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Notice of Funding Availability  
and Request for Proposals  
Childcare Expansion Grant Program  
**Childcare Center Providers**

RELEASE DATE:  
September 28, 2023

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 Childcare Center Application

## Section 1 - Introductory Information

### Purpose

The Childcare Expansion Grant Program (Grant Program) is available to licensed Child Care Centers 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 center-based, Family Child Care Home (FCCH), 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 childcare centers 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 providers serving communities negatively impacted by the pandemic to open, reopen, or increase the total number of quality childcare spaces.

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

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.

### 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>
Beginning, September 28	Center-Based Childcare Expansion Grant Program NOFA and On-line Application	Email Invitations will be delivered to applicants meeting pre-eligibility criteria
Friday, October 6 10:30AM to 12:30PM	Virtual Information Meeting	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
October - December 2023	Application Review will be performed on a rolling basis	VHF staff will review via the on-line application portal Submittable
November 2023	Begin Approved Awards Announcement	After review and approval, VHF will notify awardees via a Notice of Intent to Award
November 2023 - March 2024	Begin Contract Negotiations and Award Disbursements	VHF will disburse funds after receipt of the executed Grant Agreement

## Childcare Expansion Grant Program Budget:

On February 28, 2023, the BOS 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.

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 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 re-allocated 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 change order will be reviewed by the Construction Consultant for cost reasonableness and feasibility.

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 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

Fund Distribution by Childcare Facility Type:

The table below offers fund distribution estimates by applicant type. 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.

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

## Funding Categories and Eligible Uses:

### *Technical Assistance Requests:*

*To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org).*

## 1. CENTER-BASED OPERATIONS

The Operations grant funds are available to support a strong recovery and stabilization for childcare centers operational needs during and up to 24 months (2 years) from the grant effective date. Providers must demonstrate being actively licensed for over 24 months.

Maximum Grant Amount:

Center-based childcare providers may be eligible for up to \$250,000 per year for a total amount not to exceed \$500,000 for the 2-year period.. Providers must demonstrate an increase in quality childcare spaces or enrollment proportionate to the operational needs and requested funds.

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.

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

## 2. CENTER-BASED CONSTRUCTION: Renovations/Repairs

The Grant Program aims to support providers in developing a well-designed childcare facility that results in increased childcare spaces and that provides quality childcare programming. Providers must demonstrate being actively licensed for over 24 months.

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

- Provide as requested and needed assistance with the development of the Scope of Work.
- Assess the contractor bids/proposals for feasibility, reasonableness and timeliness.
- Verify that selected contractors are licensed and insured.
- Provide construction oversight and coordination of progress payments.
- 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.
- Verify that work is in adherence to the California Department of Social Services childcare licensing regulations.
- Verify required lead-based paint testing is completed. Assist with referrals to certified professionals for lead testing and abatement, if required.

Eligible uses of funds under this funding category include interior/exterior renovations and repairs to areas in the facility that result in an increase in capacity or enrollment, while creating a safe and developmentally appropriate environment for children.

Center-based childcare providers eligible under this program must have been in operation for 24 months or more and have met the Eligibility Requirements described in Section 4 above.

Maximum Grant Amount:

The maximum construction grant per application is \$1,250,000. We anticipate funding 3 to 5 childcare centers for renovation and/or repairs to the facilities that can demonstrate an increase in childcare spaces proportionate to the requested funds.

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.

Eligible costs include, but are not limited to:

- Pre-development - costs associated with early planning, architectural/design services, and building permits
- Construction projects including site construction costs to address health and safety concerns or modernization, play spaces 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

**NOTE TO LEASEES: If you lease the childcare facility, you must obtain permission from the property owner to make any improvements/repairs to the facility that may be evidenced in the lease agreement. Leasees must provide evidence of site control for a period of 5 years or more.**

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 center rehabilitation/renovation costs already incurred.
- Luxury items or items unrelated to the provision of childcare services.
- Costs that do not support the increase of licensed capacity or enrollment.
- 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. 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 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).
8. 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.
9. Incomplete or inadequately documented applications will not be considered.
- 10. 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.
- 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 sections 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.
- Applicants must demonstrate you are in good standing with the CA Secretary of State.
- 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 childcare capacity as outlined in CDSS childcare capacity regulations.
- Have a registered Employer Identification Number (EIN).
- Have a registered Unique Entity Identifier (UEI) number through SAM.gov. If applicants do not have a UEI, they are encouraged to apply for it as soon as possible. If applied for and is pending, indicate the pending status on Submittable, and upload confirmation received from SAM.gov.
- Applicants must be in compliance with 2 CFR 200.214 Suspension and Debarment of the Uniform Guidance. Applicant shall attest that the organization, nor its principals have not been debarred or suspended or otherwise excluded from participating in Federal assistance programs.
- 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 QCTs.
- 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 age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status.

#### 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](#)). The Department of Housing and Urban Development (HUD) defines a QCT 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, 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 obligations (lease payments, utilities, staff costs) during COVID.

## Section 5 - Application Submission

*Technical Assistance Requests:*

To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org).

### How to Apply

- Links to the Notice of Funding Availability (NOFA) and Request for Proposals,, and applications requested through the Pre-Eligibility Form will be sent to the email listed. Before you complete the Application, review the NOFA 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. Cover Letter on organization letterhead and must include:
- B. Legal name of the Childcare Business as recorded with CDSS
- C. Employer Identification Number (EIN)
- D. Valid license from State of California Health and Human Services Agency Department of Social Services Community Care Licensing Division, Child Care
- E. The number of full-time and part-time staff - current and after grant funding
- F. The number of children by age group - current and after grant funding
- G. Project Narrative/Scope of Work: Describe how you will be using the grant funds for operations or renovations/repairs, if approved

- H. Project Budget: Provide the appropriate budget in both Excel and PDF formats.
- I. 2023 Operating Budget
- J. 2-year Projected Operating Budget (2024 & 2025)
- K. 2023 Unaudited Financial Statements
- L. Most recent audited financial statements or tax returns
- M. Adopted organization policy or statement on racial equity, diversity, and inclusion
- N. Organization status from the Department of CA Secretary of State: [Business Entity Search](#)
- O. Nonprofits: Tax-exempt status documentation, e.g., IRS determination letter
- P. Nonprofits: Office of the Attorney General: [Registry Verification Search](#)
- Q. Tenants: Property Owner approval to complete repairs.
- R. Tenants: Lease Agreement with at least (5) five 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. The application deadline is 5PM (PST) 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

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

Friday, October 6th 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 - Childcare Center Operations Application

*Technical Assistance Requests:*

To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org).

Childcare providers eligible under this program must have been in operations 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.

1. Project Narrative: Describe the organization's needs for the grant funds and how the funds will result in an increase in capacity or enrollment and enhance the quality of care. Describe the methods and strategies your organization will use to increase capacity and/or enrollment. Describe how the proposed uses of grant funds will assist with the organization's post-pandemic recovery/stabilization.
2. Describe the timeline to complete the project described above.
3. Who will be responsible to oversee the project?
  - a. Provide the name and contact information if different than the business owner.
  - b. Describe the provider's capacity to accomplish the work, including management and staffing that will ensure that the project moves forward and is implemented during the contract term.
  - c. Provide the name(s) and title(s) of the individual(s) that will be responsible for reporting on performance and use of funds on a quarterly basis?
4. Project Budget:
  - a. Provide budget in both Excel and PDF formats
  - b. Applicants must submit a detailed 2-year program budget
  - c. The budget should reflect all program costs anticipated for a successful project completion, to include but not limited to:

- i. Direct Staffing Costs, including payroll tax. Provide listing of each staff position, % FTE and hourly rate.
    - ii. Benefits costs including fringe benefits.
    - iii. Direct Project Costs - Operational costs tied directly to the provision of childcare and the increase in quality childcare slots and/or enrollment.
    - iv. Indirect Costs - Indicate percentage. Indirect costs are defined as the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. For more detail, see [2 CFR 200.414](#).
  - d. Estimated Costs for any subcontracted services and percentage to overall budget.
5. Project Budget Narrative: Provide a two-page budget narrative description to accompany the submitted project budget.
6. 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 tax returns

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

## Section 7 - Childcare Center Construction Application

*Technical Assistance Requests:*

To request assistance, email the Childcare Expansion Grant Program at [childcare@vhfca.org](mailto:childcare@vhfca.org).

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. 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.

Childcare providers eligible under this program must have been in operations 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.

1. Scope of Work:
  - a. Project overview - a short, concise statement summarizing the project. List critical objectives that must be achieved in order to complete the project successfully and on time. Describe how this project will increase capacity and/or enrollment in a quality childcare environment.
  - b. Deliverables - detail the expected project goals that need to be reached throughout the project.
  - c. Milestones and Timelines - Timeline, including milestones to meet the December 31, 2026, expenditure deadline.
2. Who will be the responsible person to oversee the project?
  - a. Provide the name and contact information of the Project Manager.
  - b. Describe the organization's capacity to accomplish the work, including management and staffing that will ensure that the project moves forward and is implemented during the contract term.
  - c. Who will be responsible for reporting on performance and use of funds on a quarterly basis?
3. Project Budget:

- a. Provide Contractor name, contract amount and anticipated project term.
  - b. Provide a detailed construction budget in both Excel and PDF formats.
  - c. The budget should reflect all costs anticipated for a successful project completion, to include but not limited to:
    - i. Project Management
    - ii. Design - design, permits
    - iii. Procurement - equipment, materials, subcontractors
    - iv. Construction - demolition, site work
    - v. Compliance - inspections
  - d. List of Subcontractors and trades
4. Project Budget Narrative: Provide a two-page budget narrative description to accompany the submitted project budget.
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 tax returns

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

\* If the Provider is seeking to apply for the Childcare Center Operations Grant, please refer to Section 6 - Childcare Center Operations Application. A separate application must be submitted for the Operations Grant.

### **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 8 - 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 and included 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 for Direct Deposit
3. Certificate of Insurance meeting VHF Insurance Requirements
4. Updated project budget, if applicable

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: Renovation/Repair 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 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

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.

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 9 - 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 programing
- 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 Thursday, September 28, 2023. Applications will be accepted until Thursday, November 30, 2023, at 5:00 PM (PST).

## Section 10 - References

1. [2022 Qualified Census Tract Table](#)
2. [2023 Qualified Census Tract Table](#)
3. [2022 ARPA 2022 Final Rule Overview](#)
4. [SLFRF FAQs](#)
5. [Santa Clara County Income Limits](#)
6. [National Environmental Policy Act \(NEPA\)](#)
7. [Davis-Bacon and Labor Standards](#)
8. [2 CFR 200.414](#)
9. [CA Department of Industrial Relations](#)

## Section 11 - Attachments

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