Washington State
Department of
Commerce

Early Learning Facilities
Notice of Funding Opportunity (NOFO)
Health and Safety Minor Renovations
Grant

**Local Government Division
Community Capital Facilities**

**Early Learning Facilities
Program**

Spring 2024

Contents

REIMBURSEMENT-BASED PROGRAM

Early Learning Facilities (ELF) grant funds are not provided up-front.

This is a reimbursement-style grant. No funds are provided to awardees up front. Deposits for work not completed are not allowed. Awardees are required to incur costs for approved and eligible work completed by licensed and bonded contractors. The contractors' invoices and awardee's proof of payment may be submitted to Commerce for reimbursement as often as once per month after a contract is executed.

Payment must be documented by bank statements, credit card statements, or images of cancelled checks. Cash cannot be documented as payment. Vendor receipts are not banking documents and will not be accepted as proof of payment.

ELIGIBILITY FOR THIS FUNDING ROUND

The Department of Commerce manages funding awarded through direct appropriation and competitive processes for minor renovations to improve childcare health and safety. The Early Learning Facilities (ELF) program supports Washington's commitment of developing high quality early learning opportunities for children from low-income households. Commerce's partners in the program are the Department of Children, Youth, and Families, the Office of Superintendent of Public Instruction, Washington Community Reinvestment Association, Enterprise Community Partners, Craft 3 and the Early Learning Facilities Group.

The following organizational categories are eligible to apply for this round of funding.

- Tribes
- For-profit businesses
- Non-profit organizations
- Public entities
- Public & private schools, including charter schools

CAPITAL BUDGET FUNDING PURPOSE AND REQUIREMENTS

GOVERNING DOCUMENTS

- The ELF program, operated by Commerce, receives funding through the Early Learning Facilities Development Account and may provide grants as defined in 43.31.573 RCW.

- The Health and Safety round is funded by Capital dollars for eligible activities as defined in Section 1024 of the Washington 2023-2025 Capital Budget. A list of eligible activities can be found in the Program Guidelines on the Early Learning Facilities website.

- Funding must be utilized in the manner outlined in the application.

CONFIDENTIALITY

Although documents provided in a competitive grant process are generally subject to public disclosure, RCW42.56.640 and RCW42.56.645 operate to exempt from inspection "sensitive personal information of vulnerable individuals and sensitive personal information of in-home

caregivers for vulnerable populations. This includes names, addresses, global positioning system (GPS) coordinates, telephone numbers, email addresses, social security numbers, driver's license numbers, or other personally identifying information.

Any information in the proposal that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the applicant is making the claim must be cited. Each answer to an application question or page of supplemental information that contains information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information."

This identification should be printed on the lower right hand corner of the page for supplemental information and in the right hand corner of any answer provided to a question in the application. A document should be uploaded into the documents section of your application identifying all application questions and supplemental information that the applicant has indicated as Proprietary Information and also the particular exemption citation. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored. If a public records request is made for the information that the applicant has marked as "Proprietary Information," Commerce will notify the applicant of the request and of the date that the records will be released to the requester unless the applicant obtains a court order enjoining that disclosure.

If the applicant fails to obtain the court order enjoining disclosure, Commerce will release the requested information on the date specified. If an applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, Commerce shall maintain the confidentiality of the applicant's information per the court order.

If assistance is needed to mark documents as proprietary or confidential, email earlylearningfacilities@commerce.wa.gov with the request for assistance.

SHARING INFORMATION WITH OTHER PUBLIC ENTITIES

Commerce may share application and funding information with other entities, such as but not limited to the Department of Children, Youth, and Families (DCYF) for which funding may be, or may have been, awarded to the applicant. Also, application information is subject to public disclosure, although personal identifying information will be removed.

CHILDCARE AND BUSINESS LICENSING AND REQUIREMENTS

Funding must be used at a child care site that is licensed or certified through the Department of Children, Youth and Families (DCYF). Per WAC 110-06-0020, **"Certification"** or **"certified by DCYF"** means an agency that is legally exempt from licensing and has been certified by DCYF as meeting minimum licensing requirements.

Head Start facilities may be exempted from this requirement if being operated by a unit of local, state, or federal government or operating four hours or less per RCW 43.216.010.

Awarded projects that will result in a licensed site must provide a copy of the license or certification equivalent upon completion of the project. Applicants should refer to the licensing rules at DCYF and contact DCYF for clarification on certification equivalents.

Grantees must have and maintain a Washington State business license and be registered with the Secretary of State, if applicable. Tribal businesses or businesses operating by tribal members

on reservation land are only required to be registered with the Department of Revenue, as indicated on the [Department of Revenue webpage](#) pertaining to tribal registration.

FUNDING AVAILABILITY AND TIMING

The Washington State Legislature designated $5,000,000 in the 2023-2025 Capital Budget for the Health and Safety round for minor renovations.

- The minimum request amount is $10,000.00 and the maximum is $200,000.00. Family Homes cannot request more than 50% of the assessed value of the home.
- The anticipated opening is in February and the pre-application / general application period will be open for approximately four months.
- Applications are reviewed by both an ELF Review Team, as well as a Subject Matter Expert (SME) Team comprised of members from The Department of Children, Youth, and Families (DCYF) and members of the ELF Advisory Group.
- Awards are typically announced approximately six months following the close of the application period.
- A debriefing webinar will be provided for unsuccessful applicants. The most common reasons a project was not selected for funding will be presented. The debriefing webinar will be held before any pre-contracting activities with awardees occur. Recommendations for improvement on future applications will be provided.
- Commerce will also post any changes to the timeline on the [Early Learning Facilities website](#).
- Commerce reserves the right to adjust the timeline, as needed.

Estimated Timeline	Activity
February 1, 2024 7:00 AM PST	Applications Open
February 22, 2024 5:00 PM PST	Pre-Applications _received_ by ZoomGrants deadline (no exceptions)
February 23, 2024 – March 1, 2024	Pre-applications reviewed by Commerce for eligibility. Ineligible pre-applicants will be notified by 3/5/2024. Eligible applicants may proceed with the General Application when notified of Pre-application eligibility.
April 16, 2024 5:00 PM PST	General applications _received_ by ZoomGrants deadline (no exceptions)
Mid-April – End of June 2024	General Applications reviewed and scored
July 2024	Selection of awarded applicants
August 2024	Awards announced

CONTRACT TERMS

Grantees awarded in the 2023-2025 biennium have until June 30, 2025 (June 2027 if re-appropriated) to submit for reimbursement of eligible costs.

- If there were any ineligible costs in the application and the applicant was selected for funding, the award amount will be reduced to remove the amounts for the ineligible costs. The applicant is responsible for reviewing the Eligible and Ineligible costs in the Program Guidelines prior to completing the application in ZoomGrants.

Commerce will request a re-appropriation of any unspent grant awards prior to the end of the biennium (2023-2025). If the re-appropriation is granted, the grantee will have an additional two years, extending the term to June 30, 2027, to expend the remaining grant funds. We cannot guarantee that the Legislature will agree to extend the term, nor can we legally obligate funds from one biennium to the next. Grantees are advised to expend funds as soon as practicable.

If the funds are re-appropriated, grantees will be notified by emails and the contract amended with an extended end date.

CONDITIONS OF FUNDING

- Grantees acknowledge this is a reimbursement grant, meaning funds are not provided at the time of award, but are reimbursed following completion and payment of the awarded project (or portions of) prior to sending documentation for reimbursement to Commerce.

- In this competitive funding round, the ELF program may award non-profit organizations, for-profit businesses, public entities, public and private school (including charter schools), and tribes.

- Funding is for activities as defined in Section 1024 of the Washington 2023-2025 Capital Budget.

- Funding must be expended by the dates outlined in these guidelines. The contract term will end on June 30, 2025. If re-appropriated by the Legislature, the end date may be extended to June 30, 2027, but there is no guarantee of extension.

- Funding must be used at a childcare site that is licensed or certified through the Department of Children, Youth and Families (DCYF). Per WAC 110-06-0020, "Certification" or "certified by DCYF" means an agency that is legally exempt from licensing and has been certified by DCYF as meeting minimum licensing requirements.

- Awardees who received a direct appropriation through the ELF program, or a previous competitive funding round, are eligible to apply for this Health and Safety Minor Renovation grant, but not for the same project that received prior funding. See the definition of "project" in the Notice of Funding Opportunity (NOFO). There should be only one application per grantee for this round.

- Grantees must have and maintain a Washington State business license (tribes must only be registered) through the Department of Revenue and be registered with the Secretary of State, if applicable. (Not applicable to tribes or tribal members operating on reservation land, see here).

- Awardees must maintain childcare operations for a ten year period which starts on the date the completed project is open for use. All grant funds will be secured through the real estate securitization process.

- Awardees must document the project with photos before work begins as well as during construction and after construction. If awarded, photos will be sent, as required, to the grantee's assigned Program Manager.

- Applicants for these funds must review the Program Guidelines to ensure a complete understanding about requirements of this grant and how to get under contract with the ELF Program once funding is awarded. Noncompliance with programmatic requirements during the pre-contracting, reimbursement and commitment period phases of our funding could result in a funding award being withdrawn or repayment of funds already reimbursed.

- We also recommend that applicants view the informational presentation posted to the ELF website to learn more about program rules and how to submit an application.

DEFINITION OF A PROJECT

A 'project' is what we call the capital work the applicant proposes in their application. All capital work identified as a project must be unique from all other capital work the applicant has previously received funding for either through a direct appropriation or competitive process.

All funding amounts requested must be supported by contractor bids.

A project may be:

a. Renovation of an entire facility, a unit or wing of a facility, or a sub-compartment of a commercial building where early learning services are provided; or

b. Renovation of the early learning facility portion of a single-family home already owned by the grant awardee. Costs must be directly related to only the early learning services space in the home being renovated. Minor renovations to kitchens and bathrooms should be of similar material and not significant upgrades.

If an application containing a project is selected for funding and the awardee is not able to complete the pre-contracting requirements as set forth in these Program Guidelines within 12 months of award, the grant may be rescinded and the award provided to the next highest scoring applicant.

SUBMITTING AN APPLICATION IN ZOOMGRANTS

The application is available through a third-party on-line provider called ZoomGrants. When the application opens, a link to the ZoomGrants application will be posted to the Community Capital Facilities - Early Learning Facilities webpage.

How to Get Started and Meeting Submission Deadlines

- The applicant must respond to the Pre-Application Questions no later than the date and time stated in the table above. Commerce staff will review Pre-Application Questions and either reach out to the applicant for further information or approve an application to move forward to complete and submit the General Application Questions.

- To respond to the Pre-Application Questions, the applicant provides accurate and appropriate responses to the questions and then click the submit button. ZoomGrants will send an automated message when the application has been received prior to the deadline. If the applicant does not receive the email from ZoomGrants, the applicant should check spam and junk mail folders. If there is still no email from ZoomGrants, the applicant should contact ZoomGrants directly to ensure the application has been submitted correctly.

- Following submissions of the pre-application, a Department of Commerce program staff person will either approve the applicant to move forward in completing the remaining sections of the application or they will contact the applicant with additional technical assistance.

- Applicants need to respond to any follow-up questions in a timely manner. If adequate response to the questions is not received by the Pre-Application Question deadline, the applicant will not be permitted to proceed to the General Application Questions.

- If the Pre-Application Questions are approved, a communication from the ZoomGrants system will be sent, allowing the applicant to access the General Application Questions.

- All documents associated with the application must be uploaded into the ZoomGrants application and all applicable questions answered by the submission deadline for the application to be considered complete.

- All supporting documentation must be in English. The Imagine Institute is available to provide language assistance in the applicants preferred language. Please contact The Imagine Institute at 206-492-5249 or email CCSG@imaginewa.org.

- If an early learning facility is offering dual or more languages in their facility, additional information on dual languages references can be found here: https://www.dcyf.wa.gov/sites/default/files/pubs/EL_0065.pdfhttps://www.dcyf.wa.gov/sites/default/files/pubs/EL_0065.pdf

-

- An incomplete application will not be considered for review.

- One application per grantee.

ZOOMGRANTS

- If you have a ZoomGrants account, log in and search for applications available through the Department of Commerce. You can also use the links posted to our ELF website to directly access the application.

  - The Health and Safety PowerPoint presentation also provides visual images how to find the application in ZoomGrants.

- If you are a new user to ZoomGrants, click here and complete the required information for a new "Applicant" account. Please do not use "The" as the first word in your organization name when creating your account profile.

- For more information about using the ZoomGrants system, see the How-To Guide for Applicants provided by ZoomGrants.

SUBMISSION FORMAT

- ONLY applications and documents associated with the application submitted through ZoomGrants will be accepted. No mailed hardcopy or emailed applications or documents will be accepted.

- Answers to application questions are saved by the system automatically after each response. There is no need to complete an application in a single session and can come back to where you left off with your application whenever necessary. Applicants will receive a notification from the ZoomGrants system when the Pre-Application responses and final application is successfully submitted. Applicants should contact ZoomGrants directly if no email is received.

- A response to all questions is required. ZoomGrants will not accept incomplete applications.

- Applications that do not include required documentation will be considered incomplete and may not be eligible for scoring. Attach "Required" and "Required as Applicable" documents as indicated.

ELF PROGRAM BEST PRACTICES FOR A COMPETITIVE PROCESS

The Early Learning Facilities (ELF) Program adopts these elements as best practices for our competitive processes.

- Public notice will be provided for all competitive solicitations using Commerce's public website. Notification will be provided through the GovDelivery system to interested parties that have signed up for communications through our webpage.

- The pre-application is reviewed by Department of Commerce staff. A review panel external to the Department of Commerce will be scoring the General Application questions. Department of Commerce staff does not score the General Applications.

- All reviewers will electronically sign conflict and confidentially statements in ZoomGrants prior to evaluating submissions.

- A frequently asked question document will be provided on the Early Learning Facility website.

- A Question and Answer webinar will be provided at funding round opening on 01/24/2024.

- A clear and transparent debrief process will be provided to applicants in the form of a webinar.

APPLICATION REVIEW

Applications for this competitive process will be scored based on responses to the questions provided in Attachment F. When answering questions, please be as thorough and as specific as possible. Some questions are Yes/No and require additional information elsewhere in the application in order to substantiate the response. If additional information is not provided, the question will be scored as a 'No Response'. Assume the person reading and scoring the application does not know about your project, services or facility type. You must answer all applicable questions pertaining to your grant request.

In order to fit within the formatting parameters of ZoomGrants, the questions in Attachment F may be slightly different in the actual application from how they appear in Attachment F.

DO NOT ENTER RESPONSES ON THIS DOCUMENT. APPLICATIONS MUST BE SUBMITTED THROUGH ZOOMGRANTS.

THE FOLLOWING IS FOR INFORMATIONAL PURPOSES ONLY TO PROVIDE A LIST OF THE QUESTIONS THAT WILL BE IN ZOOMGRANTS.

TECHNICAL ASSISTANCE

- Questions specific to the ZoomGrants system, please contact ZoomGrants:
    - Online: https://www.zoomgrants.com/about-us/request-technical-help/
    - Phone: 866-323-5404 x2

- Technical assistance related to project design, licensure or certification requirements is available by contacting:
    - Washington State Department of Children, Youth & Families - Facility Development Technical Assistance
    - Washington State Department of Children Youth & Families - Licensure & ECEAP/WCCC Programming

- Questions related to the application process (not assistance with completing the application), contact earlylearningfacilities@commerce.wa.gov.

- For questions and clarifications about this NOFO, contact the NOFO Coordinator:
    - Kristin Ramos, Early Learning Facilities Program Supervisor
    - kristin.ramos@commerce.wa.gov

APPLICATION DEBRIEF

As this is a competitive process, only the top scoring projects will be selected for funding.

An application debrief webinar will be provided following the award announcements and the login information will be posted on the Early Learning Facilities website.

The ELF Program decision is final and no appeal process is allowed.

DISCLAIMER

The ELF Program reserves the right to revise this NOFO, Program Guidelines and FAQ at its sole discretion. If so, updated information will be published on the Community Capital Facilities - Early Learning Facilities webpage. Be advised that numbers for application questions and order of questions, as outlined in this NOFO, may change in the actual ZoomGrants online application.

ATTACHMENT A – SCOPE OF WORK TIPS

After the objective statement, the applicant may provide supplemental information about the project, such as updating a kitchen, restrooms, reception area, etc.

The best Scopes of Work focus on the project and not the history of the organization. The scope should be detailed enough to provide the reviewers with enough detail to ensure the project meets the intent of the program, but not so much detail that the reviewer has to hunt to locate specific information.

- Provide a SMART Objective Statement: Specific, Measurable, Achievable, relevant, and Time-bound
    - Specific:
        - ABC Childcare will improve health and safety by updating the playground surface area through the renovation of the current facility.
    - Measurable:
        - An update to the old playground surface area will result in the safety of the children playing by lessening the chance of injury to children at the end of this project.
    - Achievable:
        - All bids have been acquired, the design plans approved, and permits are on hand. The budget has been provided on the appropriate tab and the projects is ready to go. Tasks related to Executive Order 21-02 are in progress, and licensing coordination for the addition with DCYF is underway.
    - Relevant:
        - This project meets the intent of the Early Learning Facilities Program by bringing improved the health and safety of children in the community.
    - Time-Bound:
        - ABC childcare will plan on starting the project no earlier than the date on the award letter and will complete the project by 6/30/2025.

ATTACHMENT B – BUDGET TABLE EXAMPLE

BUDGET	
USES OF FUNDS	**AMOUNT**
Acquisition	$00.00
Planning, Design, Architecture and Engineering	$10,000.00
Construction Management	$10,000.00
Construction	$100,000.00
Capitalized Equipment	$20,000.00
Estimated Washington Sales Tax	$8,000.00
TOTAL	**$148,000.00**

Not all uses categories need to be completed. Only use the categories relevant to your project. If a proposed cost does not align perfectly, use a "best guess" to determine the appropriate category. If the project is selected for funding, your assigned program manager will assist in answering any budget questions for the actual contract.

ATTACHMENT C – TIPS FOR AN APPROPRIATE BID

<u>Tips</u>

- Obtain bids that meet the intent of the project without the appearance of being extravagant
- Bids may not be from family members or appear to provide any financial benefit to the applicant
- Bids must be from licensed, bonded, and insured contractors
- Department of Commerce is unable to make recommendations for contractors
- Contractors must pay their employees state prevailing wage as indicated on the [Department of Labor website](#)
- Bids must be from an identifiable contractor on appropriate letterhead
- Bids should have a date through which the bid amount will be honored

<u>Items to Consider for Appropriate Bids</u>

- The scope of work (must be in alignment with the scope of work in the application
- A cost estimate (includes reasonable potential materials price increases and state prevailing wage)
- List of materials to complete the job with associated prices
- Project timeline and suggested work schedule
- Terms and conditions for the project
- Any additional information that is specific to the project

ATTACHMENT D – TIPS FOR AN EFFECTIVE APPLICATION

- Project Readiness: Projects which tend to score more points to indicate they are ready for funding should be prepared to provide the following in their application:

- Project site address and square footage of the early learning facility area

- Age groups being served

- Business registration with the Department of Revenue (required) and Secretary of State (if applicable)

- Unified Business Identification Number (UBI) in the business name

- Statewide Vendor Number in the business name

- Site control (owned or leased) and upload documents as instructed

- Status of obtaining bids for work and agreements with contractors

- Status of meeting Leadership in Energy and Environmental Design (LEED) compliance or exemption

- Status of construction and equipment budgets

- Status of Executive Order 21-02 requirements and tasks

- Awareness of state prevailing wage requirements

- Operator of the site identified (if different than the applicant)

- Timeline of project from start to finish, including projected date of opening

- How culturally responsive services will be provided

- Who will manage the project and how

- Community partnerships and examples of partnerships

ATTACHMENT F – PRE-APP & GENERAL APP QUESTIONS

Applications for this competitive process will be scored based on responses to the questions provided below. When answering questions, please be as thorough as possible. Some questions are Yes/No and require additional information elsewhere in the application in order to substantiate the response. If additional information is not provided, the question will be scored as a 'No Response'. Assume the person reading and scoring the application does not know about your project, services or facility type. You must answer all applicable questions pertaining to your grant request. **The following questions are provided for applicant review in preparation to complete the application in the online ZoomGrants system.** In order to fit within the formatting parameters of the ZoomGrants system, the questions below may be slightly different in the actual application from how they appear below.

The questions below are for information purposes only.

APPLICATIONS MUST BE SUBMITTED THROUGH ZOOMGRANTS.

See the ZoomGrants direct application link on the Early Learning Facilities website when the application period opens February 1, 2024

	Health and Safety Minor Renovations Pre-Application Questions		
#	**Question**	**Question Type**	**No Point Values**
1	Have you read the Program Guidelines and Notice of Funding Opportunity for this funding round as posted to the Early Learning Facilities webpage? *(Reading the materials before applying is a requirement to be considered for funding)* • Yes • No	Multiple Choice (multiple options)	NA
2	I understand that if my early learning facility is a family home, the maximum amount I can request is 50% of the tax assessed property value of the home. • Yes	Multiple Choice (limit one)	NA
3	I understand that if my project is selected for funding, that I need to follow the processes as outlined in the Program Guidelines to enter into a legal agreement with the Department of Commerce (contract) before any eligible costs will be reimbursed. • Yes	Multiple Choice (limit one)	NA

4	I agree that, if awarded, the grant will be secured with real estate, and that the funded site will be required to operate as an early learning facility for a minimum of ten years following the opening of the site for public use following the completion of the project • Yes • No	Multiple Choice (multiple options)	NA
5	If the applicant is part of a larger organization, is there support from the larger organization for the long-term commitment and success of this proposed project? (For example, if the applicant is a franchisee) • Yes • No • NA, not a part of a larger organization	Multiple Choice (limit one)	NA
6	If the project is selected for funding, compliance with all applicable state Public Works statutes (RCW 39.80 and 39.04), Prevailing Wage (RCW 39.12) and Apprenticeship may be required. These requirements must be followed if applicable to the proposed project. Do you agree to abide by all applicable statutes? • Yes • No	Multiple Choice (limit one)	NA
7	Does the applicant currently have a license through the Department of Children, Youth and Families (DCYF), equivalent certification, or explanation of where they are in the process? (A current license, certification, or status statement is required to be eligible.) • Yes • No	Short Paragraph (100 word limit)	NA
8	What is the business name of the applicant or intended operator (if known) on file with DCYF and the Department of Licensing for licensure?	Short Answer (Single line 20 word limit)	NA
9	If the project is selected for funding, the applicant must be licensed (or registered if a tribe) to do business in the state of Washington through the Department of Revenue (DOR). Is your business currently licensed (or registered) with DOR or can the business become licensed (or registered) by DOR? • Yes, currently licensed • Not currently licensed but can be licensed • Not currently licensed and cannot be licensed	Multiple Choice (limit one)	NA
10	What is the Universal Business Identifier (UBI) as indicated on the Department of Revenue business license? (I*f not currently licensed, but planning to do so, put "Planning" as the response*)	Short Answer (Single line 20 word limit)	NA

11	If the project is selected for funding, all non-profit or for-profit entities must be registered with the Washington State Secretary of State's (SOS) office. Is the applicant currently registered with SOS or can the entity become registered with SOS? • Yes, currently registered • Not currently registered but can be registered • Not Applicable	Multiple Choice (limit one)	NA
12	Provide the Statewide Vendor Number (SWV) for the legal business name. *(This information is from the Office of Financial Management. If you do not have an applicable SWV# at time of application, enter NA. A SWV number will be required if the project is selected for funding)*	Short Answer (Single line 20 word limit)	NA
13	Select the type of licensed or certified facility you operate at your site (select all that apply): • Family Home Child Care • Child Care Center • Head Start • School Age Only Program • Outdoor Nature Based Program • ECEAP Early Learning Center	Multiple Choice (multiple options)	NA
14	Once the Pre-Application has been submitted and reviewed by ELF program staff, you will be notified if selected to proceed to the General Application. For possible technical assistance purposes, what is the primary language of the applicant?	Short Answer (Single line 20 word limit)	NA
15	Was technical assistance requested from Imagine Institute for this portion of the application process? (This question is for information only and is not scored.) • Assistance was not requested through Imagine Institute • Assistance was requested and received through Imagine Institute • Assistance was requested and not received through Imagine Institute	Multiple Choice (limit one)	NA

Ensure your pre-application was received by ZoomGrants by the deadline of February 22, 2024 at 5:00 PM Pacific Time.

If you do not receive an email from ZoomGrants confirming receipt of the pre-application, contact ZoomGrants Directly.

Access to the General Application will not be provided until the pre-application is submitted and approved.

2023-2025 Early Learning Facilities
Health and Safety Minor Renovations Application Questions

Pre-Application Questions

#	Question	Question Type
1	Have you read the Program Guidelines and Notice of Funding Opportunity for this funding round as posted to the Early Learning Facilities webpage? *(Reading the materials before applying is a requirement to be considered for funding)* • Yes • No	Multiple Choice (multiple options)
2	I understand that if my early learning facility is a family home, the maximum amount I can request is 50% of the tax assessed property value of the home. • Yes	Multiple Choice (limit one)
3	I understand that if my project is selected for funding, that I need to follow the processes as outlined in the Program Guidelines to enter into a legal agreement with the Department of Commerce (contract) before any eligible costs will be reimbursed. • Yes	Multiple Choice (limit one)
4	I agree that, if awarded, the grant will be secured with real estate (lien), and that the funded site will be required to operate as an early learning facility for a minimum of ten years following the opening of the site for public use following the completion of the project • Yes • No	Multiple Choice (multiple options)
5	If the applicant is part of a larger organization, is there support from the larger organization for the long-term commitment and success of this proposed project? (For example, if the applicant is a franchisee) • Yes • No • NA, not a part of a larger organization	Multiple Choice (limit one)

6	If the project is selected for funding, compliance with all applicable state Public Works statutes (RCW 39.80 and 39.04), Prevailing Wage (RCW 39.12) and Apprenticeship may be required. These requirements must be followed if applicable to the proposed project. Do you agree to abide by all applicable statutes? • Yes • No	Multiple Choice (limit one)
7	Does the applicant currently have a license through the Department of Children, Youth and Families (DCYF), equivalent certification, or explanation of where they are in the process. (A current license, certification, or status statement is required to be eligible.) • Yes • No	Short Paragraph (100 word limit)
8	What is the business name of the applicant or intended operator (if known) on file with DCYF and the Department of Licensing for licensure?	Short Answer (Single line 20 word limit)
9	If the project is selected for funding, the applicant must be licensed (or registered if a tribe) to do business in the state of Washington through the Department of Revenue (DOR). Is your business currently licensed (or registered) with DOR or can the business become licensed (or registered) by DOR? • Yes, currently licensed • Not currently licensed but can be licensed • Not currently licensed and cannot be licensed	Multiple Choice (limit one)
10	I understand that the Department of Commerce is only able to provide documents related to pre-contracting, final executed (signed) contract, and reimbursement processes in English only, and I agree to coordinate assistance, if needed, through Imagine Institute and/or other resources (licensor, coach, family, friends, etc.). • Yes • No	Multiple Choice (limit one)
11	I understand that this grant is reimbursement based. That means that the cost for the work is paid for by the grantee and then Commerce will reimburse the grantee for funds spent, and I agree to these terms. • Yes • No	Multiple Choice (limit one)

12	I understand that this grant is reported as taxable income and that I will need to consult with an accountant to determine which of the project activities are tax deductible. If awarded, I will be prepared to report as taxable income. • Yes • No	Multiple Choice (limit one)
13	Select the type of licensed or certified facility you operate at your site (select all that apply): • Family Home Child Care • Child Care Center • Head Start • School Age Only Program • Outdoor Nature Based Program • ECEAP Early Learning Center	Multiple Choice (multiple options)
14	Once the Pre-Application has been submitted and reviewed by ELF program staff, you will be notified if selected to proceed to the General Application. For possible technical assistance purposes, what is the primary language of the applicant?	Short Answer (Single line 20 word limit)
15	Was technical assistance requested from Imagine Institute for this portion of the application process? (This question is for information only and is not scored.) • Assistance was not requested through Imagine Institute • Assistance was requested and received through Imagine Institute • Assistance was requested and not received through Imagine Institute	Multiple Choice (limit one)

General Application Questions

1	What type of organization is the applicant? (Select the most appropriate option) • Non-Profit Organization • For-Profit Business • Public Entities (including government or municipality) • Public School Districts, Private Schools, Charter Schools • Public Benefit Corporation • General Partnership • Limited Partnership • Limited Liability Limited Partnership • Corporation • Limited Liability Company • Sole Proprietorship	Multiple Choice (limit one)
2	What is the Universal Business Identifier (UBI) as indicated on the Department of Revenue business license? (I*f not currently licensed, but planning to do so, put "Planning" as the response)*	Short Answer (Single line 20 word limit)
3	If the project is selected for funding, all non-profit or for-profit entities must be registered with the Washington State Secretary of State's (SOS) office. Is the applicant currently registered with SOS or can the entity become registered with SOS? • Yes, currently registered • Not currently registered but can be registered • Not Applicable	Multiple Choice (limit one)
4	Provide the Statewide Vendor Number (SWV) for the legal business name. *(This information is from the Office of Financial Management. If you do not have an applicable SWV# at time of application, enter NA. A SWV number will be required if the project is selected for funding)*	Short Answer (Single line 20 word limit)
5	If this application is for one of several project sites for this funding round, provide a ranked list that clearly indicates project site priority if all submitted project applications for these sites are not able to be selected for funding.	Short Paragraph (100 word limit)

6	Has this project site been awarded a previous competitive ELF grant or a legislative direct appropriation through the ELF Program for any previous capital improvements, including awards that were declined? (*If this question does not apply, answer N/A. If the answer is yes, tell us how the scope of work for this proposed project will be different than all other scopes of work from other awards at this site, or if declined, provide explanation.*)	Long Answer (1000 word limit)
7	If your organization was previously awarded, was the project successfully completed and the contract fully expended? • Yes • No	Multiple Choice (multiple options)
8	How many children does your facility currently serve?	Multiple Choice (multiple options)
9	Does your facility provide any of the following services? • ECEAP • Early Achievers • Head Start • None	Multiple Choice (multiple options)
10	What is the address of the site where the grant funds will be used? Please answer in the following format: Street Address, City, State.	Short Paragraph (100 word limit)
11	What is the county of the proposed project?	Short Answer (Single line 20 word limit)

12	What is the zip code of the proposed project?	Short Answer (Single line 20 word limit)
13	Specific to the site where the grant funds will be used, do you currently own or lease the property, and do you have a long-term commitment from the owner if you are leasing? • Own the property and agree to the ten year commitment term • Lease of 10 or more years remaining on the term and owner is aware we have applied for this funding and is supportive of the requirements of the ELF Program. • Lease of 10 or more years remaining on the term and owner is not aware we have applied for this funding. • Lease of less than 10-years remaining on the term and owner is aware we have applied for this funding and is supportive of extending the lease to meet the requirements of the ELF Program. • Lease of less than 10-years remaining on the term and owner is not aware we have applied for this funding.	Multiple Choice (limit one)
14	Scope of Work: Explain specifically the work to be done, how the project will improve health and safety in childcare and how the project will be completed. Describe the current state of the facility and the final result after the project. Please focus on this project only and not your organization. Give as much detail as possible. Assume that application reviewers do not know the specific details about your project.	Long Answer (1000 word limit)

15	If the project will cost more to be completed than the requested ELF grant amount, do you have additional funds to complete the entire project? If no, tell us about your plan and timeline to secure all funds to complete the project.	Long Answer (1000 word limit)
16	Even if not anticipated, how would you handle or deal with delays due to material or labor shortages and possible cost increases?	Long Answer (1000 word limit)
17	If the project is selected for funding, will the project be complete and the facility open to the public by 6/30/2025? • Yes • No	Multiple Choice (limit one)
18	Indicate the _status_ of the following activities. (*As your response, indicate pending, planning, in-process or completed as your answer to each of the items listed below. If completed, enter the date of completion.*) • Construction bids obtained or explanation of where they are in the process • Awareness of LEED, WSSP or ESDS requirements • Executive Order 21-02 process	Short Answer Table

19	Project readiness is an important component in the ELF funding decision. We must be able to understand where you are in the project development process. *(Provide dates for the following)* • Date site control (ownership by deed or lease by lease document) was achieved. • Projected date of finalized construction budget for the proposed project • Projected date of finalized equipment budget for the proposed project • Projected renovation start date for the early learning facility. • Projected completion date of new construction or renovation • Projected first-date of operation of the early learning facility, once the project is completed	Short Answer Table
20	If the site where the ELF grant funds will be used is part of a larger facility, what is the current square footage of the total licensed early learning space? (For example, if the early learning area is part of a church or community center) *(Answer NA if this does not apply to the project.)*	Short Answer (Single line 20 word limit)
21	What age groups will be served at the proposed early learning site? *(Indicate all that apply.)* • Infants • Toddlers • Pre-School • School Age	Multiple Choice (multiple options)
22	Describe the applicant's and provider's (if different) experience or expertise providing culturally responsive services. This includes understanding cultural differences, biases, etc. If the applicant and provider have no experience, how do you intend to provide culturally responsive services?	Long Answer (1000 word limit)
23	If awarded a grant for this project, will you provide child care during non-traditional hours (outside the hours of M-F 6am-6pm)? • Yes • No	Short Answer (Single line 20 word limit)
24	If awarded a grant for this project, will you provide child care to dual language learners (children who speak more than one language)? *(Provide the languages used in the facility)*	Short Answer (Single line 20 word limit)
25	If awarded a grant for this project, will you provide care to children with complex (or special) needs? *(Provide details regarding how care for children with complex or special needs is provided.)*	Long Answer (1000 word limit)

26	Describe the community partnerships the applicant and provider (if different) have formed through collaboration, coordination, and community networking with other organizations to strengthen the early learning program. Specifically list the organization type, the role the organization fills, and the services provided.	Long Answer (1000 word limit)
27	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will access to transportation be provided?	Long Answer (1000 word limit)
28	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will language barriers or service to dual language learners be provided?	Long Answer (1000 word limit)
29	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will access to food be provided?	Long Answer (1000 word limit)
30	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will underserved and historically marginalized communities and communities of color be served?	Long Answer (1000 word limit)
31	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will services for tribal members be coordinated?	Long Answer (1000 word limit)
32	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will services for families who may be experiencing homelessness be coordinated?	Long Answer (1000 word limit)

33	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will services for families experiencing child maltreatment be coordinated?	Long Answer (1000 word limit)
34	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. How will trauma informed care be practiced?	Long Answer (1000 word limit)
35	Describe the services the child care site will provide. If not providing services directly, how will the applicant and provider (if different) partner with others to ensure the services are provided. Will evening or weekend activities for families provided?	Long Answer (1000 word limit)

End of Document