages.*

FCCH childcare providers eligible under this program must have been in operation for 2 years or more and have met the Eligibility Requirements described in Section 4 above.

Applicants must submit the following information through Submittable, the on-line application portal. To aid in completion of each section of the application, Additional Guidance will be provided for specific questions.

Section 1 - Family Childcare Home Provider information:

- 1a - 1h and 1j-1l - Provide information as requested.

Section 1 - Additional Guidance

- 1i - Log onto the CA Secretary of State at <https://bizfileonline.sos.ca.gov>). Download a Certificate of Good Standing to verify Active Status. Upload the Certificate into Submittable.

Section 2 - Project Site Information: Provide Information on your childcare site, the childcare program, and how the grant funds will increase capacity or enrollment.

- 2a - Provide the name of the childcare business if other than the business name in Section 1. Example: ABC Daycare - Construction.
- 2b - Describe how your childcare business was impacted by COVID-19. See Section 4 above for possible impacts.
- 2c and 2d - Complete the tables with the number of current and proposed childcare capacity by age. Include the number of classrooms by age group. Licensed capacity may remain the same for small family providers. We recognize that small FCCH providers may not be able to add licensed capacity, but may be able to fill vacancies.
- 2e to 2k - Provide information requested. See Additional Guidance below.
- 2l to 2n - Provide information requested.
- 2o - Describe the childcare program you offer. What would other parents want to know about your program? You may want to describe:
  - i. How many years you have provided childcare services.
  - ii. What training have you received?
  - iii. The community you serve.
  - iv. Describe your lesson plan.
  - v. Do you participate in Quality Matters or other childcare groups?
  - vi. What do parents say about the quality of your services?
- 2p to 2s - Provide requested information.

#### Section 2 - Additional Guidance

- 2e - If approved for funding, you will be asked to provide supporting documentation that shows that subsidized enrollment is 13% or higher of existing children in your care.
- 2h - Does your programming reflect the diversity of the children and families you serve? Describe the cultural programming offered that celebrates the county's diversity
- 2i - Do you provide childcare outside of an 8am to 5pm weekday schedule, such as early morning, late evening or weekends?
- 2k - Do you serve children and families that speak limited English in their home language?

Section 3 - Project Budget:

Develop and upload a 2-year Proposed Operating Budget. A budget worksheet and instructions are available in Excel, Google Sheets, or PDF. Follow the detailed instructions in Submittable. See **Attachment 4 - FCCH 2-year Proposed Budget Worksheet**, and **Attachment 5 - FCCH 2-year Proposed Budget Instructions**.

- 3b - Enter the 2-year proposed budget total.  
Maximum Limits:
  - Small FCCH (8 or less children) may be eligible for up to \$75,000 per year, based on the number of childcare capacity and/or enrollment increases, for a total amount not to exceed \$150,000.
  - Large FCCH (14 or less children) may be eligible for up to \$100,000 per year, based on the number of childcare capacity and/or enrollment increases, for a total amount not to exceed \$200,000.

If you need assistance in completing the budget worksheet, please email [childcare@vhfca.org](mailto:childcare@vhfca.org) and include “Project Budget” in the subject line.

Section 4 - Financial Documents: Provide your most current tax return, including all schedules

Section 5 - Self-Certifications:

This section is to certify that you will:

- d. Use the funds as was proposed and approved,
- e. Comply with the reporting requirements for the term of the grant,
- f. Maintain your Childcare business in good standing with the State of California and that there are no open violations, and is in compliance with all applicable federal, State and local laws and regulations.

Once your application is complete, submit as described in Section 5 of this NOFA.

## Section 8 - Established FCCH Construction Application Guidelines

*Technical Assistance Requests:*

*Grant Program Navigators will be available to provide assistance to childcare providers with the completion of applications. To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org). Application assistance will be available in multiple languages.*

To support grant awardees with their construction projects, VHF will provide access to technical assistance from a construction management consultant. The consultant will:

1. Provide as requested and needed assistance with the development of the Scope of Work.
2. Assess the contractor bids/proposals for feasibility, reasonableness and timeliness.
3. Verify that selected contractors are licensed and insured.
4. Provide construction oversight and coordination of progress payments.
5. Verify that the work was done in accordance with State and local building requirements for childcare centers and FCCH providers are met, including building inspections.
6. Verify that work is in adherence to the California Department of Social Services childcare licensing regulations.
7. Verify required lead-based paint testing is completed. Assist with referrals to certified professionals for lead testing and abatement, if required.

FCCH childcare providers eligible under this program must have been in operation for 2 years or more, and have met the Eligibility Requirements described in Section 4 above.

Applicants must submit the following information through Submittable, the on-line application portal. To aid in completion of each section of the application, Additional Guidance will be provided specific questions.

## Section 1 - Family Childcare Home Provider information:

- 1a - 1h and 1j-1l - Provide information as requested.

### Section 1 - Additional Guidance

- 1i - Log onto the CA Secretary of State at <https://bizfileonline.sos.ca.gov>). Download a Certificate of Good Standing to verify Active Status. Upload the Certificate into Submittable.

## Section 2 - Project Site Information: Provide Information on your childcare site, the childcare program, and how the grant funds will increase capacity or enrollment.

- 2a - Provide the name of the childcare business if other than the business name in Section 1. Example: ABC Daycare - Construction.
- 2c and 2d - Complete the tables with the number of current and proposed childcare capacity by age. Include the number of classrooms by age group. Licensed capacity may remain the same for small family providers. We recognize that small FCCH providers may not be able to add licensed capacity, but may be able to fill vacancies.
- 2e to 2k - Provide information requested. See Additional Guidance below.
- 2l to 2n - Provide information requested.
- 2o - Describe the childcare program you offer. What would other parents want to know about your program? You may want to describe:
  - i. How many years you have provided childcare services.
  - ii. What training have you received?
  - iii. The community you serve.
  - iv. Describe your lesson plan.
  - v. Do you participate in Quality Matters or other childcare groups?
  - vi. What do parents say about the quality of your services?
- 2p to 2s - Provide requested information.

### Section 2 - Additional Guidance

- 2e - If approved for funding, you will be asked to provide supporting documentation that shows that subsidized enrollment is 13% or higher of existing children in your care.
- 2h - Does your programming reflect the diversity of the children and families you serve? Describe the cultural programming offered that celebrates the county's diversity
- 2i - Do you provide childcare outside of an 8am to 5pm weekday schedule, such as early morning, late evening or weekends?



- 2k - Do you serve children and families that speak limited English in their home language?

Section 3 - Construction: Provide information that describes your construction project.

#### Section 3 - Additional Guidance

- 3a - Enter the estimated Grant Amount requested for construction/renovation needs. Maximum grant is \$200,000. .
- 3b - Complete the list of construction needs to the family childcare home that will increase the licensed childcare capacity and/or enrollment and enhance the quality of care. Describe your project and how this will help you stabilize your business. See Attachment 6 - FCCH Construction Needs Worksheet as a guide.
- 3d - Explain the stage your project is in, including the person responsible for managing the project.

### **Additional Construction Requirements**

#### Prevailing Wage Requirements:

Information about California requirements for public works projects to pay prevailing wage and employ apprentices can be found at <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>. Small projects are exempt from prevailing wage requirements if the project does not exceed:

- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

#### National Environment Protection Act (NEPA) and Davis-Bacon Act:

If the construction project will be funded with other federal funds in addition to ARPA funds, this may trigger NEPA and the Davis-Bacon federal labor standards. See Section 11 - References for further guidance.

Section 4 - Financial Documents: Provide your most current tax return, including all schedules

Section 5 - Self-Certifications:

This section is to certify that you will:

- g. Use the funds as was proposed and approved,
- h. Comply with the reporting requirements for the term of the grant,
- i. Maintain your Childcare business in good standing with the State of California and that there are no open violations, and is in compliance with all applicable federal, State and local laws and regulations.

Once your application is complete, submit as described in Section 5 above.

\* If a Provider is seeking to apply for the Established FCCH Provider Operation Grant, please refer to Section 7 - Established FCCH Provider Operations Application. A separate application must be submitted for the Operations Grant.

## **Section 9 - Review and Funding Process:**

Review and Evaluation:

In addition to meeting the eligibility criteria above, applications will be reviewed and prioritized based on the childcare providers demonstration of the following:

- Clarity of Proposal: the project plan is clear, feasible, reasonable, and achievable within the grant timeframe.
- Application Completeness: The application was complete in addition to all supporting documentation.
- Equity Criteria: Applications that meet equity criteria will be prioritized.
- Readiness: Projects with demonstrated early readiness will be prioritized.

- Project Management: Applicant demonstrates ability to manage the project and provide quarterly performance and expenditure reports.

#### Approval Process:

Following the completion of the review process, VHF staff will prepare a report for presentation with recommendations for approval to the President and Executive Director, or Designee.

#### Funding Process:

At the conclusion of the evaluation process, VHF staff will work with the approved Awardee to complete the documentation process. Approved Awardees will be notified through a Notice Of Intent to Award of additional documentation requirements that include, but not limited to:

#### Operations Grants:

1. Complete and dated W-9 form
2. Complete ACH Form
3. Certificate of Insurance meeting VHF Insurance Requirements
4. New FCCH Providers: Copy of license, if pending at time of application

Within 10 business days after receipt of the fully executed grant agreement, VHF will advance payment of funds through ACH for Year One funding. To request Year Two funding, the Childcare Provider must submit a request for additional funds accompanied by the Expenditure Report, with supporting documentation showing a balance of Year One funding of 25% or less. Once reviewed and approved by VHF, payment will be made through ACH.

#### Construction Grants:

Construction grant awardees will be referred to the Construction Consultant to begin work on the Scope of Work development, request and acceptance of bids, and construction budget updates, if necessary.

1. Complete and dated W-9 form

2. Complete ACH form
3. Certificate of Insurance meeting VHF Insurance Requirements
4. Scope of Work
5. Approved Bids\*
6. Updated construction budget

Upon receipt of complete documentation, VHF will deliver the grant agreement for signature via DocuSign.

Progress Payments: Within 10 days after receipt of an approved Progress Payment Request, funds will be disbursed directly to the Construction Contractor via ACH. An approved Progress Payment Request will require the approval and signature of the Contractor, the Grantee's Project Manager, the Construction Management Consultant and the VHF Program Officer.

\*Grantees are not required to follow the federal competitive procurement process.

Unfunded or Ineligible Applications:

Applicants not receiving funding will receive a letter informing them that their application was unable to be funded due to limited grant funding or that it was ineligible.

## **Section 10 - Compliance and Reporting**

### Compliance:

- Awardees must comply with eligible uses for funding under the Coronavirus SLFRE Final Rule and the Childcare Expansion Grant Program requirements.
- Awardees must comply with all applicable federal, State and local statutes, regulations, and executive orders.
- Awardees must submit to VHF quarterly and annual reporting required by the County of Santa Clara. Quarterly and annual performance and expenditure reports shall be submitted on-line through Submittable.

## Reporting:

Awardees will be required to submit quarterly performance and expenditure reports. Performance reports will include data collection necessary to evaluate progress of the funded project, and evaluate targeted outcomes. Expenditure reports along with supporting documentation will track timely expenditures on the awarded project. Reporting will be completed through Submittable, the on-line application portal. A final report will be required at project completion.

Awardees may be requested to participate in informational surveys and/or focus group discussions to assess the Program's effectiveness.

## Data Collection

To support the Childcare Expansion Grant Program effectiveness, Awardees will be required to collect and report data and information via Submittable, the on-line application portal, to including but not limited to:

- Increase in childcare slots by age category:
  - Infants and Toddlers (0-3 years)
  - Preschool (3-4 years)
  - After school (5-12 years)
- Projected number of slots filled after funding:
  - 3 months
  - 6 months
  - 12 months
  - 13 - 24 months
- Descriptions of services to children and families with special needs
  - Children with disabilities
  - Receiving foster care services
  - That are housing insecure
  - Dual language learners
  - Other priority populations as outlined in OCFP Equity Approach
  -
- Type of culturally diverse activities in your programming
- Information on children served including:
  - Demographics

- Attendance
- If Non-traditional work hours are offered (i.e., before 8am, after 7pm, and/or weekends)
- Other relevant information such as challenges and accomplishments, and surveys from staff and/or parents/caregivers.

### Targeted Outcomes

Awardees will also be required to report on how these funds helped them reach the following outcomes:

- Increase in the number of childcare slots or enrollment.
- Increase in the number of families served that are from communities disproportionately impacted by COVID-19.
- Demonstrate a culturally and linguistically inclusive program.
- Enhancement of the care facility that offers a safe and developmentally appropriate environment.
- Upgrade in technology to strengthen administrative responsibilities such as tracking results and reporting.
- Effectiveness of the Program Navigator Program.

### **Timeline:**

The Notice of Funds Available will be released on {DAY}, September {DATE}, 2023, at 12 PM. Applications will be accepted until Thursday, November 30, 2023, at 5:00 PM (PST).

## Section 11 - References

1. [2022 Qualified Census Tract Table](#)
2. [2023 Qualified Census Tract Table](#)
3. [2022 ARPA 2022 Final Rule Overview](#)
4. [SLFRF FAQs](#)
5. [National Environmental Policy Act \(NEPA\)](#)
6. [Davis-Bacon and Labor Standards](#)
7. [CA Department of Industrial Relations](#)

## Section 12 - Attachments

[Attachment 1 - Equity Priority Approach and Scoring](#)

[Attachment 2 - New Provider Project Budget](#)

[Attachment 3 - New Provider Project Budget Instructions](#)

[Attachment 4 - FCCH 2-year Proposed Budget Worksheet](#)

[Attachment 5 - FCCH 2-year Proposed Budget Instructions](#)

[Attachment 6 - FCCH Construction Needs Worksheet](#)