

Early Learning Facilities 2023-2025 Biennium

Health and Safety Minor Renovations Grant Program

Recorded Webinar Notes Transcript

1. **Kristin**

Thank you for learning about the Early Learning Facilities Health and Safety Minor Renovation Funding Round.

We are excited for your interest and are partnering with our sister agency, DCYF, to help walk you through the ELF program application process and Grant timeline

This recorded webinar is intended to provide childcare providers with the information they need to be able to review the program requirements to determine if they are eligible for funding, how to apply for a grant, the pre-contracting process, the reimbursement process, and reporting/monitoring.

Throughout this presentation, you will see blue text for a variety of subjects on the slides. The slides will be posted on our website. The blue text, when clicked, will take you to a website with more information on that particular subject.

2. **Ali**

At Commerce we have programs that strengthen communities.

Our team's goal is to strengthen communities by funding projects that provide services people need to grow, learn, and thrive.

3. **Ali**

We will begin with an overview of the Early Learning Facilities Health and Safety Minor Renovations Grant Program

There is \$5,000,000.00 allocated for this program by the legislature for the reimbursement of eligible costs

4. **Ali**

The Early Learning Facilities program went into effect July 6, 2017 to address the critical need for early learning opportunities for low income children.

This is a competitively awarded program, meaning that submitting an application does not guarantee funding.

The program is governed by Legislation, and the Program Guidelines summarize the requirements for easier understanding. These guidelines are currently under development, but will be available on our website.

Also planned for the website is the Notice of Funding Opportunity, which has details about how to apply for the grant, the actual application questions that will be in ZoomGrants, and tips how to create a budget and a scope of work.

5. Ali

Any entity that is currently licensed for childcare, or maintains an eligible licensing certification substitute, is eligible to apply.

This includes family childcare homes, non-profits, for-profits, public entities, public school districts, private schools, charter schools, and tribes

There is no requirement for increased subsidized capacity for this grant round

6. Kristin

The Capital Budget designated \$5,000,000 for a competitive process for the Health and Safety round for minor renovations

Funds are for the reimbursement of eligible costs for successful applicants

Eligible costs are outlined in the Program Guidelines on our [website](#)

7. Kristin

The minimum, or lowest amount that may be requested in this funding round is \$10,000.00

The maximum, or highest amount that may be requested in this funding round is \$200,000.00

For family homes, the highest amount requested may not be more than 50% of the current tax assessed value of the home. This means, if a home is valued at \$250,000.00, the most the applicant may request is \$125,000.00

Tax assessments must be uploaded on the application to support the funding request

8. Kristin

The most successful applications are the ones where time was taken to fully prepare the project

9. Kristin

Applicants should determine if they are eligible by reading and reviewing the Program Guidelines, Notice of Funding Opportunity, referred to as the NOFO, including the Application Questions in the NOFO, and register for – or if a previous applicant, check current access in ZoomGrants

10. Kristin

If awarded, applicants need to be prepared to complete the pre-contracting process.

No funds will be reimbursed without an executed contract, or signed agreement, in place

11. Kristin

Successful awardees will need to be Licensed through the Department of Revenue to conduct business in Washington State

Registered with the Secretary of State, if applicable.

Licensed with DCYF or eligible licensing equivalent, and
Be prepared to coordinate with contractors to ensure state prevailing wage is being paid
There is a link on this slide that will take you to the Labor and Industries page to show you how much your contractors should be paying their employees to meet these requirements. It is a good idea to consider this extra cost when calculating the project budget.

12. Ali

Commerce can only reimburse for eligible expenses incurred after the date of the award letter

Any expenses incurred before the deadline of application submission cannot be reimbursed, and the applicant assumes the risk of paying for the project if the project is not selected for funding.

Professional construction management cannot exceed 4% of the award and the manager cannot be affiliated with the applicant organization

Construction costs must be eligible, must be listed in the application, and must not be added on after award

Eligible equipment must have a lifespan of a minimum of 13 years and not be consumable with a short shelf life

Improvements to kitchens and baths must be with similar materials and not excessive upgrades; ADA compliance improvements are eligible costs

Please refer to the Program Guidelines on the Early Learning Facilities website for additional details around eligible project and construction costs

13. Ali

Other examples of eligible costs include the following:

Bathroom to include right-size fixtures

Update to flooring

Repair of fence

Play area updating

HVAC updating

Other specific health and safety

improvements directly related to early learning/childcare

14. Ali

Examples of ineligible costs include:

Internal administrative costs, in-house labor, or activities

Computers

Rolling stock (such as vehicles)

Lease payments for rental of equipment or facilities

Any maintenance or operating costs, or the moving of equipment, furniture, etc., between facilities

Purchase of property or land

15. Ali

Additional examples of ineligible costs include:

Projects for areas not specifically for childcare/early learning

Interest fees for construction loans

Transportation costs

Upgrades that are not used for childcare purposes

Projects that do NOT improve health and safety for children

Bathtubs or showers

16. Grace

My Name is Grace Ssebugwawo and I am here with my Colleague Jody Hitchings, from the Washington State Department of Children Youth and Families,

Thanks for your time to listen in to this webinar and for all you do to support children and their families we serve. We are grateful for the partnership with Department of Commerce through the ELF grant. Which has created change in communities of Washington through provision of high-quality early learning a/ Child care facilities across the state.

17. Grace

The Department of Children Youth and families work is driven by its Mission , Vision and Values.

Our Mission is to protect children and strengthen families so they flourish.

Our Vision is that all Washington's children and youth grow up safe and healthy—thriving physically, emotionally, and educationally, nurtured by family and community.

Our Values are Inclusion, Respect, Integrity, Compassion, and Transparency.

The Department of Commerce ELF goals interconnect with our Mission, Vision and Values.

That is why we here to assure you our collaboration and active participation in this program and support you in the process.

18. Grace

DCYF continues to ensure All Washington's children and youth grow up safe and healthy—thriving physically, emotionally, and educationally, nurtured by family and community. The Early Learning Facilities provides following interventions:

Enable early learning/ childcare facilities, centers and Childcare family homes to create Healthy and Safer learning environment for children.

Increase a number of High-quality learning environment across Washington State. Some facilities are in bad shape the learning spaces need to be renovated to be more conducive for children's learning and interaction.

Provide financial assistance enable early leaning / childcare providers or contractors to upgrade their sites to meet required standards and creates more opportunities for high quality early childhood learning for children and their families across the state.

Support the efforts of increasing access to early learn and childcare facilities. Some facilities don't have provision and **recourses** to be more inclusive for all children and their families to participate in site activities due to limited access to the buildings.

Support in addressing Facility Inequities- for rural, and unserved or underserved areas/populations.

19. Grace

To address the need for childcare DCYF put in efforts to defined and identified extreme childcare deserts .

Extreme childcare desert is defined by Office of Innovation, Alignment, and Accountability (**OIAA**) as a zip code without available childcare surrounded by zip codes without available childcare.

In 2019 DCYF identified 35 extreme childcare deserts

On the Washington State map, you can notice the grey areas are the Extreme childcare Desert around - Benton , Franklin , Yakima and other places. This means that those areas are in critical need of childcare facilities and if a renovation grant is extended it will bridge the gap between the demand childcare services and availability of childcare/ early learning services.

20. Grace

Statewide, DCYF estimates that families of about 320,000 children age B-5 not yet in school need child care, because all available parents in the home are working. Only about 27% of these children are served by licensed child care, preschool, and/or subsidized child care. Additionally, we estimate that families of over 463,000 school-age children (kindergarten through age 12) are in need of care, and only about 11% of these children are served by licensed child care, preschool, and/or subsidized child care.

The percent of need met for child care, preschool, and/or subsidized child care for children of all ages varies widely across the state.

The maps below illustrate the estimated percent of child care need for families currently met by licensed child care, preschool, and/or subsidized child care. To capture the variability of met need across the state, maps are available by County, School District, Legislative District, and Zip Code.

This is a good resource to stay informed on the needs met within the communities you serve. When you click on your county you will get data right away. See the next slide

21. Grace

When you Click on your country you will be able to see the numbers served, subsidy, private , need and the Estimated need met. For example, Adams county and Lincoln county

Adams county :

Served - 155

Subsidy - 130

Private - 25

Need 802

Estimated need met 19.33 %

Lincoln county

Served - 33

Subsidy - 27

Private - 6

Need - 222

Estimated need met 14.86 %

We believe you will do enough information and data gathering support your proposed projects for the ELF minor renovation, however your stories and lived experiences in providing early learning/child care will be vital to provide a strong foundation as you start on your application process. We wish you the best and we will be here to support you. Please hear from our next presenter Jody from DCYF.

22. Jody

The Department of Children, Youth, and Families is committed to supporting grant recipients. DCYF recognizes that programs that receive grants help to ensure that families have access to high quality child care, in safe and healthy learning environments. In 2022, a new Pre-Licensing unit was created by DCYF. The Pre-Licensing Unit has a prioritized focus to support grant recipients who are working toward applying for a child care license. Pre-licensing services are optional for programs working to become licensed, and the services are free.

As you learned earlier, one of the eligibility requirements for the Minor Renovations grant is that the provider is already licensed. For this reason, Minor Renovations awardees will not be supported by the Pre-Licensing Unit, but by their local licensing office and their currently assigned licensor.

23. Jody

The success of a project can be largely impacted by the amount planning before initiating renovation.

Your DCYF licensor can provide technical assistance on licensing regulations and licensing process that may be impacted by your renovation project. They can also help you schedule a plan review, to help you spot any potential problems early in the process.

In fact, Washington Administrative Codes 110-301-0402 and 110-300-0402 require licensed school-age and early learning providers to notify the department prior to:

Making a change to space that may impact the health, safety, or welfare of enrolled children, or

Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction.

This requirement would include activities such as remodeling or renovating early learning program space, or changing the way a space is used.

So remember, keep your licensor informed. Not only is it required by licensing regulations, but they can be a great resource for you!

Upon request, an awardee will be connected with a DCYF pre-licensing specialist. This person can help answer your questions about your proposed facility, licensing requirements and licensing processes.

Pre-licensing services can help you anticipate where to prioritize your time, energy and financial resources as you develop the early learning facility.

24. Jody

For Language Support :

The Imagine Institute is available to provide application related language assistance in the applicants preferred language. Please contact The Imagine Institute at 206-492-5249 or email CCSG@imaginewa.org

25. Kristin

Now we will address the steps to receiving a grant and the online application process

26. Kristin

The Pre-Application screening will determine if a project is eligible to proceed to General Application for scoring and funding consideration. These questions are not scored and are for eligibility purposes only

All applicants will be notified whether they are eligible to proceed to the second part, referred to as the General Application, of the application process.

All applicants will receive notification whether they are awarded a grant or if their application was not successful. This process will take several months and the announcements are anticipated to go out in September 2024. No funds are provided up front. This is a reimbursement grant.

No reimbursements may be submitted without an signed contract or agreement with Commerce and the completion of the securitization process

Commerce staff will be available to assist awardees to navigate the pre-contracting and real estate securing processes, which is part of the pre-contracting requirements

27. Kristin

The link for the application through ZoomGrants will be posted on the Early Learning Facilities website.

28. Kristin

If you already have a ZoomGrants account, that is great, if not, go to www.zoomgrants.com to get set-up.

For current users, enter the email and password as indicated to get started

For new users, click on New ZoomGrants Account to get an account

29. Kristin

Once logged in, click on “Apply Now/Start Application”

30. **Kristin**

The application is in two parts: the Pre-Application and the General Application

There can only be one project per application

Only those applications that are eligible to proceed to the General Application will have access to the General Application

Once approved for the General Application, ensure that all tabs are completed as indicated

Incomplete applications will not be able to be submitted

For issues with ZoomGrants, contact ZoomGrants directly

Complete and submit before the last day. No late applications will be accepted for any reason.

Please remember this very important piece of the process: Ensure all information is entered accurately, especially the amount being requested. The amount on the summary is what ZoomGrants collects and this number must also match the amount in the budget tab.

Commerce cannot make edits or corrections to any application, and no corrections will be permitted after the deadlines.

31. **Ali**

Let's go over what happens after an application is submitted.

32. **Ali**

When applications are successfully submitted, ZoomGrants will send an automated message indicating the application has been received.

Notifications will be sent upon submission of the Pre-Application and then again upon submission of the General Application

Please check junk and spam email folders in case the automated message from ZoomGrants does not appear after the application has been submitted.

If you do not receive an email from ZoomGrants, contact ZoomGrants directly

There were several instances in the last round where the final "submit" button was never activated and the application was not submitted

We cannot accept late applications or make exceptions for incomplete applications for any reason

33. **Ali**

Please check the website for any updates to the timeline and refrain from contacting program staff regarding the status of submitted applications

Contacting staff during the review period may result in delays in scoring and approval for either the General Application or award decisions

If there are any delays in the review process, program staff will send an update through ZoomGrants.

34. **Ali**

While waiting for a funding decision, applicants are encouraged to review the Program Guidelines to become familiar with the pre-contracting requirements

For those not selected, there will be a debriefing webinar presenting the most common reasons why projects were not selected. Depending on the number of non-selects Commerce may be able to schedule individual debriefing meetings.

35. **Ali**

Here is the approximate timeline for this program, starting with the opening of the program through when awards are anticipated to be announced.

Keep in mind there are no exceptions to the application submission cut off dates and times. The application questions for both the pre-application and general applications will be on the Notice of Funding Opportunity and available in advance of the application period for reference.

We strongly encourage applicants to complete and submit applications ***prior to the last day*** to allow for unexpected power outages, internet outages, or other possible delays.

Commerce reserves the right to adjust the timeline without notice – Please refer to the Early Learning Facility website for updates

36. **Kristin**

Let's go over what happens after an award letter is received.

37. **Kristin**

Each awardee will be assigned a Program Manager, who will guide them through the pre-contracting process.

All awardees must be under contract, which is a signed agreement between Commerce and the awardee, before any reimbursements can be made.

There are multiple steps and requirements awardees need to meet, including but not limited to, providing a Statewide Vendor Number; providing a UBI (Universal Business Identifier), complete Executive Order 21-02 processes, providing LEED certification, and providing the awardee tax identification number, or TIN, or EIN if a sole proprietor
Details on each of the requirements will now be provided.

38. **Kristin**

Grantees need to be registered vendors with the state to be reimbursed, and how the registration is set up determines whether reimbursement will be check or by direct electronic deposit.

If registered as an individual, then the business license needs to be as a sole proprietorship

If registered as a Limited Liability Company, the business license needs to be registered as a Limited Liability Company as well

39. **Kristin**

The Universal Business Identifier is a nine digit number that can be found on the business license from the Department of Revenue

The business type needs to be the same as listed on the statewide vendor registration

The address on the license needs to match the address of the project

40. **Kristin**

Executive Order 21-02 is a required process to receive state funds and addresses historical and cultural preservation

Your program manager will send you all the required steps and links to forms upon notification of award

You will need to contact tribes in your area by certified mail to give them an opportunity to comment on your project and express any concerns about potential historical or cultural impacts

Complete the Inadvertent Discovery Protocol Form and send to DAHP, the tribes, and your contract manager

It is important that the project is not started until this process is complete.

41. **Kristin**

Most early learning facility projects will likely not be required to comply with LEED, but completing and submitting the form with project details is still required to have on file. There are areas that may help you determine if your project qualifies to be exempt from LEED.

Your program manager can help assist you with this process.

Please complete this form early and review LEED requirements prior to applying for the grant. If it appears your project may need to follow LEED requirements, you may want to consider the added cost for compliance to the project budget.

42. **Kristin**

All projects must be insured

Commercial liability coverage is required

For family homes, the current home owners policy will NOT be adequate

Evidence of property coverage, with the structure replacement value, is required

For family homes, a copy of the current homeowners policy is adequate

Fidelity, also known as crime insurance, is required

For family homes with no employees, fidelity coverage may be waived. Your program manager will help with that determination

Your program manager will provide you with the requirements and a form for your agent to complete

43. **Kristin**

The tax payer/employer identification number is the tax payer identification number associated with your business

It is usually a two digit code followed by a dash and seven additional numbers

It is known as a Tax Identification Number (TIN) or an Employer Identification Number (EIN)

This number will be part of the contract face sheet

44. **Kristin**

All grantees must agree to a minimum of a ten year commitment period for childcare that starts on the date the project is open for community use.

To ensure this requirement is met, Commerce will secure the grant with either a recorded Deed of Trust or a Leasehold Deed of Trust, a Promissory Note, and in some cases a Covenant. We also require a Lender's Title Insurance policy be purchased by the awardee. The title policy shall be free and clear of unpaid taxes, liens or encumbrances unless otherwise approved by Commerce. A Commerce Securitization Officer will reach out to the awardee to provide technical assistance once the awardee has met the majority of the pre-contracting requirements.

The Program Manager will connect the grantee with the Real Estate Team when the majority of the pre-contracting requirements have been met.

This process is separate from the pre-contracting process and coordination of tasks will occur during the same time as pre-contracting tasks, with the goal of both processes being completed at contract execution, or signing by both parties.

No reimbursements may be processed until the real estate team has indicated their processes have been completed.

~~For projects with a pre-design only or pre-development only grant award, securitization is waived.~~

45. **Kristin**

An executed contract, which is a legal agreement signed by both the grantee and Commerce, is required to be in place before we can process any reimbursements. Your assigned Program Manager will assist you with the specific details and processes as related to your project.

We have two options for requesting reimbursement:

Through the online Contract Management System (CMS)

Through email directly to your Program Manager

Templates of all required documents will be sent to you after the contract is signed (executed)

46. **Ali**

Feel free to go to our website and sign up for email updates to be notified each time an announcement is released for this program.

Thank you for listening to this recorded webinar.

Contact information is on the last slide.

47. **Ali**

Here is the contact information for program related questions, ZoomGrants technical assistance, and DCYF licensing questions.

All application, pre-contracting, and reimbursement processes will be in English only.

If language assistance is required, please go to our website for information on connecting with Imagine Institute for language assistance. Please keep in mind they can assist with language only and not process completion.

This concludes the recorded webinar.