

# Presentation on the Childcare Expansion Grant Program Center Based Providers



**OCFP**

Office of Children & Families Policy

## Native Land Acknowledgement

Since October 2021, the State of California has recognized the 2nd Monday in October as Indigenous People Day.

Valley Health Foundation recognizes, celebrates and honors the culture and contributions of all Indigenous Peoples that have lived on these lands. VHF respects and honors the land of the Tamien Nation and the Muwekma Ohlone Tribe of this region on whose ancestral land, and the Foundation now stands to promote and champion opportunity for all.

## Agenda

- Introductions and Welcome
- ARPA Overview
- Timeline
- Submittable
- Notice of Funding Availability (NOFA)
- Questions & Next Steps

# Introductions and Welcome

- VHF Childcare Expansion Grant Program Team
- County of Santa Clara Representatives
- Valley Health Foundation (VHF) is a non-profit leader in community health and healthcare that fundraises to support, innovate, and advocate better health for all. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF also supports community-based programs and services.
  - VHF is administering the Childcare Expansion Grant Program, through a contract with the County of Santa Clara

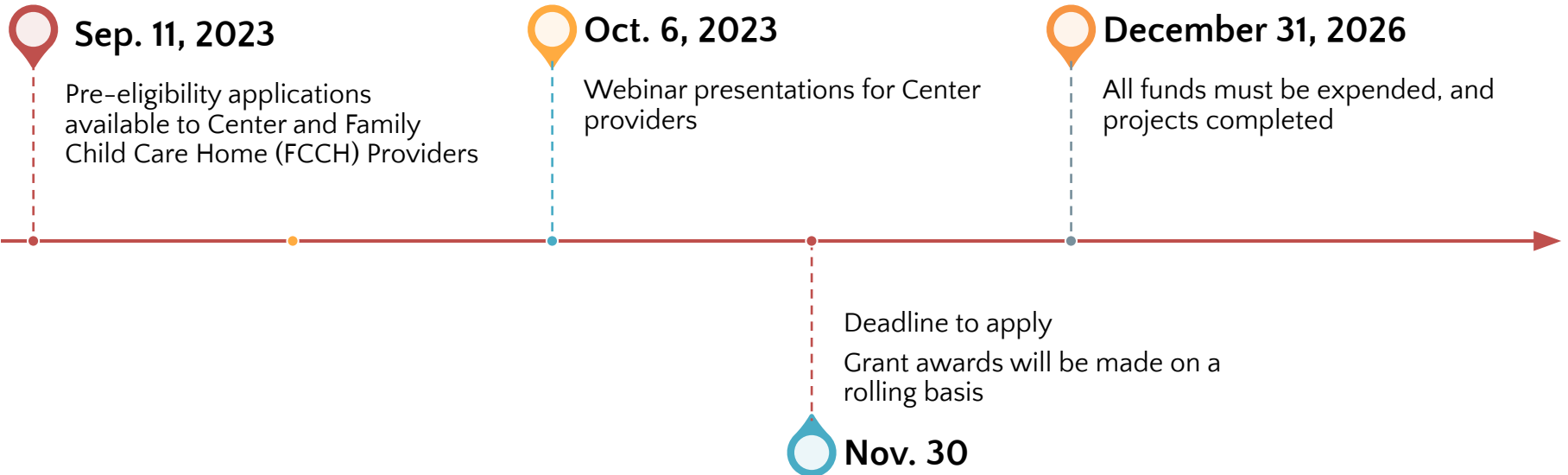
## Background

### ARPA Childcare Expansion Grant Program Overview

The Grant Program is funded by one-time funding from:

- Federal Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act of 2021 (ARPA)
- The Santa Clara County Board of Supervisors (BOS) on February 28, 2023, approved a \$15 million investment that will support local licensed childcare providers serving communities negatively impacted by the pandemic to open, reopen, or increase the total number of quality childcare spaces.
- 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.

# Timeline



# Application Submission

- Submittable is the online application portal that will be utilized in the Childcare Expansion Grant Program.
  - Only on-line applications will be accepted.
  - No hard copy applications will be considered.
  - All applications must be submitted by November 30, 2023, by 5PM (PST).
- 
- It is strongly encouraged that you submit your application before 5PM deadline to offer you an opportunity to correct your submission.

## Application Submission (cont.)

### Submittable Access and Collaboration

- Access Submittable via the [VHF website](#).
- Create a free Submittable account to start an application
  - <https://valleyhealthfoundation.org/how-we-help/childcare-center-programs.html>

Select - Center based Childcare Provider and create an Account

Have Ready:

Email address, Password, and Business Name

If you already have a Submittable account, you can use the same login information.



## Submittable Application (cont.)

### Collaborate with colleagues

- Submission Owner
  - The person who sends the invitation
  - The only user who can submit the application after it is completed by the group
  - Enter email addresses of Collaborators, click Invite
- Collaborators
  - Receive email invitation to Collaborate, click Get Started

## Submittable Application (cont.)

### Pre-eligibility Form Review

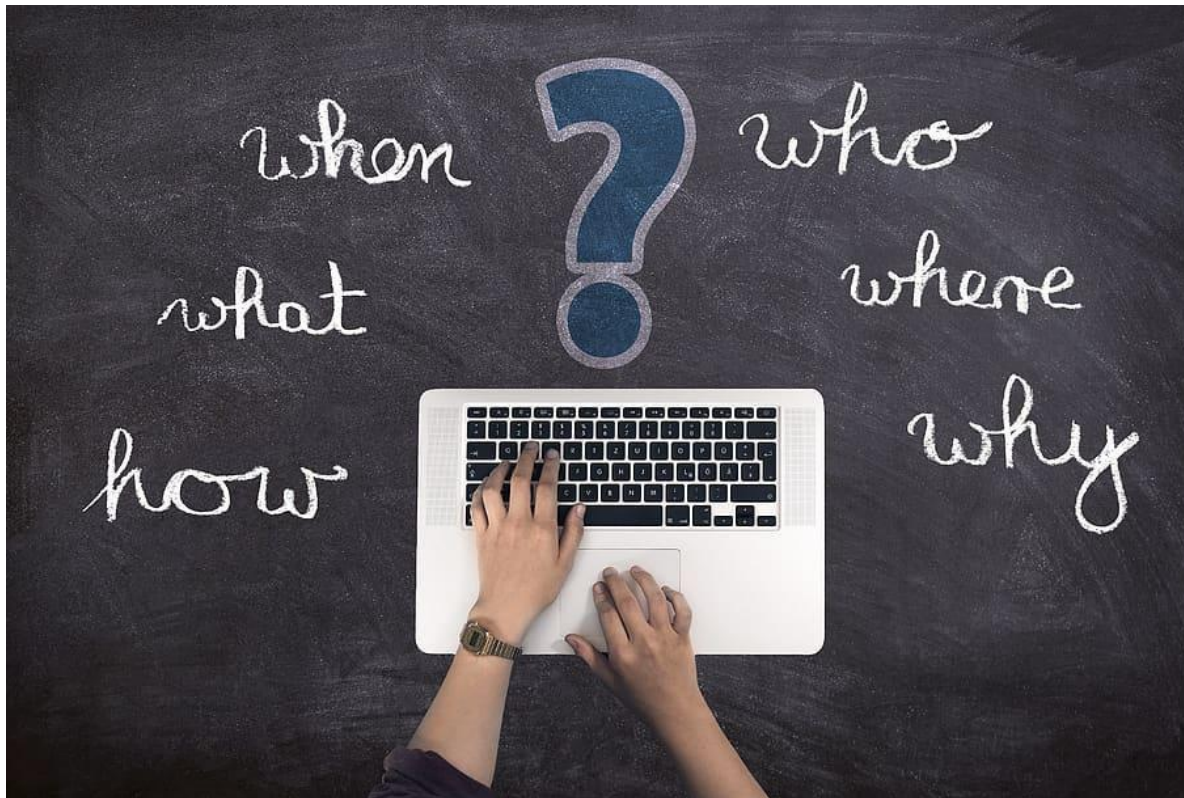
- Site you are applying for must be operating in and located in Santa Clara County
  - Up to four sites per pre-eligibility form
    - Over four sites, please email [childcare@vhfca.org](mailto:childcare@vhfca.org) and fill out 2+ eligibility forms
  - You will be asked to upload one license per site in the pre-eligibility form

## Submittable Application (cont.)

### Pre-eligibility Form Review

- VHF is reviewing pre-eligibility forms and will be sending out full applications in the coming weeks
  - You can apply for construction, operations or both per site
    - There is one application for construction and one application for operations
      - Example: If you are applying for operations and construction at two sites, you would be filling out one pre-eligibility form and four applications (2 construction & 2 operations)

Questions?



# Notice of Funding Availability

# NOFA

# Notice of Funding Availability (NOFA)

Website: [Valley Health Foundation - Childcare](#)

Pre-Eligibility Form: [Link](#)

Notice of Funding Availability (NOFA): [Link](#)  
Equity Priority Approach & Scoring: [Link](#)

FAQs- Coming soon

# NOTICE OF FUNDING AVAILABILITY

In this section we will be reviewing:

- ★ General Guidelines
- ★ Funding Categories and Distribution
- ★ Grant Limits

## 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.



## General Guidelines (cont.)

4. Grants will be issued on a rolling basis.
5. Priority will be given to childcare 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).
6. Providers must demonstrate how this funding will increase capacity and/or enrollment and strengthen the provision of quality childcare programming in a racially equitable, diverse and inclusive way.

# Childcare Expansion Grant 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

## Grant Fund Distribution

Family Childcare Homes	Childcare Centers
40%	60%
\$5,400,000	\$8,100,000

# Center-Based Grant Program Budget

<b>Grant Funds</b>	<b>\$8,100,000</b>
50% Construction	\$4,050,000
40% Operations Cost	\$3,240,000
10% Contingency	\$810,000

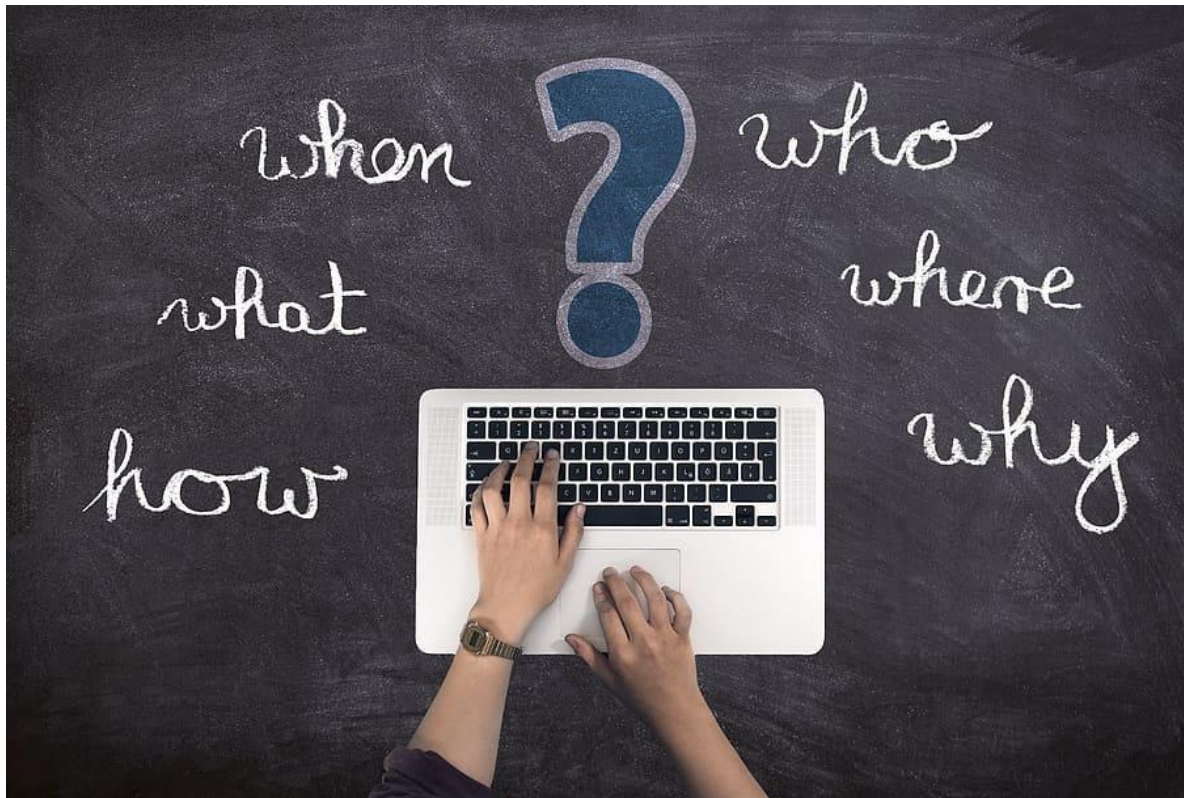
## Funding Categories and Contract Term

1. Center-Based Operations - \$250,000 per year for a total amount not to exceed \$500,000 for the 2-year period.
2. Construction - \$1,250,000 maximum construction grant. We anticipate funding 3 to 5 childcare centers for renovation and/or repairs.

**Maximum contract term is two years for each funding category, as of contract execution.**

**Funds must be fully expended by  
December 31, 2026**

Questions?



# Eligibility Requirements

- ★ Minimum Thresholds
- ★ Eligibility Criteria
- ★ COVID-19 Impact
- ★ Equity Priorities
- ★ Eligible Uses
- ★ Ineligible Uses
- ★ Site Control

# Eligibility Requirements

## Minimum Thresholds

### Childcare Centers:

- Must operate in Santa Clara County, and
- Must meet CDSS licensing requirements, and
- Must demonstrate compliance with applicable laws and regulations, and
- Must not be operating under a restricted license, and
- Must submit the application and applicable attachments by **November 30, 2023, 5PM (PST)**.
- Late applications will not be accepted.



## Eligibility Requirements

- Eligible Applicants must demonstrate intent and ability to open, reopen, or increase the number of childcare spaces in communities negatively impacted by the COVID-19 pandemic.
- Provide services for infant and toddler care, children with special needs, and/or childcare for other priority populations as detailed in the Priority Equity Approach and Scoring document.
- Providers must demonstrate a negative public health impact or disproportionate impact due to COVID-19.
- Disproportionate impact is presumed for providers operating or providing services in QCTs.

## Eligibility Requirements

- Eligible Applicants include private, nonprofit or educational organizations.
- Must have a registered Unique Entity Identifier (UEI) number through SAM.gov.
- Must be in compliance with 2 CFR 200.214 Suspension and Debarment.
- Must be in Good Standing with the CA Secretary of State [Business Entity Search](#).
- Nonprofits must have a 501(c)(3) or 501 (c)(19) tax exempt status and be registered as a charity organization with the Office of the Attorney General: [Registry Verification Search](#)
-

# COVID-19 Impact

If you experienced any of these situations, your business was 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.
- Program 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.
- Insufficient revenue due to reduced enrollment to meet monthly

# Priority Equity Criteria

Item	Equity criterion	Equity Points
1.	Provider is located in a federal Qualified Census Tract (QCT) for either 2022 or 2023. (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.)	5
2.	Provider demonstrates plans to increase in capacity or enrollment of infant and toddler slots (i.e., children under 3 years).	5
3.	Provider serves at least 13% of children enrolled with childcare vouchers/subsidies.	5
4.	Provider is specialized and serves children with disabilities.	5
5.	Provider receives referrals to serve children who are Categorically Eligible (i.e., government agencies that provide housing, child welfare, migrant families, or other services).	5
6.	Provider offers non-traditional work hours for childcare (e.g., early mornings, late evenings, and weekends).	3
7.	Family childcare provider is located in a census tract area where there is no center-based childcare.	3
8.	Provider demonstrates plans to build or expand childcare at school site, including community colleges/universities.	3
9.	Provider serves children and families with Limited English Proficiency in their home language.	3
10.	Provider offers cultural programming that celebrates the county's diversity.	3
	<b>Total Equity Score</b>	<b>40</b>

## Eligible Uses - Operations

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.
- Administration infrastructure upgrades e.g., financial systems, reporting database.
- Updated appliances for the childcare business.
- Up to three (3) months rent or mortgage payments.

## Eligible Uses - Construction

Eligible costs include, but are not limited to:

- Pre-development - costs associated with early planning
- Site construction costs to address health and safety concerns or modernization that result in an increase in the licensed capacity/enrollment, and quality of care in childcare centers.
- 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, etc.

# Ineligible Uses

- Ineligible uses include activities that do not contribute to the expansion of childcare capacity or increased enrollment. Ineligible uses include:
  - Issuance of debt or payment of debt service
  - Replenishing financial reserves
  - Satisfaction of Settlements or Judgements
  - Projects that undermine the purpose of ARPA and the COVID-19 mitigation practices
- Funds should not be used to supplant other committed revenue sources

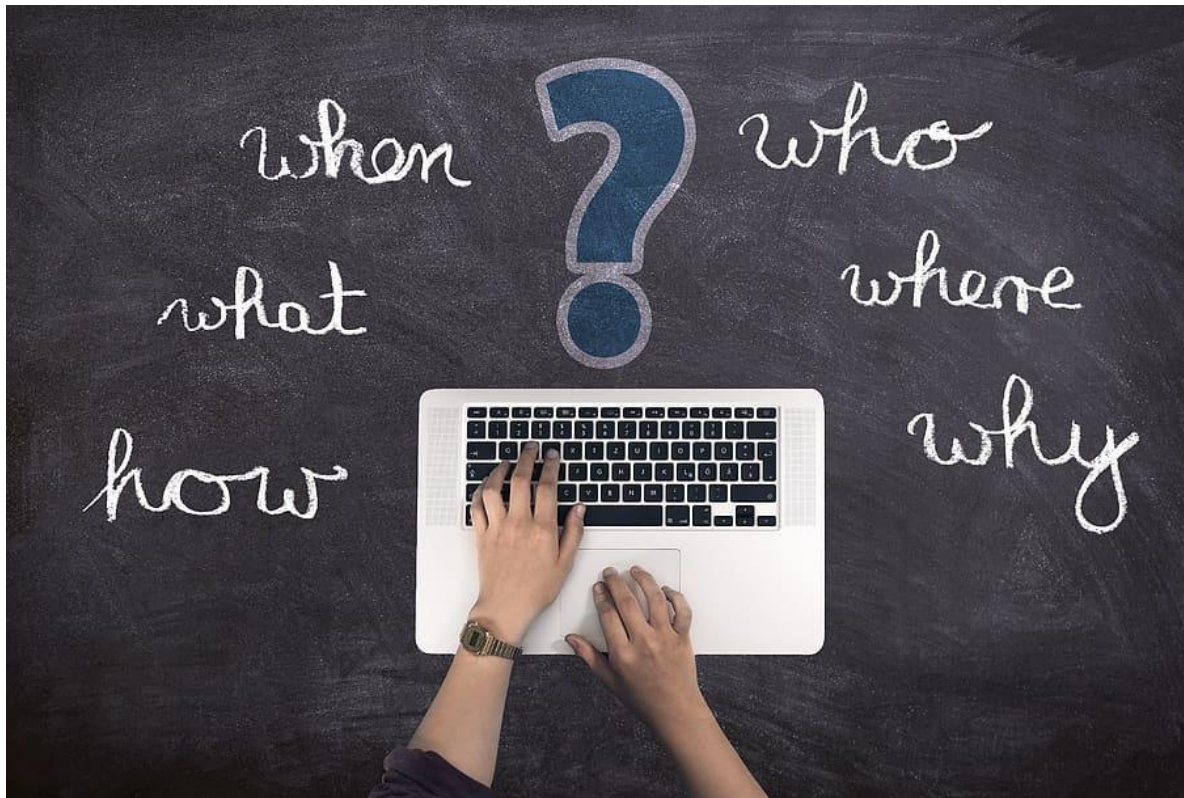
## Site Control

Leasee - Provide a lease with a term of 5 years or more, and must obtain permission from the property owner to make any improvements/repairs to the facility.

Owner - Provide a Grant Deed or Deed of Trust, and mortgage statement. Mortgages with balloon payments of 5 years or less may not be eligible.



Questions?



# Application Documentation Requirements

- ★ Operations
- ★ Construction
  - Technical Assistance

# Center Operations Application

Eligible providers must have been in operations for 2+ years and meet the Eligibility Requirements.

Application Submission Documentation:

1. Project Narrative - Needs and increase in childcare spaces
2. Project Timeline
3. Project Staffing
4. Project Budget
5. Project Budget Narrative
6. Financial Statements

## Center Operations Application (cont.)

Eligible providers must have been in operations for 2+ years and meet the Eligibility Requirements.

Application Submission Documentation:

### 6. Financial Statements

- a. 2023 Operating Budget
- b. 2-year Projected Operating Budget (2023 & 2025)
- c. 2023 Unaudited Financial Statements
- d. Most recent audited financial statements or filed tax returns

**Projects must be completed by and funds must be expended no later than December 31, 2026.**

# Center Construction Application

Access to Construction Management Consultant for Technical Assistance. Consultant will assist with:

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. Provide construction oversight and coordination of progress payments.
4. Verify that the work was done in accordance with State and local building codes and zoning ordinances.
5. Verify that work is in adherence to the California Department of Social Services childcare licensing regulations.
6. Verify required lead-based paint testing is completed. Assist with referrals to certified professionals for lead testing and abatement, if required.

## Center Construction Application (cont.)

Eligible providers must have been in operations for 2+ years and meet the Eligibility Requirements.

Application Submission Documentation:

1. Scope of Work
  - a. Project Overview
  - b. Deliverables
  - c. Milestones and Timelines
2. Project Manager and Staff
3. Project Budget, including
  - a. Construction contractor name, contract amount,
  - b. Detailed construction budget in Excel and pdf formats
  - c. List of Subcontractors and trades
4. Project Budget Narrative

## Center Construction Application (cont.)

Eligible providers must have been in operations for 2+ years and meet the Eligibility Requirements.

Application Submission Documentation:

### 5. Financial Statements

- a. 2023 Operating Budget
- b. 2-year Projected Operating Budget (2024 & 2025)
- c. 2023 Unaudited Financial Statements
- d. Most recent audited financial statements or filed tax returns

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

# Center Construction Application (cont.)

## 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:

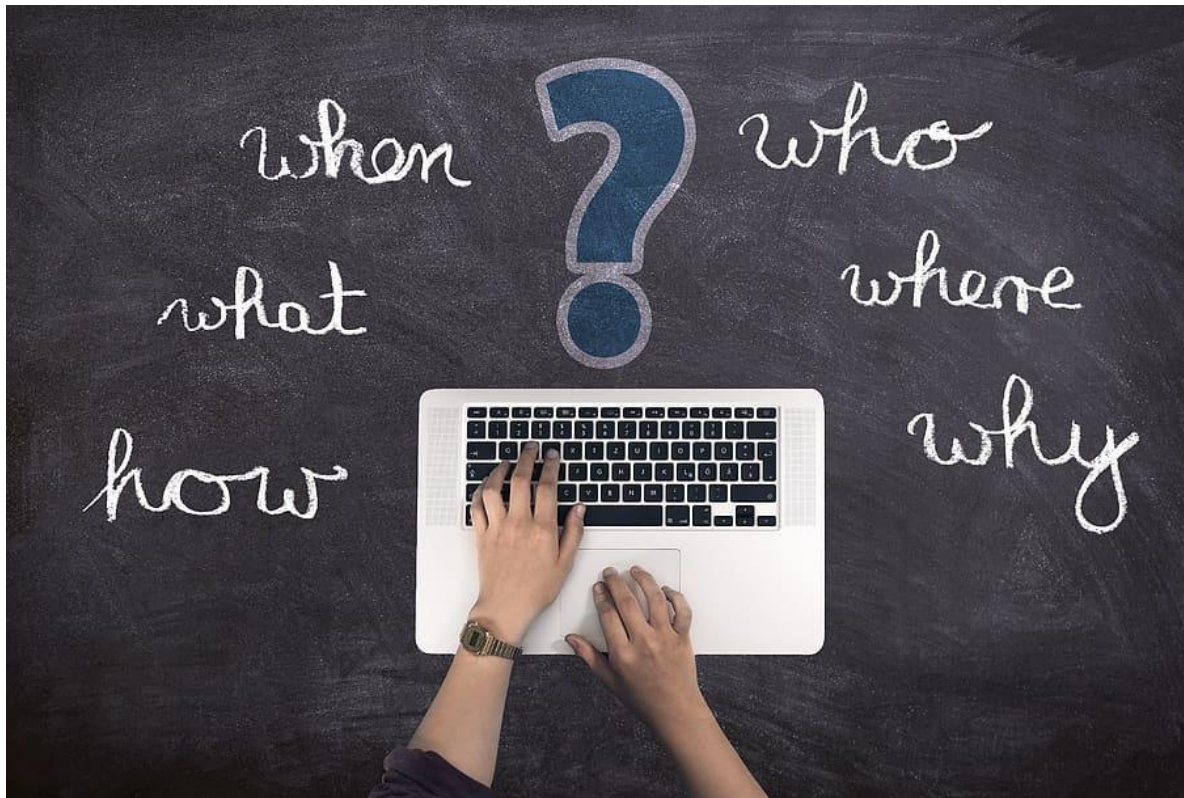
- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

### 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.



Questions?



# Review and Funding Process

- ★ Review and Evaluation
- ★ Approval Process
- ★ Notice of Intent to Award
- ★ Appeal Process

# Review and Funding Process

## Review and Evaluation:

1. Clarity and Quality of Proposal:
  - a. Plan is clear, feasible, reasonable, and achievable by December 2026.
  - b. Demonstrates expansion of childcare capacity.
  - c. Demonstrates change or increase in infant/toddler capacity.
  - d. Describes approach to ensure full enrollment.
2. Application Completeness: Includes all supporting documentation.
3. Equity Criteria: Priority given to higher equity scores.
4. Readiness: Priority given to early readiness.
5. Project Management: Demonstrated ability to manage the project and reporting requirements.

## Review and Funding Process (cont.)

### Approval Process

After review for completeness, feasibility, readiness, equity, and demonstrated expansion in childcare capacity, request will be submitted for interim approval to the President and Executive Director, or Designee.

Prospective Awardees will be notified through a Notice of Intent (NOI) to Award pending receipt of required additional documentation. **The NOI is not final approval.**

The NOI will be delivered via Submittable to the application submitter.

## Review and Funding Process (cont.)

Operations Grant:

Additional documentation requirements include, but may not be limited to:

1. Complete and dated W-9 Form
2. Complete ACH Form for Direct Deposit
3. Certificate of Insurance meeting VHF Insurance Requirements
4. Updated project budget, if applicable

## Review and Funding Process (cont.)

### Operations Grant (cont.):

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.

## Review and Funding Process (cont.)

### Construction: Renovation/Repair Grants

Construction grant awardees will be referred to the Construction Consultant to provide assistance if requested or necessary. Additional documentation requirements include, but may not be limited to:

1. Complete and dated W-9 Form
2. Complete ACH Form from Grantee and Construction Contract for Direct Deposit
3. Certificate of Insurance meeting VHF Insurance Requirements
4. Scope of Work - Final
5. Project Designs
6. Approved Bids: recommend a minimum of 2 bids.
7. Updated construction budget

## Review and Funding Process (cont.)

### Construction: Renovation/Repair Grants (cont.)

After 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 Requests. Progress Payment Requests will require approval and signature of the Contractor, the Grantee, and the Construction Consultant, prior to the VHF Program Officer approval for payment. Funds will be disbursed via ACH.

Final Payment may require mechanic lien releases, if applicable.



## Appeal Process

- Applicants may appeal decision on their proposal
  - Must be based on their original submission
  - No new information
- Written appeal to [childcare@vhfca.org](mailto:childcare@vhfca.org), no later than five business days after receipt of decision letter
- Appeal decision by VHF President and Executive Director will be final

# Compliance, Reporting, FAQs

- ★ Regulatory Requirements
- ★ Reporting Requirements
- ★ FAQ Posting
- ★ Resources

## Compliance

- Awardees must comply with eligible uses for funding under the Coronavirus SLFRF Final Rule and the Childcare Expansion Grant Program.
- Awardees must comply with all applicable federal, State and local statutes, regulations, and executive orders.
- Awardees will be required to submit quarterly performance and expenditure reports through Submittable
  - Details to be provided in the post-award training session

## Reporting

- Awardees will be required to submit quarterly performance and expenditure reports through Submittable
  - Details to be provided in the post-award training session
- Performance reports will include data collection necessary to evaluate progress of the funded project and evaluate targeted outcomes.
- Expenditures reports along with supporting documentation will track timely expenditures on the awarded project.
- Request for participation in informational surveys and/or focus groups to discuss the Program's effectiveness.

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

DATE AND TIME	FAQ1 Questions Due Friday October 13th Response posted Friday October 20th by 5:00 pm	<a href="https://valleyhealthfoundation.org/how-we-help/childcare-center-programs.html">https://valleyhealthfoundation.org/how-we-help/childcare-center-programs.html</a>
DATE AND TIME	FAQ2 Questions Due October 27th Response posted November 10th by 5:00 pm	<a href="https://valleyhealthfoundation.org/how-we-help/childcare-center-programs.html">https://valleyhealthfoundation.org/how-we-help/childcare-center-programs.html</a>

# Resources

- [Qualified Census Tract Table](#)
- [American Rescue Plan Act March 2021](#) Final Rule
- [Santa Clara County Income Limits](#)
- [2 CFR 200.414 Uniform Guidance](#)
- [Davis-Bacon and Labor Standards](#)
- [National Environmental Policy Act \(NEPA\)](#)
- [CA Department of Industrial Relations](#)

# Pointers

## Application Preparation and Submission

- Submit the requested documentation, in the proper section of the application
- Note that applications may be subject to public disclosure
- Applications may only be submitted online, via Submittable
- Applications are due by 5:00 pm on November 30, 2023
  - Don't wait until the last minute!
  - Upon successful submission, you will see a confirmation pop-up in Submittable and receive a confirmation email

Thank You! - email [childcare@vhfca.org](mailto:childcare@vhfca.org) with additional questions after reviewing the NOFA.

