



APPLICATION REVIEW POLICY NO. 2

Childcare Expansion Grant Program

Family Child Care Home Providers Site Control Requirements

Date of Policy: March 27, 2024

NOTICE: This policy is issued after the application due date to establish criteria and expectations for the length of site control required as a condition of grant eligibility for the Family Childcare Home Providers. This policy will be posted publicly on the VHF Website for transparency with applicants and grantees.

BACKGROUND:

The September 29, 2023, Notice of Funding Availability, as amended (NOFA) outlined the site control requirements, including minimum length of lease to be provided as part of the application materials for the Childcare Expansion Grant Program.

In the course of application reviews among Family Childcare Home (FCCH) applicants, it became apparent that the site control requirements should be relative to the grant request and funding category. For consistency throughout the program, VHF has updated the site control requirements relative to the maximum annual grant award and funding category.

The following changes, additions, and/or clarifications will be posted to the [Childcare Expansion Grant Program website](#) to be available for public review with the NOFA. In the event of any inconsistencies between this Policy revision and the NOFA, the terms and conditions of this Policy revision shall govern. All terms and conditions of the NOFA not changed, amended, or modified by this Policy change shall remain in full force and effect.

PRIOR NOFA GUIDANCE:

As outlined in Section 5 - Application Submission Instructions: Application submission requirements specifically for tenants include a

“lease agreement with at least two years remaining on the lease” (page 15).

ADOPTED POLICY

In recognition that Family Childcare Providers in Santa Clara County include a mix of tenant and owner-occupied residences, and the challenges that providers may face in securing rental homes that meet the needs of their childcare businesses, this policy allows for a more flexible length of lease for grantees in the Childcare Expansion Grant Program than was published in the NOFA.

While lease agreements of two years or more are encouraged, they will not be required of all grantees. The following minimum lengths of leases will apply:

Application Funding Category	Minimum Length of Lease
NEW FCCH: Operations and/or Construction less than or equal to \$25,000	Current lease term will be accepted. No minimum length of lease required
EXISTING FCCH: Operations Only	Current lease term will be accepted. No minimum length of lease required
EXISTING FCCH: Construction grant funds less than or equal to \$25,000	Current lease term will be accepted. No minimum length of lease required.
EXISTING FCCH: Construction grant funds of \$25,001 - \$100,000	Required 12 months of site control documented in the lease agreement from date of application submission.
EXISTING FCCH: Construction grant funds over \$100,000	Required 24 months of site control documented in the lease agreement from date of application submission.

All applicants will be asked to provide their current lease or documentation of site control to verify that their current address aligns to the address listed on their childcare license or application, financial documents, or other application materials. During the term of the grant period, tenant Grantees shall provide a copy of an updated or renewed lease demonstrating ongoing site control to operate childcare at the current location.

This policy applies to both “new” (less than 2 years) and “established” FCCH applicants as defined in the NOFA. Site control requirements for childcare centers are unchanged by this policy.



The Childcare 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.

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