



Washington State
Department of
Commerce

Early Learning Facilities (ELF) Health and Safety Minor Renovation Grant

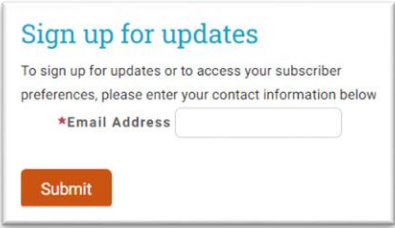
Program Guidelines

Program Release Date Spring 2024

Local Government Division
Community Capital Facilities
[Early Learning Facilities Program](#)

2023-2025 Biennium

2023 – 2025 Early Learning Facilities (ELF) Health and Safety Minor Renovation Grant Program Guidelines

<p>ELF PROGRAM CONTACTS</p> <p><u>DEPARTMENT OF COMMERCE</u> P.O. Box 42525 1011 Plum St SE Olympia, WA 98504-2525 Main Phone: (360) 725-4000 E-mail: earlylearningfacilities@commerce.wa.gov</p> <p><u>STAFF</u> Megan LaPalm Community Programs Manager (564) 669-1141 megan.lapalm@commerce.wa.gov</p> <p>Kristin Ramos Early Learning Facilities Program Supervisor (360) 515-6504 kristin.ramos@commerce.wa.gov</p> <p>Amy Gutierrez, Program Manager (360) 280-0010 amy.gutierrez@commerce.wa.gov</p> <p>Juan Aguilar, Program Manager (360) 972-6071 juan.aguilar@commerce.wa.gov</p> <p>Katrina Matson, Program Manager (360) 742-9099 katrina.matson@commerce.wa.gov</p> <p>Ali Tope, Program Manager (360) 485-3921 ali.tope@commerce.wa.gov</p> <p>Stephanie Hohnhorst, Program Manager (509) 818-1037 stephanie.hohnhorst@commerce.wa.gov</p> <p>Heather Ricci, Real-Estate Manager (564) 999-3200 heather.ricci@commerce.wa.gov</p> <p><u>COMMERCE LEADERSHIP</u> Michael Fong, Director</p> <p>Mark K. Barkley, Assistant Director Local Government Division</p> <p>Tony Hanson Deputy Assistant Director Local Government Division</p> <p>Addie Craig Managing Director Community Capital Facilities Unit</p>	<p style="text-align: center;">INTRODUCTION</p> <p>Welcome. We look forward to working with you through the Commerce Early Learning Facilities (ELF) Program.</p> <p>These guidelines are designed to help you understand the Health and Safety Minor Renovation funding program.</p> <p>In this document you will find:</p> <ul style="list-style-type: none"> • Program Information • Pre-Contracting Requirements • Contracting Process • Reimbursement Processes • Compliance and Monitoring <p>The Washington State Legislature (Legislature) established the ELF Program in 2017. RCW 43.31.565 to 43.31.583.</p> <p>Funding for this grant is provided through the Washington State Department of Commerce Early Learning Program for minor renovation grants outlined in Engrossed Substitute Senate Bill 5200, chapter 474, Section 1024, Laws of 2023, 68th Legislature, 2023 Regular Session.</p> <p>For additional information specific to the ELF Program, see the Early Learning Facilities webpage.</p> <p>There is an area to sign up for email updates on the Early Learning Facilities webpage. Interested parties who sign up for updates are automatically notified when a selected funding round is announced or released. This area is on the right side of the page about halfway down.</p> <div data-bbox="630 1596 1023 1822" data-label="Form">  <p>The form is titled "Sign up for updates" and contains the following text: "To sign up for updates or to access your subscriber preferences, please enter your contact information below". It features a text input field labeled "*Email Address" and a blue "Submit" button.</p> </div>	<p style="text-align: center;">ELF ADVISORY COMMITTEE</p> <p><u>Community Representatives</u> Lindsay Boswell, Yakima Valley Community Foundation</p> <p><u>Department of Children, Youth and Families Representatives</u> Jody Hitchings Sharissa Liam Tracy Schreiber Grace Ssebugwawo Wendy Thomas</p> <p><u>Department of Commerce Representatives</u> Juan Aguilar Karlena Brailey Paige Coleman Addie Craig Amy Gutierrez Stephanie Hohnhorst Megan LaPalm Katrina Matson Kristin Ramos Ali Tope</p> <p><u>Enterprise Community Partners Representatives</u> Savannah Daniels Juanita Salinas-Aquila</p> <p><u>King County Representatives</u> Hannelore Makhani, DCHS Justine Vioria, DCHS</p> <p><u>Office of the Superintendent of Public Instruction Representative</u> Morgan Powell</p> <p><u>Washington Community Reinvestment Association</u> Angel Ratliff</p> <p><u>Washington State Housing Finance Commission Representative</u> Keri Williams</p>
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The Department of Commerce manages funding awarded through competitive processes for minor renovations of early learning facilities. The Early Learning Facilities (ELF) program supports Washington's commitment of providing early learning opportunities for children. Commerce partners with the Early Learning Advisory Group to make these grants available. The partner members in Early Learning Advisory Group are the Department of Children, Youth, and Families (DCYF), the Office of Superintendent of Public Instruction (OSPI), The Washington Early Learning Loan Fund, Yakima Valley Community Fund, and the Washington Housing Finance Commission.

CONDITIONS OF FUNDING

In order to be eligible for this funding, grantees must meet the conditions of funding below.

- Grantees acknowledge this is a reimbursement grant, meaning funds are not provided at the time of award, but are reimbursed following completion of and payment for awarded project components prior to sending documentation for reimbursement to Commerce.
- In this competitive funding round, the ELF program may award grants to non-profit organizations, for-profit businesses, public entities, public school districts, private schools (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 project 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 with real estate through either a Deed of Trust or Leasehold Deed of Trust.
- Awardees must document the project with photos before work begins as well as during construction and after construction.

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.

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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. Commerce, in coordination with The Department of Children, Youth, and Families (DCYF) and the Early Learning Facilities Advisory Group Review Team, scores applications and forwards recommendations to the Early Learning Facilities Advisory Group and Commerce management for final determination of awards. Commerce aims to make an official award announcement approximately three to four months following the close of a competitive funding round.

Commerce anticipates the pre-contracting process to begin within two months of the award announcements but this may be impacted by debriefings of unsuccessful applicants.

Depending on the project, pre-contracting may take up to eight weeks to complete. Awardees are encouraged to work very closely with their assigned Program Manager to ensure all requirements are met.

Reimbursement of funds may occur once the awardee is under contract and project costs have been incurred.

Estimated Timeline	Activity
February 1, 2024 7:00 AM PDT	Applications Open
February 22, 2024 5:00 PM PDT	Pre-Applications <u>received</u> by ZoomGrants deadline (no exceptions)
February 23, 2024 – March 1, 2024	Pre-applications reviewed by the Department of 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 PDT	General applications <u>received</u> 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

CONTRACTING REQUIREMENTS

All awardees are required to enter into a contract with Department of Commerce in order to receive reimbursement for costs incurred to complete an awarded project. Contracts are between the awardee and the Department of Commerce, not third parties or awardee representatives or designees.

Pre-contracting requirements are distributed with the award letters. The date of completion is entirely up to how quickly the grantee can complete those requirements.

These pre-contracting requirements apply to your award and some may take considerable time to complete. It is recommended that awardees start to work on these requirements as soon as the award notification is received.

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If there is ground disturbance of any kind planned for any project, the process for Executive Order 21-02 must be completed prior to the ground disturbance. Ground disturbance is anything that disturbs soil, including any type of digging. The grantee assumes the risk of potential fines or other penalties if this process is not completed prior to disturbing ground for the project. Executive Order 21-02 process instructions are linked later in this document.

If a project is selected for funding and the awardee is not able to make progress toward completing the pre-contracting requirements as set forth in these Program Guidelines within 12 months of award, Commerce reserves the right to rescind the award and the funding may be provided to another eligible applicant.

SITE CONTROL (PROOF OF PROPERTY OWNERSHIP OR LONG-TERM LEASE)

Awardees who receive funds for renovation or small capital projects must demonstrate site control before the contract with Commerce will be finalized. Some grantees may face challenges in siting and obtaining permits at the local level. Awardees should work with their local permitting office as early as practicable to determine if their project is allowable in that town or county.

Awardees must have site control for the ten-year commitment period through ownership or long-term lease. Site Control must be proven by:

- Owned Properties:
 - Deed or Statutory Warranty Deed
 - County Assessor Records
- Leased or Rented Properties:
 - Lease for at least the project commitment period of 10-years from the first date of operation following the completion of the project.
 - If the project property is leased, the property owner or landlord must give written permission to make modifications to the property
 - County Assessor records

DCYF CHILD CARE LICENSURE OR CERTIFICATION

Grantees must be licensed with the [Department of Children, Youth and Families](#). The licensing requirement is in effect for the duration of the project commitment period of ten years. Awardees will provide proof of licensure or certification to their contract manager.

Applicants and grantees are expected to discuss their renovation projects with their licensors and discuss a safety plan for their renovation projects if the work will be conducted during child care hours. Applicants and grantees are required by [WAC 110-300-0402](#) and [WAC 110-301-0402](#) to notify DCYF prior to making a change to an early learning program space. This includes including modifying facilities in a way that requires a permit under the Washington State Building Code or by a location jurisdiction.

STATEWIDE VENDOR (SWV) ACCOUNT NUMBER

Grant funds are electronically transferred using a Statewide Vendor Account (SWV) number. Go to the [Office of Financial Management Statewide Vendor/Payee Services](#) to get set up.

The SWV payee status (For Profit, LLC, etc.) must match the status listed on the business license issued by the Department of Revenue.

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WASHINGTON STATE BUSINESS LICENSE

Grantees must be licensed or registered (for tribal entities) with the [Department of Revenue](#) with the same business name that aligns with the registration of the Statewide Vendor Number (SWV). Commerce contracts with state and local governments, tribes, Non-profit Corporations, General Partnerships, Limited Partnerships, Limited Liability Partnerships, Corporations, Limited Liability Companies, and Sole Proprietorships. Non-profit and for-profit business must also be registered with the [WA Secretary of State](#). Awardees must provide their Universal Business Identifier (UBI) number to their Program Manager as part of the pre-contracting requirements.

COMMITMENT PERIOD

All real property, owned or leased by the grantee that is improved by the grantee using state funds shall be held and used by the grantee for the purpose of providing childcare as stated in the contract for a minimum of **ten years**, with the commitment period starting the date the project is operational to the public.

During the contract term, if an awardee is considering transferring or selling the child care site where the grant funds were used, they must notify their contract manager before any actions are taken on the property. Commerce has the contractual right to review and approve the transferee or buyer. If the transferee or buyer is a licensed or certified child care provider, and if approved by Commerce, they will need to agree to assume the contract through the contract term. If the transferee or buyer assumes the contract, the original awardee has no further obligation to Commerce.

If the sale of the facility is for the purchase of a different facility of equal or greater value than the original facility, the new facility will be used for the purpose or purposes stated in the contract for the duration of the remaining term and must accommodate the same number or greater number of subsidized slots/spaces for early learning.

If, in the case where a buyer is not a licensed or certified child care provider, and will not become one, or does not agree to assume the contract, Commerce may approve the sale and if approved, the original awardee may need to repay the grant, or a pro-rated portion of the grant, as outlined in the contract.

If the grantee is approved to sell the property and proceeds are not applied to another facility or the purpose of the facility is different than that in the contract, the grantee shall repay the principal amount of the grant, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the facility was funded.

HISTORICAL AND CULTURAL PRESERVATION (EXECUTIVE ORDER 21-02)

All projects awarded and funded under this program are subject to compliance with Washington Executive Order 21-02 ([Instructions](#)) to protect historical and cultural resources in our state.

There are several steps to this process, starting with consultation with the Department of Archaeology and Historic Preservation (DAHP), consultation with the tribes in the area of the project, and allowing at least 30 calendar days for any affected tribes to respond.

If the ELF project also receives federal funding and the federal Section 106 of the National Historic Preservation Act review will be completed, the project may be exempt from completing Washington Executive Order 21-02 requirements upon Commerce receiving and reviewing Section 106 documentation.

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Finalization of the DAHP review and consultation with impacted tribes, or federal Section 106 review, must be completed before the contract will be executed and must be completed prior to the start of **any** work.

LEADERSHIP IN ENERGY AND ENVIRONMENT DESIGN (LEED)

The 2005 Washington Legislature passed a law requiring all state capital grant recipients to comply with “high performance” or “green” building standards ([Chapter 39.35D RCW](#)). The requirement to meet these standards applies to all projects unless the project is deemed exempt by Commerce. If a project is awarded a grant, the assigned program manager will provide the grantee with the form and help determine if the project will be required to meet LEED building standards. Exemptions are not allowed for cost or timing-related issues.



INSURANCE REQUIREMENTS AND INFORMATION

Awardees must maintain insurance for premises liability for the site where the grant funds are used. This insurance must be in full force and effect during the contract term and be in an amount sufficient to remedy damage or destruction to the property so that it may continue to function as the child care site. Unless otherwise waived by Commerce, proof of insurances must be submitted to your contract manager before Commerce will execute a contract. For all applicable insurances, the State of Washington, Department of Commerce, must be named as the loss payee on the policy. Please see this toolkit for more information [Insurance Requirements & Sample Form | Powered by Box](#).

- Commercial Liability Insurance
 - A homeowners policy does not meet this requirement
 - Commerce must be listed as the certificate holder
- Evidence of property coverage, to include building replacement at current value
- Fidelity/Crime insurance
 - Family homes licensed for childcare may be able to waive the fidelity insurance if there are no employees on payroll.

BINDING AGREEMENTS WITH LICENSED AND BONDED CONTRACTORS

Awardees must establish a binding agreement with a licensed and bonded contractor. Grantees need to request a copy of the contractor license and ask for proof of insurance as part of the bidding process. Grant awards are contingent on this requirement.

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STATE PUBLIC WORKS, PREVAILING WAGE, AND APPRENTICESHIPS

Awardees may be required to comply with public works statutes, see RCW 39.04 to RCW 39.80 that covers ordinary public works contracting.

Prevailing Wage requirements apply to projects as of the date on the award letter provided by the ELF Program. Projects that have incurred construction costs prior to the date indicated on the award letter are exempt from Prevailing Wage requirements.

Construction costs incurred on the day of and following the date indicated on the award letter must reflect payment of prevailing wage.

If labor will be donated to the project, be aware that the donating organization is still required to pay prevailing wages to their employees. For general information about prevailing wage, go to [WA State Department of Labor and Industries' Prevailing Wage](https://www.lni.wa.gov/prevailing-wage) site. If you have questions about this requirement, contact the Industrial Relations Specialist at the Department of Labor and Industries (360) 902-5335 or PW1@lni.wa.gov.

For projects with construction costs in excess of \$1,000,000, grantees must comply with apprenticeship requirements in [WAC 39.04.320](https://www.wac.wa.gov/39.04.320), [39.04.350](https://www.wac.wa.gov/39.04.350) and [39.12.055](https://www.wac.wa.gov/39.12.055). If there are questions about this requirement, contact the Washington State Department of Labor and Industries at (360) 902-5320 or Apprentice@lni.wa.gov.



Washington State Department of
Labor & Industries

STATE LEAD BASED PAINT

Projects involving remodeling, repairing or painting a residential property, or child occupied facility built before 1978 must employ a Certified Lead Renovation Firm, who must assign an Individual Certified Lead Renovator to lead the activities.

Option 1: The Grantee needs to ensure that they hire someone fully certified with Firm and Individual Certifications (ask to see the contractor's certifications).

Option 2: The grantee can have their own Certified Lead Renovation Firm and Individual Certified Lead Renovator assigned to lead their project. (Reasonable cost of approx. \$275 to complete).

For technical assistance, contact the Lead-Based Paint Program at Commerce, lbinfo@commerce.wa.gov or call (360) 586-5323.

SMALL BUSINESS AND MINORITY/WOMEN OWNED BUSINESS

Commerce does not require a percentage of the project work be given to small businesses or M/WBE companies. However, if your local jurisdiction has such laws they must be followed.

If any of the aspects of your project's scope of work, as outlined in the originally submitted application have changed between application and award, or at any time during the project period, you must communicate the situation with your contract manager as soon as the information becomes available.

A Scope Change Request will need to be submitted by the grantee and then reviewed for possible approval by the Early Learning Facilities Advisory Group. Approvals are not guaranteed and may result in loss of funding.

PROJECT FEASIBILITY

Awardees must demonstrate project feasibility before the final project contract will be issued. This can be shown by submission of final cost estimates, construction bids and other planning

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and development-related documentation. Commerce also requires an estimated project completion schedule that will be incorporated into the contract.

Projects which tend to score higher in the application process generally include, but are not limited to, the following:

- Appropriate permitting acquired
- Confirmed ability to complete the project with grant funds and other secured funds
- Bids/estimates from licensed/bonded/insured contractors in the area to complete the project
- Confirmed ability to complete the project within the designated timeframe

COST INCURRED START DATE AND CONTRACT TERM

Commerce will reimburse for costs of eligible expenses for successful applicants going forward from the date of award letter. The contract end date will be June 30, 2025. If the capital grant funds are re-appropriated by the Legislature during the 2025 legislative session, the end date may be extended to June 30, 2027, but there is no guarantee of extension.

PROJECT COSTS AND REIMBURSEMENT

This is a reimbursement-style grant. Funds will be made available for reimbursement once a contract is finalized and signed by the grantee and Commerce.

Funds are paid for approved and eligible project costs after the work has been completed and the costs have been invoiced. Deposits for future work or materials are not eligible for reimbursement.

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.

Paid costs must be documented by bank statements, credit card statements, or images of cancelled checks. Cash cannot be documented as payment. Vendor receipts are considered invoices and do not constitute proof of payment. A matching proof of payment must also be provided to validate the cost for reimbursement.

In limited situations that are pre-approved, grant funds may be released to pay invoices for completed costs work the grantee has incurred but does not have the funds to pay up-front. In these situations, the grantee must inform their contract manager this issue may occur and it is at the contract manager's discretion to approve the request.

If the request is approved, the grantee must submit an invoice substantiating completion of work and funds will be paid to the grantee. The grantee must then their contractor(s). The grantee will provide proof of payment to their Commerce contract manager no later than thirty days from the date the funds were released.

This exception is on a case-by-case basis and is not guaranteed. This exception will not be approved for the duration of a project.

ELIGIBLE AND INELIGIBLE PROJECT COSTS

- All costs that are allowable for reimbursement must be incurred using third-party licensed and bonded contractors through an appropriate bidding process. Each grantee will follow the adopted bidding process for their organization.

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- Any costs incurred prior to the award letter date are not eligible for reimbursement.
- Eligible costs for reimbursement must be identified on both the approved application and the contract.
- Any cost not essential to carry out the function of the facility is not eligible.
- Project management is limited to 4% of the total award.
- All awards are taxable income for grantees.
 - Questions about the taxes a grantee may incur by receiving and expending an ELF grant must be directed to a tax professional.

	Eligible Project Costs	Ineligible Project Costs
Bathroom	<ul style="list-style-type: none"> • Permanently affixed storage solutions like shelving and cabinets • Replacement of electrical wiring and outlets to ensure bathroom safety • Renovating and updating a bathroom (e.g., sink, toilet etc.) to ensure fixtures are age-appropriate and child safe • Replacement to improve lighting • Repair or replacement of plumbing hardware • Repair or replacement of plumbing fixtures 	<ul style="list-style-type: none"> • Bathtubs or other bathing areas • Any bathroom not expressly for the children being served
Construction (General)	<ul style="list-style-type: none"> • Mitigation/impact fees • Public capital facility fees and permits • Taxes on project goods and services • Construction management (not employed by grantee – limited to 4% of award) • Demolition/site preparation/clean-up • Erosion control • Project Equipment/utilities • Construction labor/materials • Driveways/parking lots • Equipment as a permanent part of the structure (HVAC, elevator, etc.) • Facility-specific equipment/assets with a minimum lifespan of 13 years • Building security 	<ul style="list-style-type: none"> • Temporary facilities • Moving equipment within or between facilities • Off-site consultants or grant writers • Feasibility studies • Grantee employees' salaries or payment for labor work • Acquisition of buildings or land • New construction of structures • Removal of load bearing walls • Roof replacement that includes structural alterations • Removal of joists • Structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area

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	<ul style="list-style-type: none"> Insurance premiums related specifically to the grant requirements for titles Repainting walls with a non-toxic paint In areas where children are served, replacement of electrical wiring and outlets to ensure safety Replacing cabinets with an adequate storage space for each child's personal belongings Replacing windows or doors as long as there will be no re-engineering of the load bearing capacity of the associated walls Minor roof repair as long as no structural changes are included Removal of non-load bearing walls to create additional space for social distancing Remove carpet and replace with commercial grade, hypoallergenic carpet or hard surface flooring Subfloor repair Step or stair repair Addition of secondary exits (egress windows, stairs, infant room doors) 	<ul style="list-style-type: none"> Extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change Replacement of all plumbing throughout building Rewiring of whole building Replacement of electrical panel/service panel
Furnishings	<ul style="list-style-type: none"> Not Allowable 	<ul style="list-style-type: none"> Furniture, consumables such as window treatments, bedding, linens/towels, stand-alone organizational systems, signage, stand-alone lighting, electronics, educational materials/toys/teaching aids, materials related to childcare operations, artwork, etc.
General Operating Costs	<ul style="list-style-type: none"> Not Allowable 	<ul style="list-style-type: none"> Lease/mortgage payments, cable/satellite, office equipment, maintenance, salaries, vehicles, or any cost associated with facility operations

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Kitchen / Utility	<ul style="list-style-type: none"> • Replacement of electrical wiring and outlets to ensure kitchen safety • Replacement to improve lighting • Repair or replacement of plumbing hardware • Repair or replacement of plumbing fixtures • Replacement of Appliances: <ul style="list-style-type: none"> ○ Kitchen Range Hood ○ Stove ○ Oven ○ Built-In Microwave ○ Refrigerator ○ Dishwasher ○ Washer ○ Dryer • Repair or replacement of shelving and cabinets, that are permanently attached to the building, to ensure safe storage of food and materials used in creating meals for the children served by the site • Countertop replacement to ensure a hygienic work surface where meals are prepared for the children served by the site (to replace damaged or unsanitary surfaces with a similar material only) • Install utility/mop sink 	<ul style="list-style-type: none"> • If the kitchen is not used to store and prepare snacks or meals for children served by the child care facility, none of the costs listed to the left are allowable. • Small kitchen appliances that are portable or semi-portable machines, generally used on tabletops, countertops, or other platforms, to accomplish a household task. Examples of small kitchen appliances include microwaves, coffee makers, toasters, blenders, mixers, food processors, electric juicers, deep fryers, and waffle irons • If laundry services specific to the child care are not provided on-site, replacement of the washer and dryer are not an allowable cost • Costly upgrades to current kitchen and/or bathrooms – similar quality replacement only
Outdoor Space	<ul style="list-style-type: none"> • Landscaping • Install or repair outdoor lighting • Repair or build exterior entrance areas to ensure children's safety • Repair or replace fencing, specific to the children's play area • Educational landscapes • Planting grass seed or sodding to create a safe play area for children • Playground equipment • Fall surfacing • Shade structures • Dangerous tree removal 	<ul style="list-style-type: none"> • Landscaping for aesthetics only • Sheds • Storage units • Toys that aren't playground structures/equipment • Educational or manipulative equipment • Equipment to facilitate physical education • Pools or water features • Vehicle charging stations

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Safety	<ul style="list-style-type: none"> Any Americans with Disabilities Act (ADA accessibility modifications) Non-structural changes that make the facility more COVID-19 safe, such as installing plexi-glass barriers or hand washing stations Creating or updating a sidewalk to provide a safe pathway for children Adding or replacing fire sprinklers as long as there will be no re-engineering of the load bearing capacity of the roof or wall structures Replacing carbon monoxide detectors and smoke detection systems Radon mitigation Exit signs / emergency lighting 	<ul style="list-style-type: none"> Accessibility accommodations that are not compliant with the ADA Installation or replacement of safety systems that require structural changes to the roof or load-bearing walls.
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ACCESSING FUNDS

Grantees may submit for *reimbursement* as frequently as once per month and must submit a minimum of once per quarter. All reimbursement requests will be submitted through our online Secure Access Washington (SAW) Contracts Management System (CMS) portal, or by email to the designated Program Manager. See the [Contracts Management System website](#) for more information about our secure online access portal. Your contract manager will provide you with templates and instructions for invoicing when you receive your contract.

Reimbursement requests include:

- Completed A19 or if a budget is set-up in SAW-CMS then the online warrant is acceptable;
- Completed Project Status Report;
- All costs must be substantiated with appropriate backup documentation, such as contractor invoices;
- Submission of a [Reportable Expenses](#) form listing every subcontractor and sub-subcontractor and if they are a Minority or Women Business Enterprise; and
- Photos of the site at the beginning of the project, at 50% completion, and at 100% completion.
- We may request other information to ensure compliance with our program and contract requirements. The Commerce contract manager will provide more detail if more information is needed.

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RESCINDING OR REDUCING AN AWARD

An award may be rescinded or reduced under the following conditions:

- In the event state funds appropriated for the work contemplated are withdrawn, reduced or limited in any way by the Governor or the Legislature, the awarded funds may be rescinded; or
- The project scope of work does not match what was indicated in the application for funding. If the scope of work of the project has changed, the awardee must work with their contract manager to seek approval to proceed with a revised scope of work. If agreement cannot be reached on an acceptable Scope of Work for the project, the award may be rescinded; or
- The project scope of work is the same or similar to a project scope of work funded either through a direct appropriation or from a previous competitive funding round.
- The awardee cannot demonstrate the site will be operational at the completion of the project; or
- If a project is selected for funding and the awardee is not able to make progress toward completing the pre-contracting requirements as set forth in these Program Guidelines within 12 months of award, Commerce reserved the right to rescind the award and the funding may be provided to another eligible applicant.
- The original application contains ineligible costs and the award was reduced to remove the amounts of the ineligible items
- Timelines and deliverables are not being met, the award may be rescinded.

RECAPTURE

Once an award is under contract, the grant funds may be subject to recapture, rather than rescinding, under the following conditions:

- The grantee does not have funding to complete the construction project; or
- The grantee cannot demonstrate sufficient operating and service funding for the project; or
- The finished project does not conform to what was indicated in the contract; or
- Timelines and deliverables, as outlined in the contract, are not being met; or
- The grantee does not maintain the site or applicable services through the contract term.

CONTRACT AMENDMENTS

Commerce may grant contract amendments due to unforeseen circumstances. For example, a budget may need to be amended due to higher construction costs and lower planning costs, or there were not enough funds to complete the project as proposed and a scope modification is needed.

SCOPE OF WORK CHANGES

If a grantee would like to change the scope of their project, they will need to discuss their proposed changes with their assigned program manager. The program manager will determine if scope change proposals are eligible. If a proposal is eligible, the program manager will direct the grantee to develop an official Scope Change Request. Official requests will be reviewed by

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the Early Learning Facilities Advisory Group. Approvals are not guaranteed and can take several weeks to process.

BUDGET CHANGES

Changes to the budget categories which exceed 15% of the total award will result in the need for an amendment before any additional requests for reimbursement may be processed.

MONITORING AND COMPLIANCE

By accepting the award of grant funds and entering into an agreement with Commerce, the grantee agrees to:

- Comply, conform to and obey all laws, ordinances, rules, regulations, requirements and orders of all municipal, county, state and federal authorities/agencies and all professional standards applicable to the provision of services; and
- Abide by the terms of the Commerce agreement; and
- Follow the Program Guidelines, as revised from time to time; and
- Maintain the child care site licensure or certification for child care services per DCYF requirements.

Non-compliance may result in withholding reimbursement, termination of the contract, and/or recapture of previously expended funds. Monitoring of the project will occur during the project period by virtual meeting, on-site visits, or both.

Grantees will allow Commerce, upon proper written notice, access to inspect the project site, audit and copy the project records associated with the funding and completion of the project to verify deliverables under the contract. Grantees will provide, at Commerce's request, data to be included in reports to verify performance.

DCYF REVIEW NOTIFICATION

If DCYF reviews or inspects the early learning or childcare facility while the capital project is underway, you must notify your contract manager and keep them informed about the outcome of the review or inspection.

End of Document
