Early Learning Facilities Program (ELF)

Eligible Organizations
Funding Round Program Guidelines

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OPENING AUGUST 2023

Washington State
Department of
Commerce

v1.4

We strengthen communities

HOUSING AND HOMELESSNESS

INFRASTRUCTURE AND BROADBAND

SMALL BUSINESS ASSISTANCE

ENERGY

PLANNING AND TECH ASSISTANCE

COMMUNITY SERVICES AND FACILITIES

CRIME VICTIMS AND PUBLIC SAFETY

ECONOMIC DEVELOPMENT

Today's Agenda

1. Introduction
2. Overview of Early Learning Facility (ELF) Grant
3. Early Learning Facility Need in Washington
4. Early Learning Facility Licensing
5. Applying for an ELF Grant
6. What Happens After Applying for an ELF Grant
7. Q&A

Early Learning Facilities

Eligible Organizations Reimbursable Grant

Program Overview

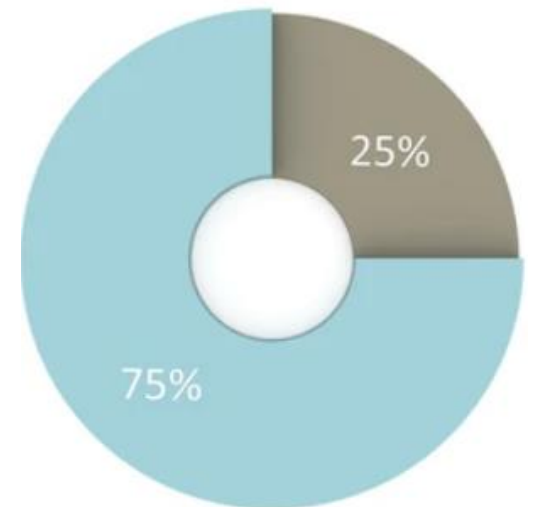# What are ELF Eligible Organizations?

- Early childhood education and assistance program providers (ECEAP)
- Working connections child care providers who are eligible to receive state subsidies (WCCC)
- Licensed early learning centers not currently participating in the early childhood education and assistance program, but intending to do so
- Developers of housing and community facilities for the purpose of including early learning facilities
- Community and technical colleges

- Educational service districts
- Local governments
- Federally recognized tribes in the state
- Religiously affiliated entities
- Private schools, charter schools, or tribal schools not affiliated with public school districts

The Early Learning Facilities Program

- This program is funded by the Washington Legislature to address the critical need for early learning opportunities for children from low-income households.

- Legislation
  - Intent RCW 43.31.565
  - Eligible Activities RCW 43.31.577

- Goals
  - Increase subsidized childcare slots for ECEAP and WCCC
  - Encourage economic growth with required matching funds
  - Create more childcare slots in childcare deserts and low income areas

- Funds Distribution
  - Grant funds are provided as a reimbursement to costs incurred by the grantee
  - Grant funds must be matched by other funding sources 3:1
  - All grant funds will be secured with real estate, typically through a deed of trust to ensure the public benefit of the funds is achieved for at least 10 years

25%

75%

The Early Learning Facilities Program

- The ELF program supports Washington's commitment to creating more high quality early learning opportunities for children from low-income households.
- This program enables eligible organizations to:
  - Expand, Remodel, or Purchase a Facility
  - Or construct early learning facilities and classrooms to add ECEAP and/or WCCC slots.
    - ECEAP = Early Childhood Education and Assistance Program
    - WCCC = Working Connections Child Care

ELF Funding Available

Up To $20,000

Facilities Pre-Design Grant

Example:
To conduct feasibility study for creating a child care center or family home.

Up To $200,000

Minor Renovations or Pre-Development

Example:
Upgrading the existing building and the site to meet current requirements.

Up To $1,000,000
(Possibly $2,500,000)

Major Construction, Major Renovation and Facility Purchase

Example:
Construction, major renovation and facility purchase for early learning.

Preparing to Apply for a Grant and Program Eligibility

Initial Prep for pre-application

- Determine If You Are Eligible
- Read Program Guidelines
- Read Notice of Funding Opportunity
- Review the Pre-Application Questions and General Application Questions in the Notice of Funding Opportunity
- Register For or Check Current Access to ZoomGrants

ELF Eligible Organizations Program Eligibility

- Must be, or intend to be, an active participant in good standing with the Early Achievers Program

- Applicants must currently be or intend to be

  - Early Childhood Education Assistance (ECEAP) provider and/or

  - Working Connections Child Care (WCCC) eligible to receive state subsidies

  - Licensed through the Department of Revenue to conduct business in Washington State

  - Prepared to coordinate with contractors to ensure state prevailing wage is being paid (LNI Prevailing Wage Look\up)

Eligible Costs

Commerce can only reimburse for expenses incurred after July 1, 2022

- Real property purchase
- Feasibility planning
- Project design
- Professional construction management
- Construction costs
- See the ELF web page for full Program Guidelines

Examples of Projects with Eligible Costs

- Acquisition of a building to convert to an Early Learning Facility
  - If a residence is purchased for use as a facility, the building can no longer be used as a personal residence
  - All acquisition projects must have a current appraisal (within the last 6-9 months)
- Upgraded cooking area to a commercial kitchen
- Renovation to an existing early learning facility to provide additional ECEAP/WCCC slots

ELF Eligible Organizations – Ineligible Costs

All our grants are intended to fund "bricks and mortar"

- 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
- Land only

Examples of Projects with Ineligible Costs

- Deferred/preventive maintenance
  - Roof repair on existing facility
- Interest fees for construction loans
- Land only
- Transportation costs
- Restroom upgrades
  - Additional restrooms resulting in additional slots are allowable
- Generally, if a project will not create or increase subsidized childcare slots, the project may not be eligible for funding.

ELF Eligible Organizations Overview – Matching Funds Sources

The match fund requirement is intended to maximize the amount | of non-state resources leveraged

- Applicants providing more than 25% in the application may receive additional points when applications are scored

- The amount of match in the application budget must equal or exceed the amount committed in the final contract

- Affordable housing projects can only commit match dollars that will be applied to the early learning portion of the project

Matching Funds 25%

25

75
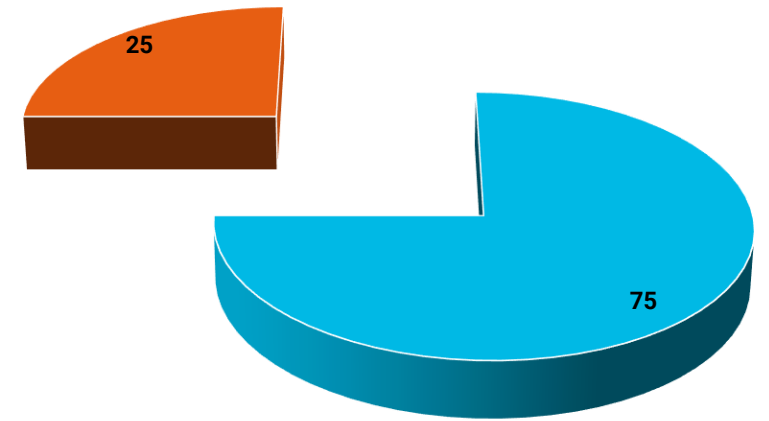
ELF 75%

ELF Eligible Organizations Overview – Matching Funds Sources

- Cash on hand
- Bank loans
- Documented pledge commitments
- The value of land acquired for the project
- Buildings
- In-kind donations
  - Not to exceed 50% of the total matching funds requirement

- Non-allowable Matching Funds:
  - Other state funds, such as other Commerce grants
  - Funds committed to another project

ELF Eligible Organizations Overview – Matching Funds Documentation

- If funds are not committed at time of application submission, provide a plan and timeline for raising funds to complete the project

- For affordable housing projects, only the portion of matching funds directly applied to the early learning facility will be accepted as matching funds

Grace Ssebugwawo, DCYF
Community Funded ECEAP/ Early Learning Facilities Program Specialist

Jody Hitchings, DCYF
Pre-Licensing Unit Supervisor

DCYF's Mission, Vision, and Values

- **Mission:** Protect children and strengthen families so they flourish.

- **Vision**: All Washington's children and youth grow up safe and healthy—thriving physically, emotionally, and educationally, nurtured by family and community.

- **Values:** Inclusion, Respect, Integrity, Compassion, Transparency

Early Learning Facilities Critical need

- Heathy and Safety

- Classroom Space

- Addressing Facility Inequities

- ECEAP Entitlement – 2026

- Additional Facilities

ELF Path to ECEAP Entitlement

- **Facilities** part of the ECEAP Entitlement Roadmap.

- Facilities continue to be a **critical need** to meet ECEAP Entitlement

- The need **to expand** by several thousand slots in the next four years, **creates immense** need for ECEAP facilities.

Early Learning Facilities Estimates

- ## DCYF- Western Washington University (WWU)
  - WWU - Estimates that 47,765 new early learning spaces
    - **12,482 for ECEAP**
    - **35,283 for WCCC**
  - In approximately 1,883 new early learning facilities will be needed.

  These facilities include mix of
  - New constructions,
  - Renovation of existing facilities to add space
  - and/or the expansion of existing facilities
  - Acquisitions.

35,283 for WCCC

12,482 for ECEAP

47,765 New Early learning space
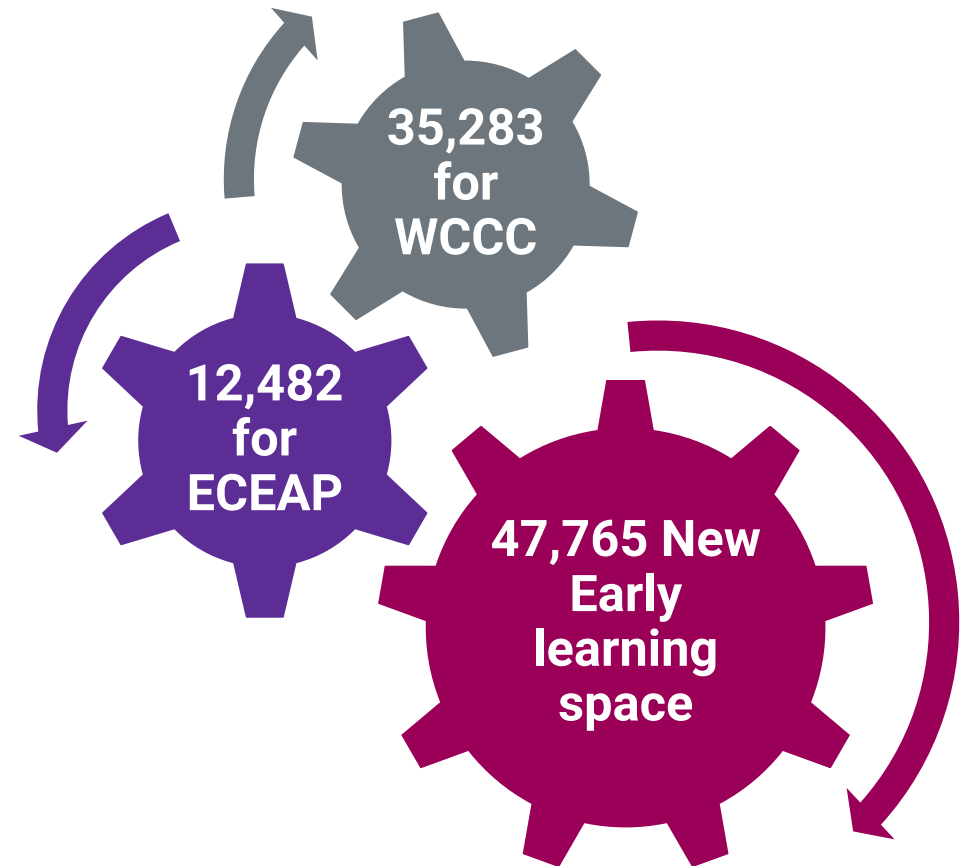
DCYF –Head start/ ECEAP-Saturation Study

- **Updates**
- Produced annually by DCYF
- **Estimates**
- Estimates eligible children by school district boundary not yet served by ECEAP or Head Start by
- **Determine**
- Used in determining location of ECEAP expansion slots

Saturation study

Extreme Child Care Desert

Extreme child care 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 child care deserts

2020 State wide Needs Assessment.
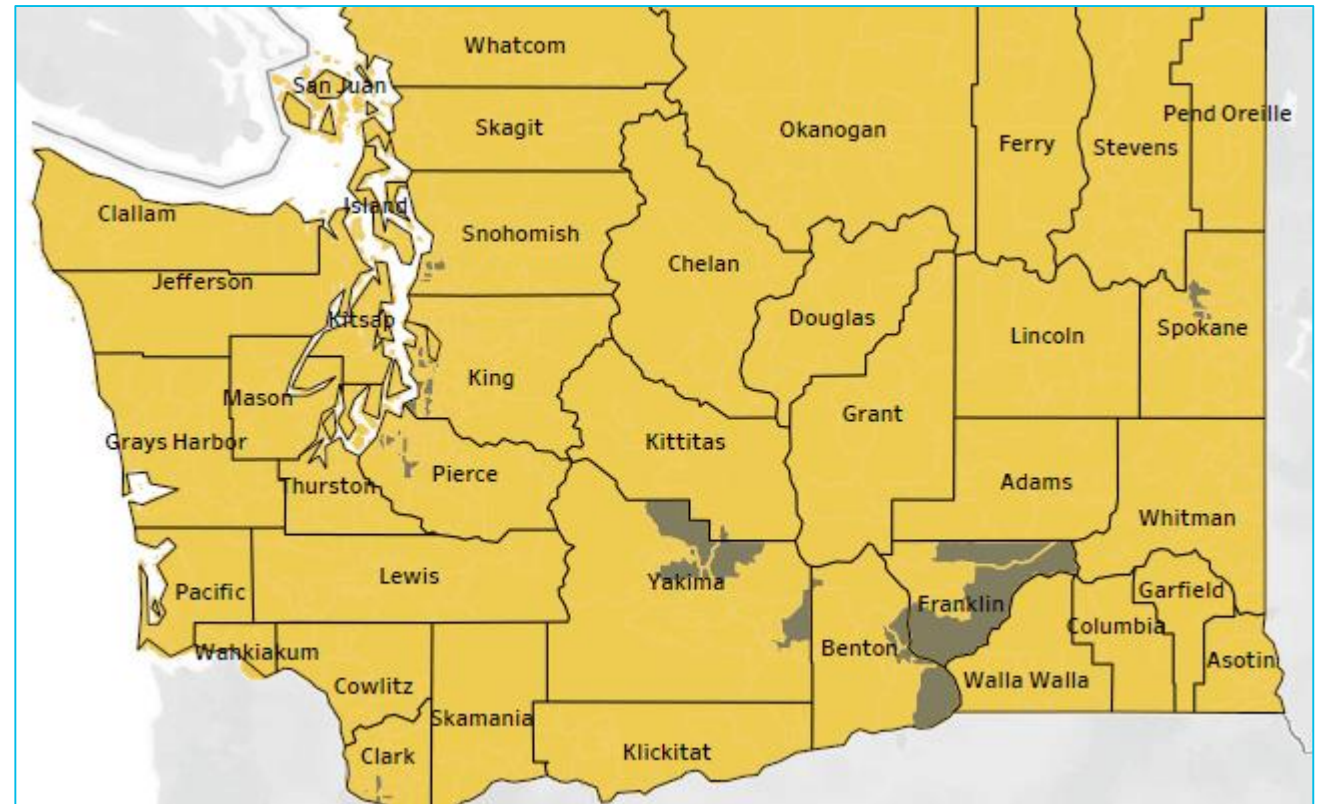
Child Care Need and Supply Data

- Statewide, DCYF estimates that families of about 278,000 children age B-5 not yet in school need child care, because all available parents in the home are working.

  - Only about 26% of these children are served by licensed child care, preschool, and/or subsidized child care.

  [Child Care Need and Supply Data](#)
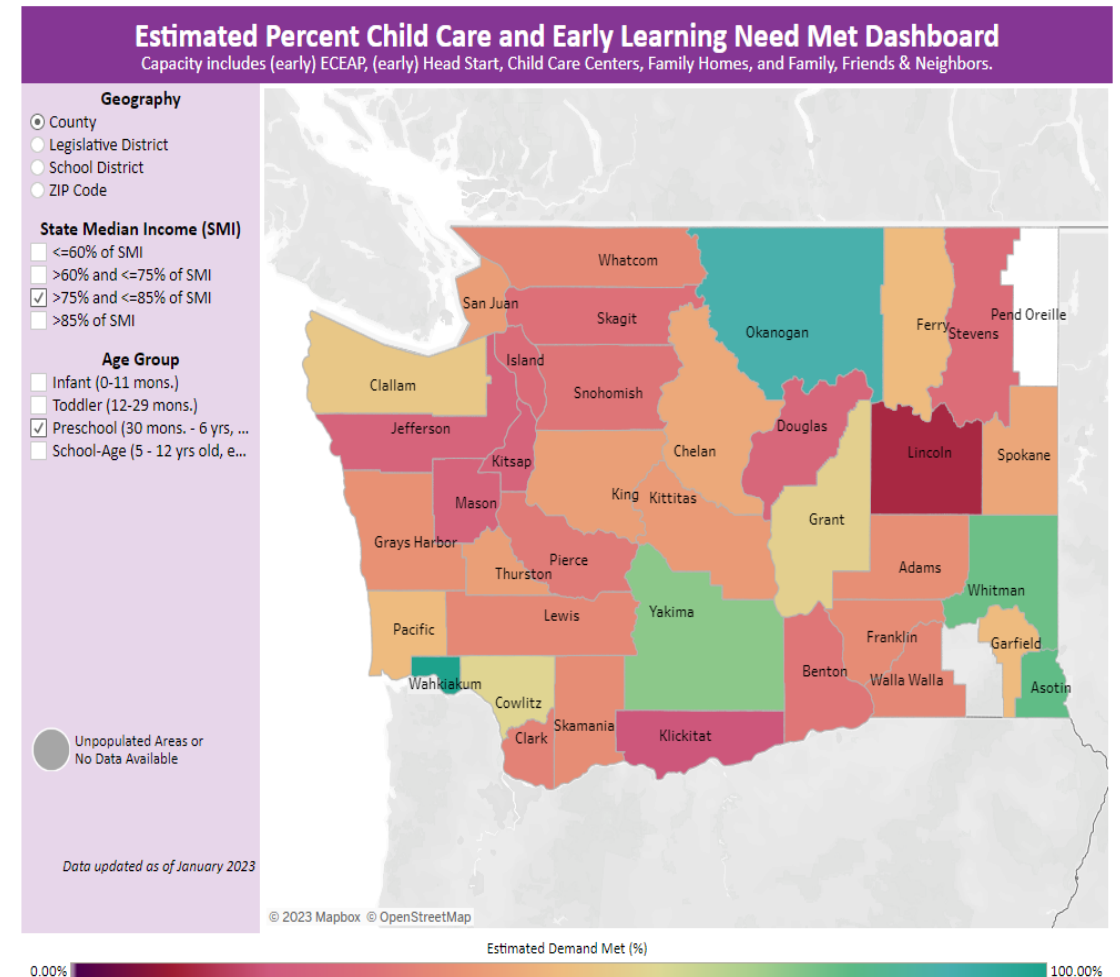
Child Care Need and Supply Data

Chelan, Yakima and Lincoln county

Name	Served	Subsidy	Private	Eligible	Estimated Need Met
Chelan County			38	90	45.56%

Name	Served	Subsidy	Private	Eligible	Estimated Need Met
Yakima County	187	9	178	254	73.62%

Name	Served	Subsidy	Private	Eligible	Estimated Need Met
Lincoln County	2	0	2	16	12.50%

Child Care Need and Supply Data.

Early Learning Facilities Grant: Addressing the facilities need.

- **By providing financial assistance** to enable ECEAP contractors and WCCC providers to:
  - Expand,
  - Remodel,
  - Construct,
  - Purchase early learning facilities and classrooms

Benefits of the ELF- Program & ECEAP

- Creates more opportunities for high quality early childhood education spaces

- Improves high-quality early childhood education settings

- Enhances children's safety and provides a healthy learning environment

- Decreases learning barriers

DCYF Pre-Licensing Services

DCYF supports ELF grant recipients by offering technical assistance and resources.

Technical assistance focus areas:

- Site selection and feasibility
- Facility design and development
- Licensing requirements
- Licensing processes

Developing an early learning facility

PLANNING

Designing

Building

Guiding assessments
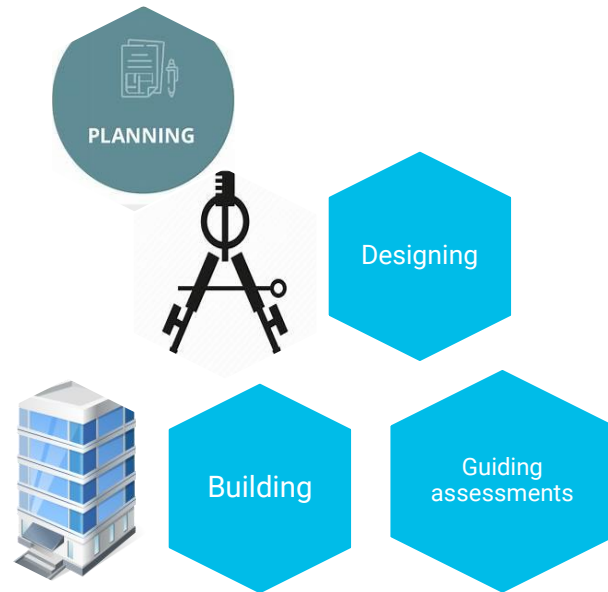
- **Guiding assessments**
  - A *Site Analysis*
  - *Feasibility Study*
    - **Early Learning Providers Facility development.**

Site Analysis, Feasibility Study, and Plan Review

- **Typically conducted by a professional architectural firm or civil engineering firm**.

  - Applicable local zoning
  - Building codes
  - Regulations
  - Project goals,
  - Project budget
  - Site conditions

- **DCYF provides Technical assistance.**

How ELF recipients required to be or become Licensed childcare/Early learning

- **Online orientation,**

- **Two e-learning modules.**

  - **(a viable in English, Spanish and Somali).**

- **Get Orientation completion certificate(s)**

- **When ready apply for a license**

  - email a copy of the orientation completion certificate(s) to dcyf.providerportal@dcyf.wa.gov to get access to the provider portal and online application.

    - https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/licensing-process
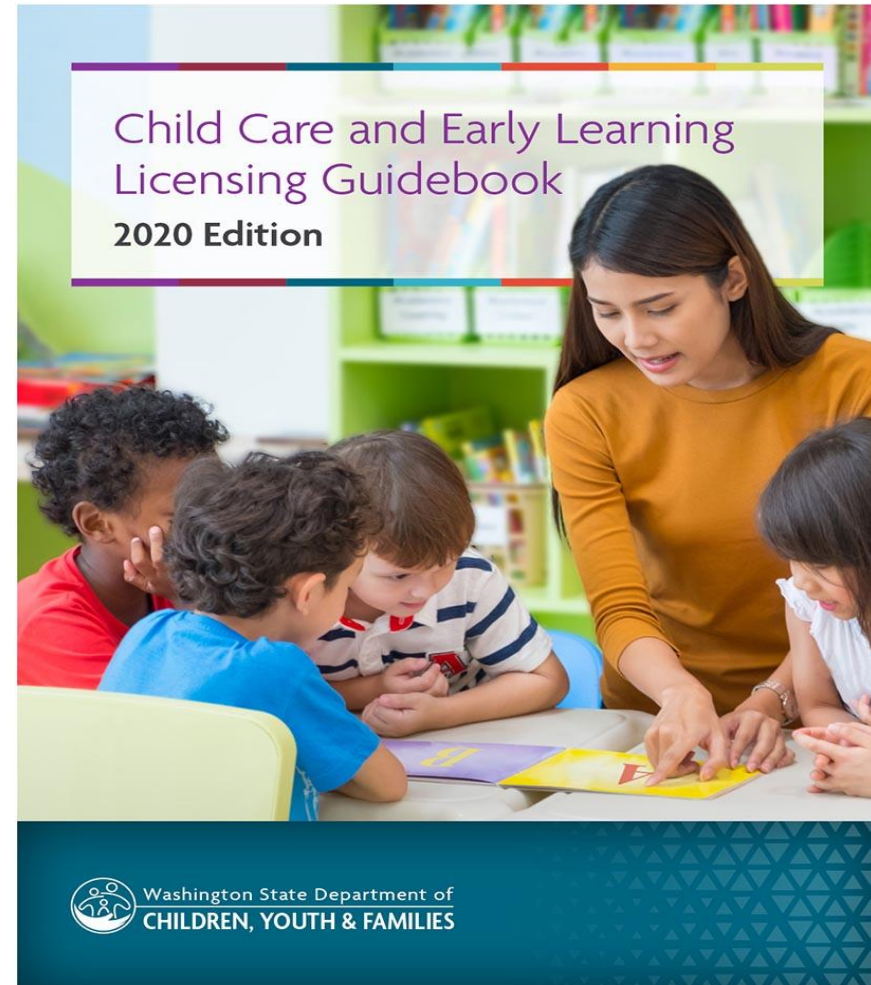
Application Process

Steps to Receiving a Grant

- Submit Pre-Application on ZoomGrants
- Submit General Application (if eligible), anticipated balanced budget, and required attachments
- Receive award (or decline) notification letter
- Begin pre-contracting requirements
  - Start with Executive Order 21-02 processes
- Signed contract
- Submit progress reports and reimbursement requests

Online Application Instructions-ZoomGrants

Online Application Instructions-ZoomGrants

Two-Part Application

- Pre-Application
  - Summary
  - Pre-Application Questions
- General Application
  - General Application Questions
  - Budget
  - Documents
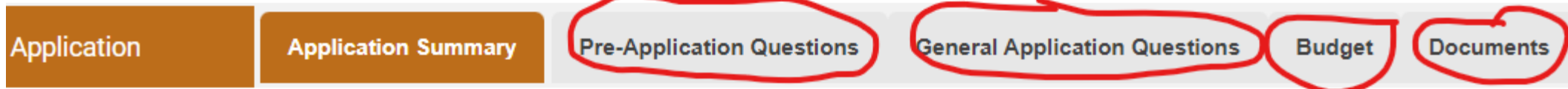
My Application is Submitted....Now What?

After the Application is Submitted

- ZoomGrants will send an automated email to notify applicants that their application has been received

  - Contact ZoomGrants directly if your submission confirmation email is not in your email inbox or junk mail.

After the Application is Submitted

- Pre-Application applicants will be notified the last week of August 2023
  - Applicants approved to proceed will have access to the General Application
  - Ineligible applicants will be informed of the reasons for ineligibility
- The deadline for the general application is 6:00 PM on October 16, 2023
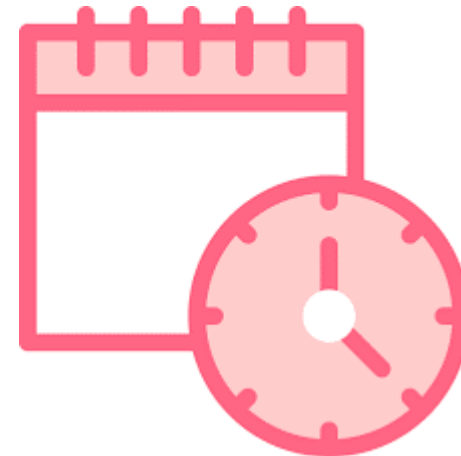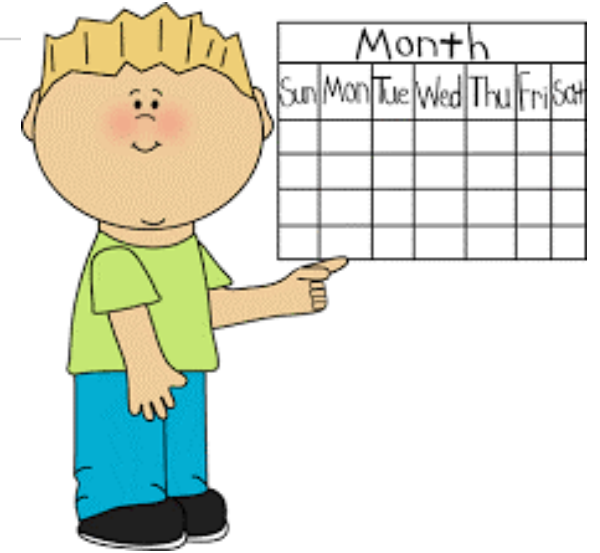
After the Application is Submitted

- Please review the Program Guidelines and the Grantee Manual while waiting for a decision

- Awards will be announced February – March 2024

- All decisions are final

- A debriefing webinar will be held for applicants who are not awarded.

Washington State Department of Commerce

Early Learning Facilities (ELF)
Eligible Organizations Reimbursement Grant

Program Guidelines

Local Government Division
Community Capital Facilities
Early Learning Facilities Program
2023-2025 Biennium June 2023
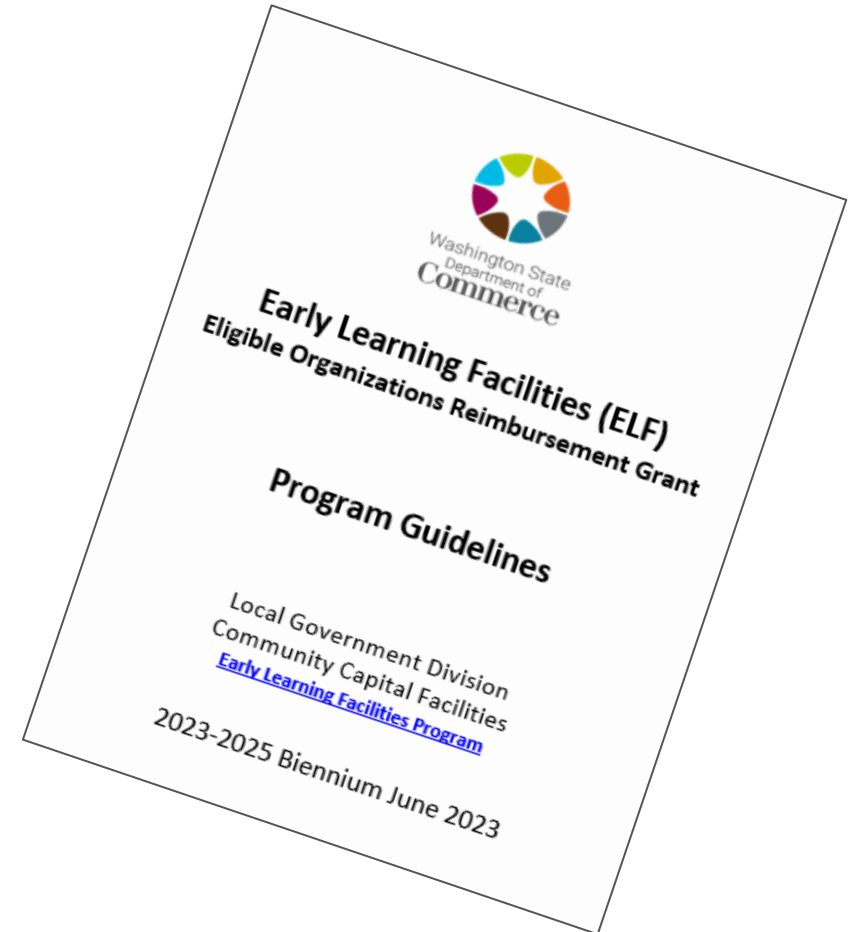
ELF Eligible Organizations Overview − Estimated Timeline

Estimated Timeline	Activity
August 1, 2023 7:00 AM PDT	Applications open
August 22, 2023 5:00 PM PDT	Pre-Applications *Received* by Deadline (no exceptions)
August 23 - September 1, 2023	Pre-Applications reviewed for eligibility; General Application released to eligible and non-eligible notified
October 16, 2023 6:00 PM PDT	General Applications *Received* By Deadline (no exceptions)
Mid October − Mid December 2023	Applications Reviewed & Scored
January 2024	Awarded Applicants Selected
February − March 2024	Awards Announced

I Received an Award – Now What?

Received an Award…..Now What?

- Each awardee will be assigned a Program Manager

- Introductory email

- Statewide Vendor Number (SWV)

- Universal Business Identifier (UBI)

- Executive Order 21-02

- Leadership in Energy and Environmental Design (LEED)

- Tax Payer Identification Number

Received an Award…..Now What?

- [Statewide Vendor Number](#) (SWV)

  - All grantees much have a statewide vendor number to be paid funds from the state

  - Registration is through the Office of Financial Management

  - The type of SWV registration needs to match the type of registration from the Department of Revenue Business License

Received an Award…..Now What?

- [Universal Business Identifier](#) (UBI)

  - The type of business (LLC, non-profit, for profit, etc.) needs to match what is submitted for the statewide vendor number (SWV)

  - The address on the business license needs to match the address of the childcare facility project

Received an Award…..Now What?

- Executive Order 21-02

  - Complete the EZ form and submit to DAHP by email (Department of Archeology and Historic Preservation), with a copy to your program manager

  - Complete tribal consultation with a letter sent by certified mail and provide your program manager copies of the letters and receipts – allow 30 days for tribal response

  - Inadvertent Discovery Protocol
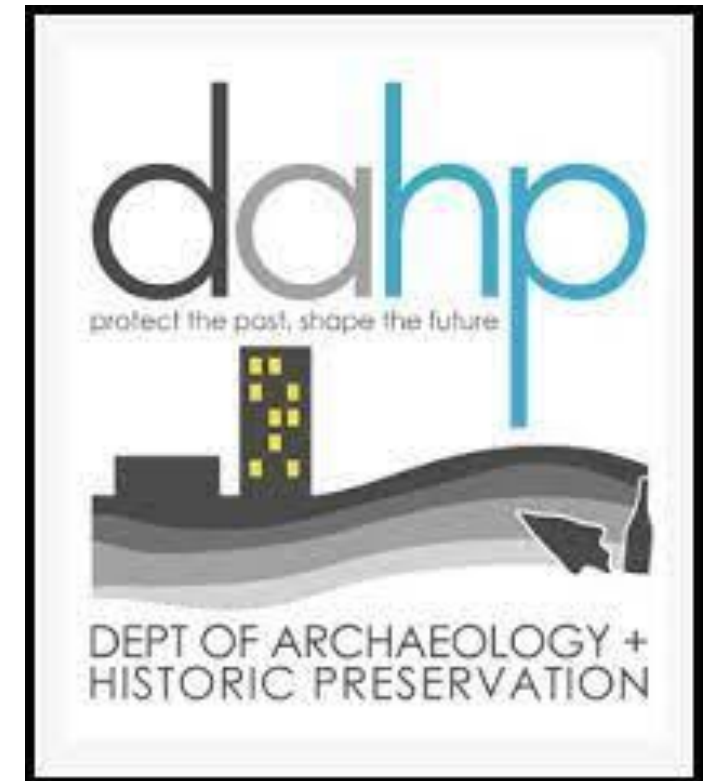
Received an Award…..Now What?

- **Leadership in Energy and Environmental Design (LEED)**

  - This program is to promote economical energy consumption and energy preservation

  - Complete the form and return to your program manager for review

  - If your project is new construction of >5,000 square feet or a renovation worth 50% or more of the facility value, plan on getting LEED Silver certification from the beginning.

Received an Award…..Now What?

- **Insurance**

  - Commercial Liability

    - $1,000,000 coverage per incident

    - Commerce listed as the certificate holder

  - Evidence of Property Coverage

    - Enough coverage to make the facility or home whole again

  - Fidelity / Crime Coverage

Received an Award…..Now What?

- **Tax Payer/Employer Identification Number (TIN/EIN)**
  - Obtained from the Internal Revenue Service (IRS)
  - This is a unique nine-digit number that the IRS assigns to an organization.
  - The IRS uses the number to identify taxpayers who are required to file various business tax returns.

Received an Award…..Now What?

- Real estate securing of grant

  - All ELF-funded projects require a minimum of a ten year commitment period for ongoing childcare

  - The property will be secured for that time period through a recorded Deed of Trust or a recorded Leasehold Deed of Trust

  - No reimbursements may be processed until the Commerce real estate processes have been completed.

  - For projects with a pre-design-only or pre-development-only grant award, real estate securitization may be waived.

Steps for Reimbursement

- Have an executed contract
  - Fully signed by both grantee & Commerce
- Submit reimbursement request
  - Online or by email
- Provide required documents
  - Reimbursement Request Invoice (A-19)
  - Scanned file of vendor invoices
  - Scanned file of proof of invoice payments
  - Project Status report
  - Reportable Expense Template
- Be reimbursed up to 75% of expenditures to meet matching funds requirements

Examples of Typically & Previously Funded Projects

Typically Funded Projects

- Projects that create access to ECEAP/WCCC spaces in rural locations
- Projects supporting cultural responsiveness
- Projects partnering with affordable housing projects
- Projects with new or renovated kitchen facilities to enhance student nutrition that provide additional ECEAP/WCCC slots
- Projects leveraging additional non-state resources

Examples of Previously Funded Projects

- Bethel Kids Learning Center
  - Chehalis, Washington
  - Added five single-wide mobiles and renovated them to add additional classroom space

Examples of Previously Funded Projects

- **Kaleidoscope Preschool**
  - Eastsound, Washington (San Juan) - Kitchen renovation & energy efficiency upgrades
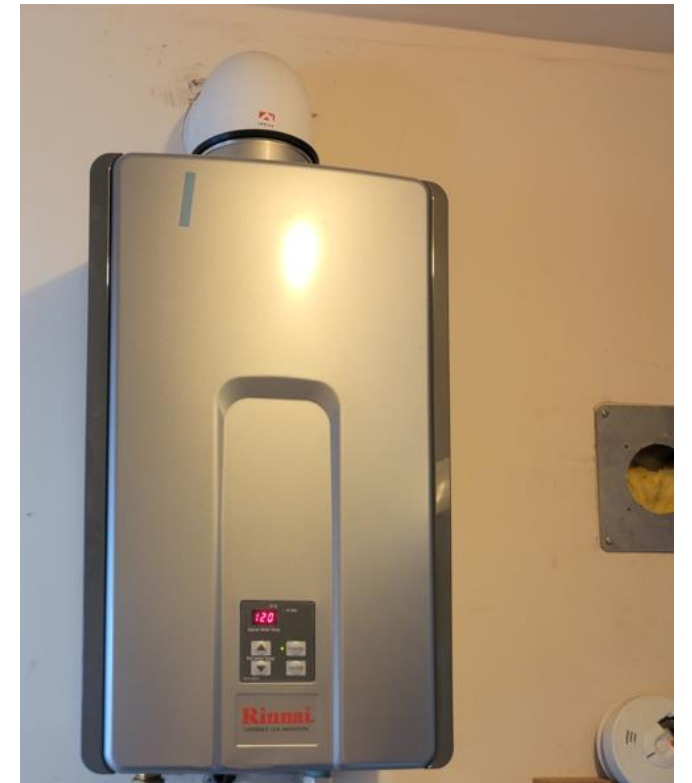
Examples of Previously Funded Projects

- **Pateros Treehouse**
  - Pateros, Washington (Okanogan County)
  - Acquisition (site purchase) and renovation of a church for conversion to a childcare facility

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Time for Questions

?'s Zoom Participation ?'s

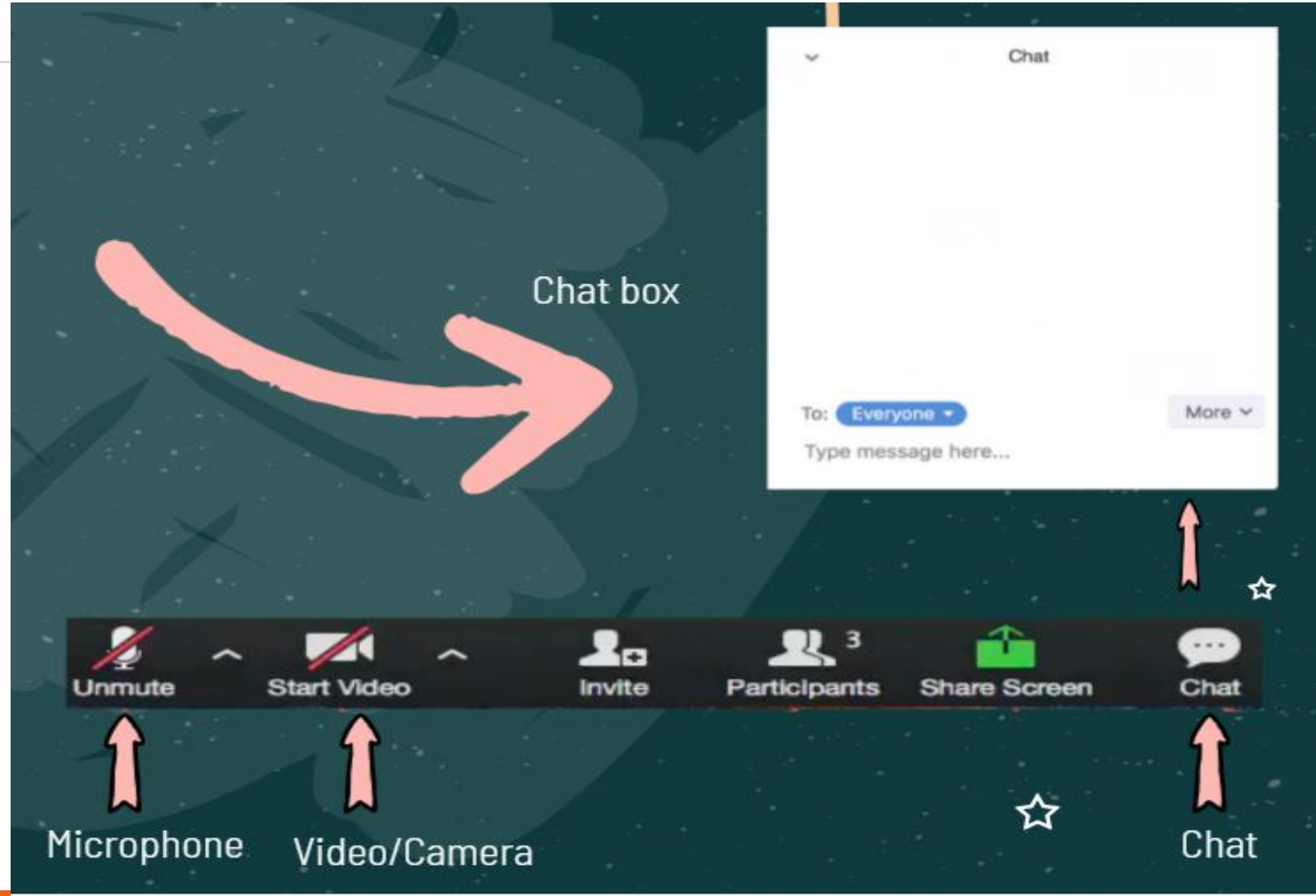Washington State
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Question Options:

1) Use the Chat feature to enter questions

2) Wait for the facilitator to address call-in questions

Process and Technical Assistance

Washington State Department of Commerce

For all program-related questions, please email
earlylearningfacilities@commerce.wa.gov

For all zoom grants technical assistance

QUESTIONS@ZOOMGRANTS.COM **OR 866-323-5404 X2**

www.commerce.wa.gov

For all DCYF- ECEAP related questions please email

dcyf.eceap@dcyf.wa.gov

For Licensing Questions:
jody.hitchings@dcyf.wa.gov

For all DCYF-WCCC Call the Child Care Subsidy Contact
Center at 1-844-626-8687.

Thank you for attending!