



Childcare Expansion Grant Program
Family Childcare Home Providers (FCCH)
Frequently Asked Questions
Updated November 17, 2023

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Thank you for submitting your questions via email. Questions have been consolidated, with responses covering all questions asked. **This is the third and final round of FAQs and Responses.**

Please refer to <https://valleyhealthfoundation.org/how-we-help/family-childcare-home-providers.html> for the Notice of Funding Availability (NOFA), a recording of the webinar held on October 4, 2023, and a copy of the slides from the webinar. The NOFA provides detailed information regarding the Childcare Expansion Grant Program, the application process, and eligibility requirements.

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Important Dates & Timelines

Please refer to Section 2 - Calendar and Funding Categories of the NOFA starting on page 4 for the NOFA Calendar of dates.

What is the last day to submit a pre-eligibility form?

The deadline to submit a pre-eligibility form is Friday, October 27th 2023 at 5pm (PST).

When is the last day to submit the actual application?

The last day to submit construction and/or operations applications is Thursday, November 30th 2023 at 5pm (PST).

If approved, when is funding available and how much of it?

Awardees will be provided a Notice of Intent to Award document, after which VHF will execute a contract with the terms including a payment schedule.

Cut-off date for licensing, what is the exact date?

A new provider is defined as one with a license less than two years old based on the date of submission. A pending license is defined as one that will be received not later than May, 2024. An inactive license will be considered a pending license if the license is expected to become active again no later than May 2024.



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Eligibility

New Questions and Responses (11/17)

The tables asking for license capacity and enrollment use different ages for infant and toddlers than what I am used to. How am I supposed to complete these tables?

The equity criteria and eligibility for the program describe the requirement to increase infant/toddler capacity and enrollment as follows:

Provider demonstrates plans to increase in capacity or enrollment of infant and toddler slots (i.e., children under 3 years).

The tables should be completed using the age criteria (Infant (0-18 months) and Toddler (19-35 months)). The review of the applications will focus on increases in capacity and enrollment of children under 36 months. It is also important to note that the second table should reflect any and all increases in capacity and enrollment in infant/toddler and other age categories if the grant is awarded.

Applicants will be provided with an additional form that will include the tables with the ages used by the State of California Licensing Division. These forms should be completed and submitted when they are received.



Where can I find my full application?

Log in to Submittable using the same email address and password you used to submit your pre-eligibility form. Then, click on forms, scroll down and the application(s) we sent will be there.

New Questions and Responses (11/3)

Are there any exceptions to the Citation Eligibility Requirements?

Valley Health Foundation is not able to consider any exceptions to the Citation eligibility requirements as stated in the Addenda to the Notice of Funding Availability (NOFA). Demonstrate compliance with applicable laws and regulations, and the provider is not operating with a restricted license. The applicant provider shall have no CDSS reported Type A, resolved or unresolved, citations recorded against the childcare license, and shall not have more than five (5) CDSS Type B citations within the last five years. All Type B citations must have been resolved according to CDSS, and documentation of the resolved citation(s) must be provided to VHF by the applicant. Applicants not meeting this threshold will not move forward to the full application process.

Please refer to the NOFA Addenda

https://valleyhealthfoundation.org/file_download/e96d2fdd-b899-4129-96a5-79803635198d

If I am a Center applying for one site with multiple licenses and one license has a Type A citation but the other licenses do not have any citations, am I eligible?

Only the program and area without a Type A citation or 6 or more Type B citations may be eligible for consideration of funding. Construction and Operation funds can only be utilized for the specific and separate program and area that is eligible.



Can I provide documentation showing my citation should be cleared instead of the CDSS documentation?

Valley Health Foundation requires CDSS generated documentation to demonstrate Type B citations have been cleared. Other related documentation will not be accepted.

Can my application be rushed because of current facility issues I am facing, or can I apply and use the funds to pay for repairs I make now?

Applications will be reviewed in the order that full applications are received. Grant funds are not allowed to be applied to costs that have already been incurred.

Can I submit an FCCH and Center application simultaneously?

Both applications may be submitted, however each application must meet the eligibility requirements for the funding category.

Prior Questions and Responses (10/20/23)

What is NOFA?

A NOFA is a Notice of Funding Availability, which can be found [here](#). It has more detailed information about the program, eligibility, and is a great resource for applicants.

If someone wants to set up the center as an LLC, is that LLC eligible under the 50k grant?

If the LLC is related to a new license expected to be issued no later than May 2024, the license would be considered pending. If the LLC is connected to a license that has been active for more than two years, the license would not be eligible for the Start Up Application, and would instead be eligible to submit a pre-eligibility form for the Operations and/or Construction parts of the program.

Could newly open daycares be eligible for this grant? If yes, how do we answer the pre-eligibility application question in which it asks if we were affected by Covid?

Family Child Care Homes that are less than two years old are eligible to apply for the New (Start-Up) Grant program if they meet eligibility criteria.

Covid impacts look differently; some examples are:

- Reduced or no enrollment in your program.
- Parents no longer using your program for childcare because of concerns about Covid or because they were not working or working at home.
- You or your staff not being able to work and therefore the program closing for a number of days.
- Challenges paying monthly bills (mortgage, rent, utilities) during Covid because of reduced enrollment or parents not being able to pay the program for the care provided.

This is not an exhaustive list.

I have been temporarily closed, but I am going to reopen, is my license still ok?

Please check with CDSS [Social Services - Community Care Facility search](#) and/or contact your analyst.

If someone qualifies for the new family part of the grant program and gets funding, will there possibly be more funding available in year 2?

The up to \$50,000 for new providers is one time funding, that should be spent in one year.

I have a friend who is going to start her new family day care but didn't apply yet, but she did orientation and required CPR, mandatory and immunization.

She is welcome to submit a pre-eligibility form by October 27, 2023 at 5 pm (PST)

My program has been open for 18 months. Is it possible to either request a waiver to apply as a 2-year established program, or to revise my submission at the actual 2-year mark?

Because funding is on a rolling basis, VHF suggests applicants submit their applications when they have been completed. There is not a waiver available related to the two year licensure period, and applications may not be revised after submission.

Do I need to have a name for my business in order to prequalify? I've been assigned a facility number already. I just need to submit immunization records.



You do not need to have a business license- in the application, you are considered a sole proprietor.

As an S corporation, do I need to submit the good standing with Secretary of State documentation?

Yes- this will need to be uploaded in the full application.

As a new small daycare business owner, I'm curious to know what if I am unable to attract enough children and only operate a few times a week, or even none in the first several months, or if the business is not successful and if I decide to close the business, would there be any penalty or would we need to return the money that we used from the grant?

The program is intended to increase capacity and enrollment. Awardees will be expected to submit information demonstrating increased capacity and/or enrollment supported by the grant funds.

Any unexpended funds must be returned to Valley Health Foundation.

I have a home daycare and want to start a center. If I don't get the grant for the center do I lose the opportunity to receive grant funds for my home daycare?

Applications will be evaluated independently to determine eligibility and funding.

Because the family program is the current license type, to increase capacity by becoming a center, it would be the family program to which you should apply. The family program maximums of \$200,000 for Operations and \$200,000 for Construction would apply.

I am currently a large family home daycare with ten enrolled children. If I wanted to use the grant for the center, would I be using the \$200,000 approved for FCC, or would I be applying for the Center Application for the center funds?

Center grant funding is limited to those centers that have been licensed for two years.



Because the family program is the current license type, to increase capacity by becoming a center, it would be the family program to which you should apply.

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Can I have an FCC and Center application on file simultaneously? In case the center doesn't go through, can I still have the FCC application on file?

The FCCH grant program for newly or pending licenses is limited to \$50,000 and those FCCHs that expect to be licensed by May 2024. The Center program is limited to centers that have been licensed for two years.

FCCH programs that have been licensed for two years or more are eligible to apply for Operations and/or construction grants if they meet the eligibility criteria.

Can a provider submit an application for both operations and construction?

Yes you can apply for both. You will be filling out two applications in this case- one for operations and one for construction.

Is the qualification based on who sent in their pre-eligibility form first?

Yes, among other criteria.

Is there an amount of time that the FCCH must remain open after funding?

The FCCH must remain open at least the length of time of the grant award. The program is based on supporting programs that will continue to operate beyond the grant award period, and the funding is structured to promote sustainability after the award ends.

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Eligible Uses

New Questions and Responses (11/17/23)

If I receive an operations grant, spend some of the funds and within a year determine that I will need to close the childcare business due to lack of enrollment, will I have to return the funds?

If you are an existing provider and were approved for the operations grant, you will only receive half of the funds the first year. If you close within the first year of funding, you will need to submit a final expenditure report with receipts of the budget approved expenses along with the remaining balance to Valley Health Foundation. The remaining funding, including Year 2 funding will be re-allocated.

New Questions and Responses (11/3)

Can I hire a family member to do very minor work at my program, like painting?

Please refer to the NOFA under Additional Construction Requirements to determine whether such an expense would be allowable.

Prior Questions and Responses (10/20/23)

Please refer to the Funding Categories and Eligible Uses Section of the NOFA starting on page 7.

Could this money be used to install AC and update a very old heat system. AC for days when AQI is high and not safe for children to be outside?

Yes - given the related health and safety of reducing temperatures during high heat and the utility of smoke ventilation provided by an AC system, you can include this in your application for potential funding if it is expected to increase capacity or enrollment, or to allow for increases in infant/toddler childcare.

Are windows included?

Window replacement/repair in the childcare area of the site may be considered as an eligible expense.



Would it be possible to use the construction fund on improving our solar system? Our house has solar panels that were installed almost 20 years ago. We would like to upgrade them but don't have the budget. I thought I'd like to check it out with you before working on our application, which I hope would be sent to me soon.

Since solar panel replacement will not directly impact the quality of care or the increase in childcare spaces, this would not be an eligible use.

Are playgrounds and shades items that should be included in Operations or Construction applications?

Applicants should assess the size, scope, and cost of the potential project to determine whether it is appropriate for the Operations or Construction application process. A relatively minor cost project that will not require permitting would be one more appropriate for the Operations application process.

Can we build new rooms including bathrooms with the funding?

Construction grant funding could include the creation of a new room as an eligible project to apply for. The construction must result in increased capacity, increased enrollment, or an increase in infant/toddler capacity.

Operations, can we use it to pay the landlord or as a deposit for rent?

As stated in the NOFA, up to three months rent or mortgage payments would be considered an eligible use of funds in an application for an established FCCH provider and up to three months rent or mortgage payments inclusive of operational funding would be considered an eligible use in a construction/renovation grant application.

Can I rent house because my apartment is small it's not enough for kids is ill effect on my eligibility or will help me to make better space for kids

Established providers may include up to three months of rent in their Operations or Construction application.

Can we use the money to buy toys, and do we need to say an amount or specific toys?



Supplies, books, and activities to support the developmentally appropriate care and early education are potential eligible uses in the Operations section of the NOFA.

Specific budget amounts are required in the budget document. Some description of the items to be purchased should be included in the narrative.

Would we be able to bring in music teachers or art teachers?

This is a potential eligible use of funds and should be considered as a means to increase capacity or enrollment.

Can people also buy a car for transportation?

Such a purchase may be an eligible use only if such a purchase would result in increased capacity, enrollment, or increased capacity for infant/toddler care, or if the asset would be necessary given projected increased capacity and enrollment taking place as a result of an operations or construction grant award.

What about for new employees?

Staffing costs are an eligible category as listed in the NOFA.

Should I include myself in the number of paid employees?

Staffing including for the operator may be appropriate and eligible uses of funds if included in the budget that accompanies the application.

When can I use the money? Can I buy furniture next week and save the receipt?

Construction or operational costs incurred before grant approval are listed as **ineligible uses of funds** on page 10 of the NOFA.

I have finished some projects for my daycare before 9/11/23, can I claim that costs for grants?

Previously incurred costs are not eligible for funding or reimbursement in this program.

I am planning on moving my program within the next two years. Am I eligible to apply for operations?

Yes, under the following conditions:

1. The program when moved will remain in Santa Clara County, and



2. The move and use of the operations funds will increase capacity, increase enrollment, or increase the capacity to serve infant and toddlers; and
 3. An updated license with the new address is provided to VHF if move takes place during the grant term.
 4. The submitted budget should reflect the adjusted cost to move the business (only).
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Budget

No Questions and Responses (11/17/23)

No Questions and Responses (11/3)

Prior Questions and Responses (10/20/23)

Refer to Section X of the NOFA. If you need assistance in completing the budget worksheet, please email childcare@vhfca.org and include "Project Budget" in the subject line.

Budget document templates and worksheets are available on the VHF website.

Should we estimate purchases for the next year or next two years?

The budgets should be prepared for the period you are requesting funds for.



For the new FCCH, should we submit it for one year or two-year expenses?

The funding for New FCCH programs is one time only. The budget submitted should reflect the time period during which the funds will be expended, which is one year for newly licensed programs.

What is the max grant available to daycares over 2 years in business?

Page 21 of the NOFA includes this information,

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.

So, the max for operation is \$200K and then another \$200K for construction, or the total is \$200K (combined)?

The maximum grant amount for existing FCCH programs is \$200,000 to support operations and \$200,000 for construction. Providers may apply for and receive one or both types of award.

If you were accepted to: IGP RFAI: Minor Renovation and Repairs Grant Program - Family Child Care, can you still apply for this program?

Page 11 of the NOFA includes a statement that the funding shall not be used to supplant other committed revenue sources. The grant funds available through the Childcare Expansion Grant Program cannot replace other funds you are expected to receive, and the requested funding must be for a different purpose than other grants, and must result in expanded capacity, increased enrollment, and/or an increase in the infant/toddler capacity of your program.

I am still waiting for the last minor grant. Can I add what I asked for in this grant? (State grant)



These funds cannot supplant funds from other sources, so they cannot replace funds that may be awarded from another grant program.

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Documentation

No Questions and Responses (11/17/23)

New Questions and Responses (11/3)

How can I attach a document with multiple pages to my application?

If applicants have difficulty attaching files to their applications, please contact Submittable Technical Assistance via <https://submittable.help/en/>

Do I have to upload my entire tax return?

The Notice of Funding Availability (NOFA) indicates all schedules should be provided in the application. While the focus of the review will be on the Schedule C, the information in the entire tax return may be applicable to the review of the application and determination of eligibility.



I am a non-profit that doesn't file tax returns – what should I include in my application?

All non-profit organizations are required to file tax documents with the Internal Revenue Service on an annual basis. If you are not aware of such forms being filed, it may be that you are a subunit of an organization that files such documents.

Prior Questions and Responses (10/20/23)

SITE CONTROL - the NOFA on page 9 includes the following statement regarding SITE CONTROL:

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.

Ensuring Site Control prior to grants being awarded is crucial to ensure the program will continue at the current location, and to ensure any construction or renovations have been approved by the landlord.

If we have only the operation cost, and no minor renovation and our lease is one year, how can we submit a two-year lease?

A two year lease or an intent to extend lease letter should be obtained from the landlord. A template letter is available on the VHF Childcare Grant website.

I have a new license; will it be a problem if I upload my old license where I was by myself?

If an applicant is applying for a new program grant, the license application should be uploaded. The license must be expected to be approved on or prior to May 2024.

I have had a license since 09, but I moved so my license number changed, will that affect it and make me a new one?

Such an example would be eligible for the existing application given the prior license. Please provide both license numbers in your application documents.

Do we need more than one bid from contractors?



Construction applicants should solicit multiple bids for large projects, and estimates for smaller projects.

Do we need to stick with the same contractors to give us the bid? Some companies increased the price drastically from the time we get the quote, to the time we get the grant.

The answer to this question would depend on the specific circumstances and project, and cannot be answered in a general sense without such information.

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.

Filled out the form, put current daycare name, not name on license.

For this and other specific questions, please send an email through Submittable or directly to childcare@vhfca.org.

Have received email from VHF asking for COVID impact, does this affect me?

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.



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.

I put my informal business name (no DBA; not listed on my license) on the pre-application, not the name on my license. Will that be a problem?

Not a problem on the pre-eligibility form. If eligible and you receive a link to the application, add the business name that is on your childcare license.

For the business name, is it name on license or name on tax return?

The business name should be the business name listed on your childcare license.

What is entity status from the Dept of CA Secretary of State?

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.

If we have special training to work with special needs, what should we upload?

In addition to including this information in the project narrative, it is recommended that applicants include any certification or documentation related to specific training you and your staff have completed.

How do we prove proof of salary?



The tax returns submitted for the application will provide documentation of salaries paid.

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Application

No Questions and Responses (11/17/23)

New Questions and Responses (11/17/23)

I have a kid that has subsidies from Gokids for low-income. Is it considered categorically eligible for children for question 2g?

The GoKids subsidy for low-income does not necessarily qualify for the categorically eligible criteria. If the child in your care is also a referral from a provider of services for special needs populations, then you may be eligible for these points.

For the categorically eligible criteria, you must have an agreement with an agency that serves families from these identified special needs populations. For example: having a referral agreement with a homeless service provider to accept homeless children for childcare.

No Questions and Responses (11/3)

Prior Questions and Responses (10/20/23)

Where can I see the breakdown of what goes on what application? And can we apply for both?

Center and FCCH providers that have been operating for two years or more are able to apply for both the Operations and Construction grants. The NOFA document online provides significant information regarding the application requirements and documentation.

I understand the pre-eligibility form, how do I go into the account that has my information?

Log into Submittable to view your submissions.

If the question is asking for my email, but it is only letting me put in my phone number, what do I do?

For this and other specific questions, please send an email through Submittable or directly to childcare@vhfca.org.

Submittable shows I didn't submit anything, but I got an email saying I submitted, do I need to submit again?

For this and other specific questions, please send an email through Submittable or directly to childcare@vhfca.org.

What is pre-eligibility? and when is the deadline for this form?

Interested providers must submit a pre-eligibility form, which is available on the Family Childcare VHF Website

<https://valleyhealthfoundation.org/how-we-help/family-childcare-home-providers.html>

These forms must be submitted no later than October 27th at 5pm. (PST)

After review of the pre-eligibility forms, VHF will inform providers that they are not eligible to proceed to the full application process, or that they are eligible to submit one or more full applications. Eligible providers will receive an email with a link to the application(s) they are eligible to complete and submit. The deadline to submit completed applications with all documentation is November 30th at 5pm (PST). Late applications will not be accepted.

When I did the pre app I only applied for the construction grant, what if I wanted to change that for materials too, is that possible?

For this and other specific questions, please send an email through Submittable or directly to childcare@vhfca.org.

I need to change my application. How do I do this?

Submitted Pre-eligibility forms and submitted applications are final. Please email childcare@vhfca.org with any special circumstances related to these submissions.

In the application it says whether we are affected by covid but I got licensed in May so what do I answer?

As a newly licensed provider you may have not experienced direct negative impacts from Covid. Please refer to the following language from the NOFA to determine whether your program has been impacted during the Covid Recovery period:

Covid impacts look differently; some examples are:

- Reduced or no enrollment in your program
- Parents no longer using your program for childcare because of concerns about Covid or because they were not working or working at home.
- You or your staff not being able to work and therefore the program closing for a number of days.
- Challenges paying monthly bills (mortgage, rent, utilities) during Covid because of reduced enrollment or parents not being able to pay the program for the care provided.

This is not an exhaustive list.

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Technical Assistance

No Questions and Responses (11/17/23)

No Questions and Responses (11/3)

Prior Questions and Responses (10/20/23)

If I want a navigator, do I send an email?

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Other

No Questions and Responses (11/17/23)

No Questions and Responses (11/3)

Prior Questions and Responses (10/20/23)

Can we open up a business bank account just for this money?

Section 9 of the NOFA (Review and Funding Process) describes the manner in which VHF will process and distribute funds to grantees. VHF will provide payment only through electronic means (ACH) in accordance with executed grant contracts with grantees. Grantees will be required to provide bank account information to establish the ACH transaction process.

Are these federal funds?



Please refer to page 2 of the NOFA in which the source of the funds is described - Federal Coronavirus State, and Local Fiscal recovery Funds (SLRF) under the American Rescue Plan Act of 2021 (ARPA), as allocated by the Santa Clara County Board of Supervisors.

May this program run out of money, leaving some eligible applicants without funding?

The \$15 million dollars allocated by the Board of Supervisors is not expected to provide funding to all eligible applicants given the significant unmet need of childcare providers in Santa Clara County.

Is this grant taxable, if awarded?

Individuals and organizations should follow all state and federal tax laws and regulations related to these grant funds.