

# Early Learning Facilities Program (ELF)

Eligible Organizations  
Funding Round Program Guidelines

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Grace Ssebugwawo & Jody Hitchings , DCYF

OPENING AUGUST 2023



Washington State  
Department of  
**Commerce**



# 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

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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?

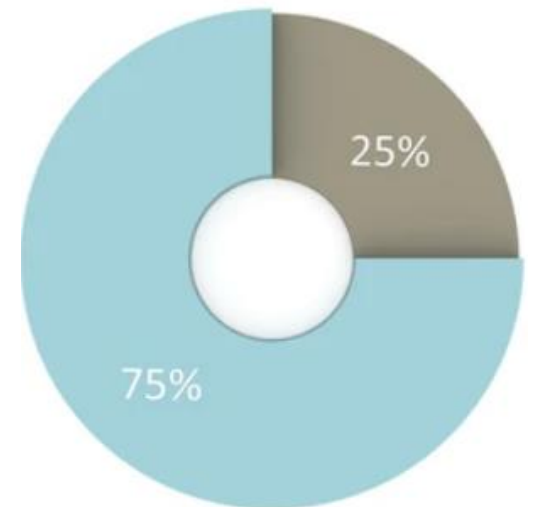
- Early childhood education and assistance program providers (ECEAP)
- Working connections child care providers who are eligible to receive state subsidies (WCCC)
- Licensed early learning centers not currently participating in the early childhood education and assistance program, but intending to do 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



# The Early Learning Facilities Program

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- 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

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- 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

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- **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

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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.**

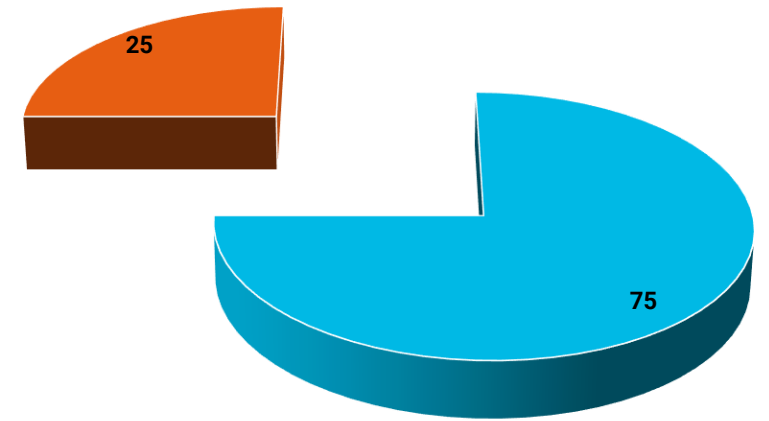


# ELF Eligible Organizations Overview – Matching Funds Sources

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%



ELF 75%



# ELF Eligible Organizations Overview – Matching Funds Sources

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- 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

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- 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





Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

**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

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- **Healthy 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.



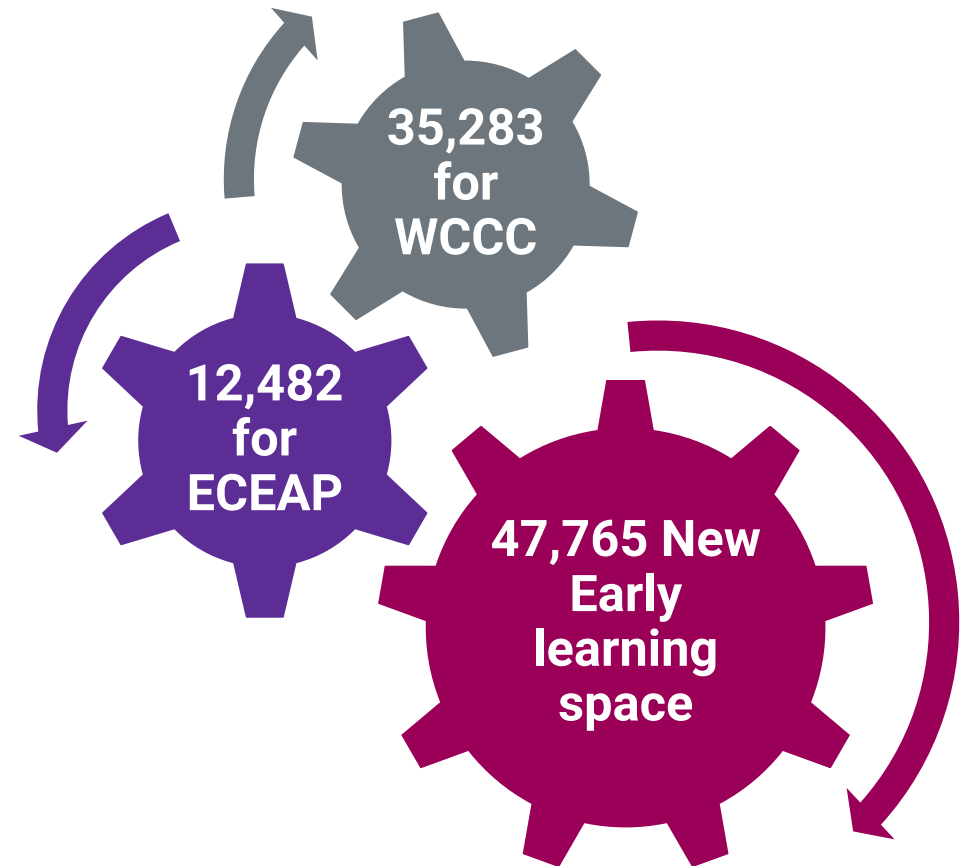
# Early Learning Facilities Estimates

- **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.



# DCYF –Head start/ ECEAP-Saturation Study

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- **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

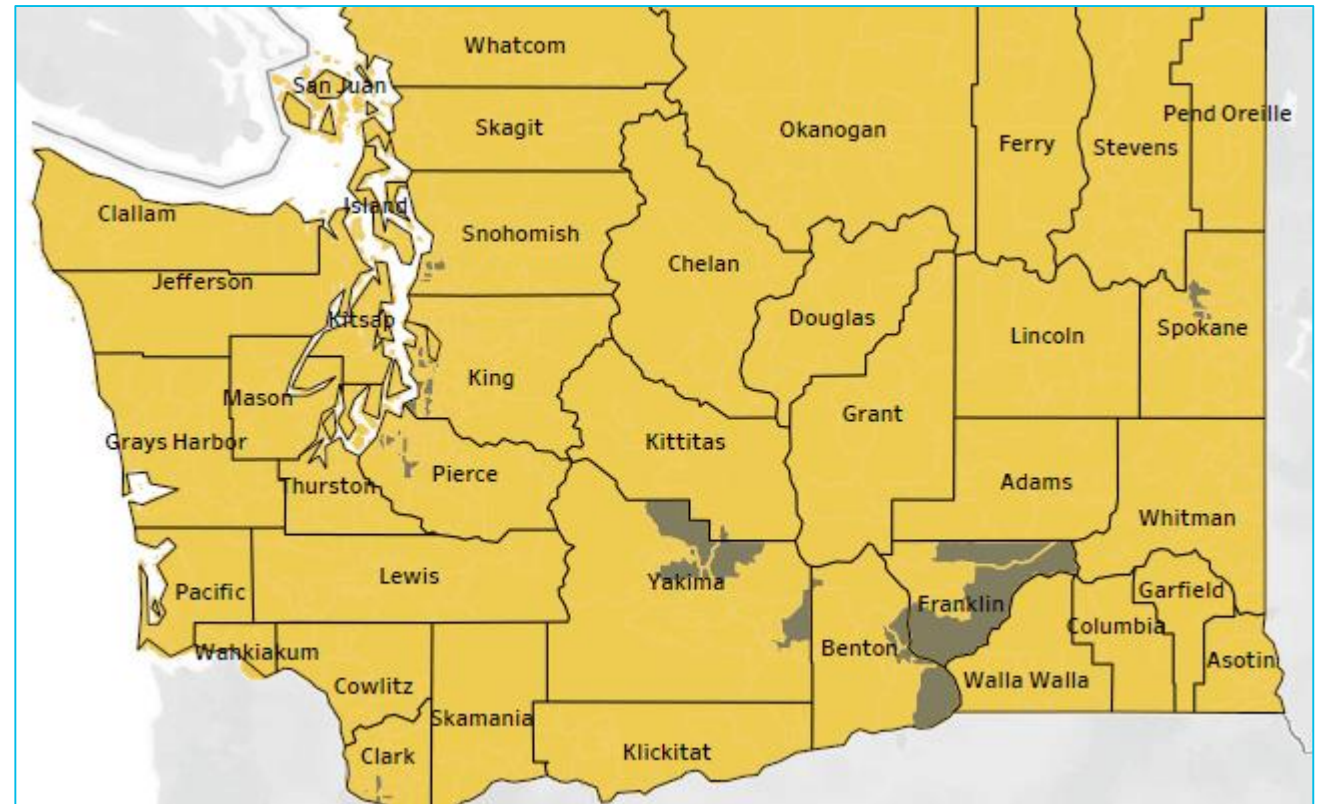


# Extreme Child Care Desert

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

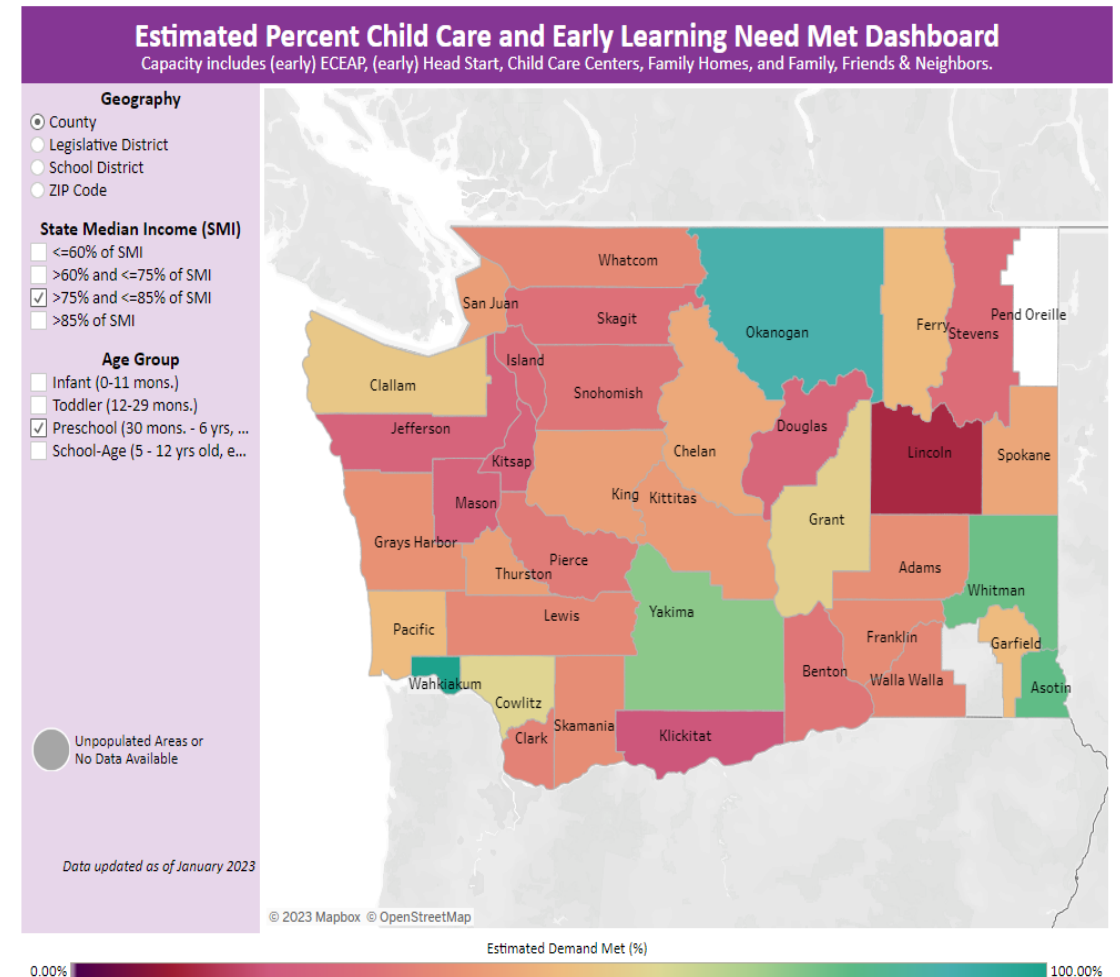
[2020 State wide Needs Assessment.](#)



# 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

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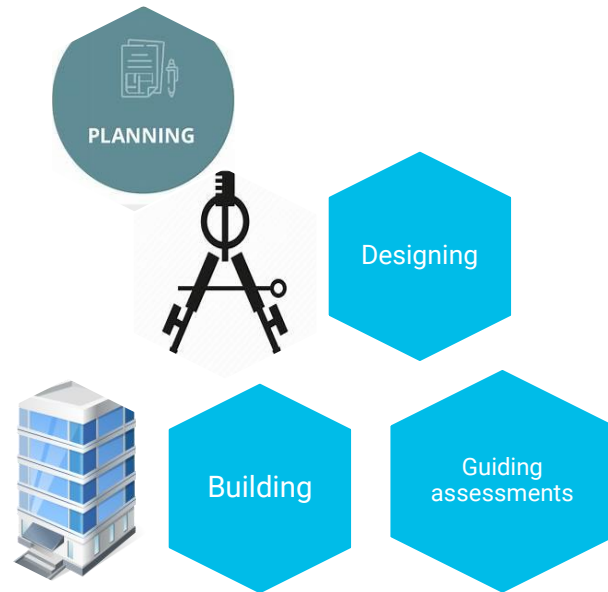
DCYF supports ELF grant recipients by offering technical assistance and resources.

## Technical assistance focus areas:

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



# Developing an early learning facility



- **Guiding assessments**
  - *A Site Analysis*
  - *Feasibility Study*
    - [Early Learning Providers Facility development.](#)





# Site Analysis, Feasibility Study, and Plan Review

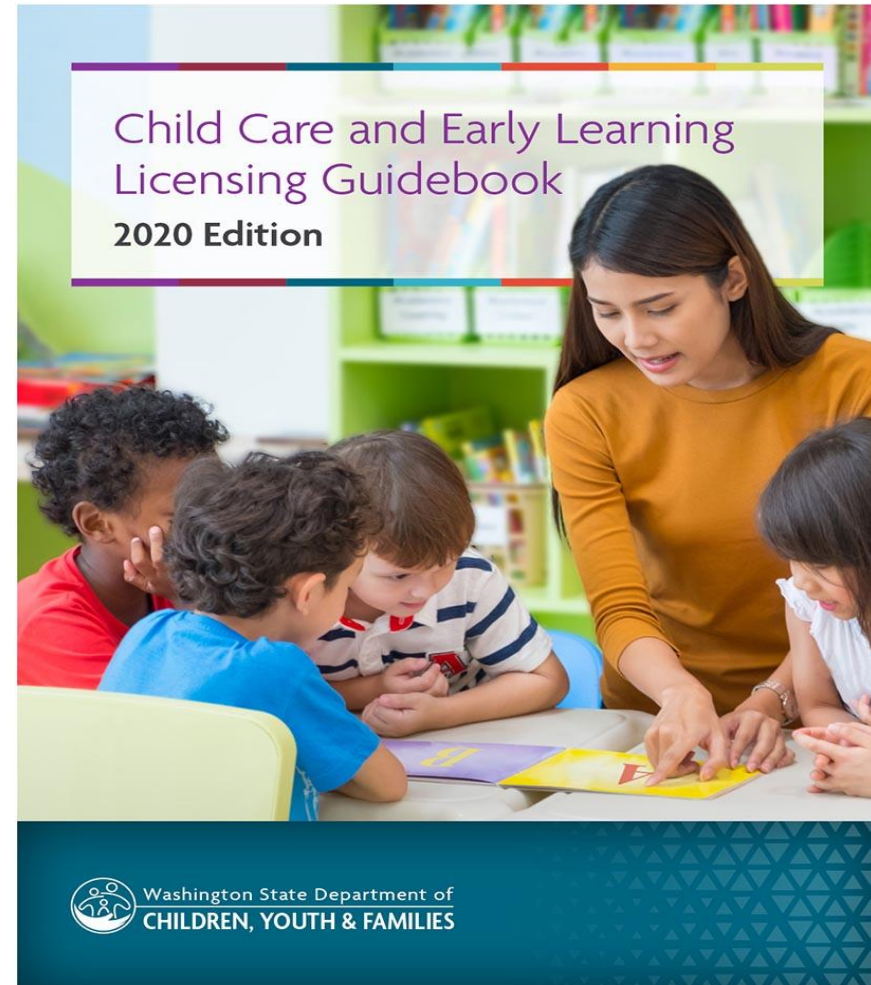
- **Typically conducted by a professional architectural firm or civil engineering firm.**
  - Applicable local zoning
  - Building codes
  - Regulations
  - Project goals,
  - Project budget
  - Site conditions
- **DCYF provides Technical assistance.**





# 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](mailto: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

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- 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

LOG IN



ZOOMGRANTS

Home Overview COVID-19 Grant Resources Pricing Request a Demo Get Started About Us Contact

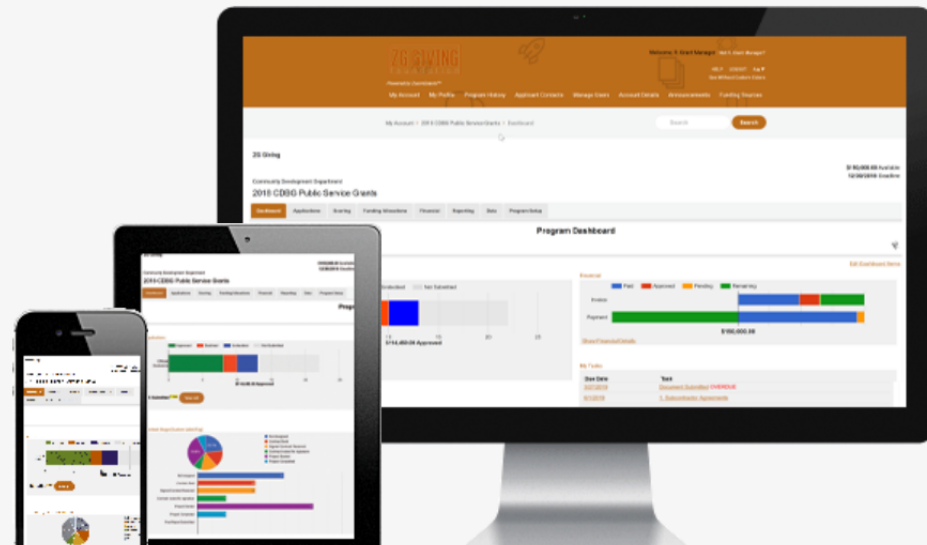
## ZoomGrants

### Online Application Management

SIMPLE. INTUITIVE. FULLY CUSTOMIZABLE

Application, review and reporting process entirely online.  
Best of all: it's affordable!

SIGN UP NOW!





# Online Application Instructions-ZoomGrants

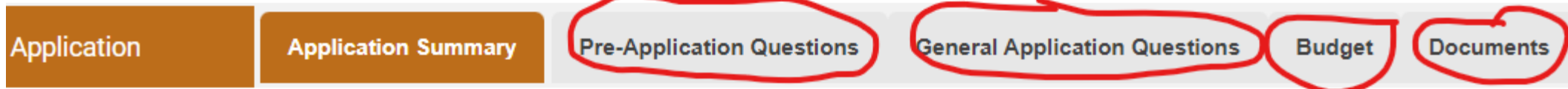
Programs Waiting to Open			
test			
★ <a href="#">OCVA</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>			
★ <a href="#">2020 Public Works Board</a>		<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>			
★ <a href="#">TEST PROGRAM - WSBO Infrastructure Acceleration Grants</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>			
★ <a href="#">WSBO Infrastructure Acceleration Grants</a>		<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>			
★ <a href="#">Brownfields Revolving Loan Fund</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>	<small>Grace Period</small>		
★ <a href="#">EV Community Charging</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>	<small>Grace Period</small>		
★ <a href="#">BHF Spring 2023 Children and Youth Residential Crisis Stabilization Program (RCSP)</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>	<small>Grace Period</small>		
★ <a href="#">BHF Spring 2023 Adult or Child Crisis Stabilization Unit (CSU)</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>	<small>Grace Period</small>		
★ <a href="#">2023-2025 Early Learning Facilities Eligible Organizations</a>	<a href="#">View/Pay Invoice</a>	<a href="#">Program Setup</a>	<a href="#">Preview</a>
<i>Open Date Required - Deadline Date Required</i>			



# Two-Part Application

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- **Pre-Application**
  - Summary
  - Pre-Application Questions
- **General Application**
  - General Application Questions
  - Budget
  - Documents



**My Application is  
Submitted...Now What?**



# After the Application is Submitted

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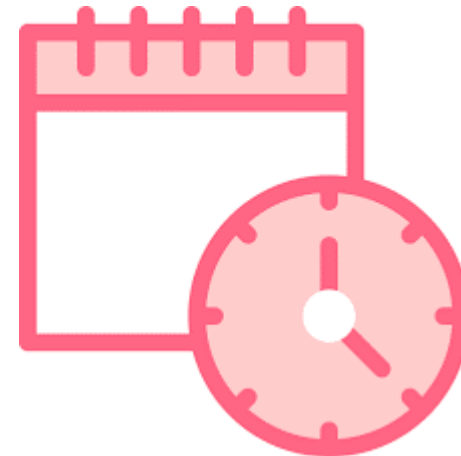
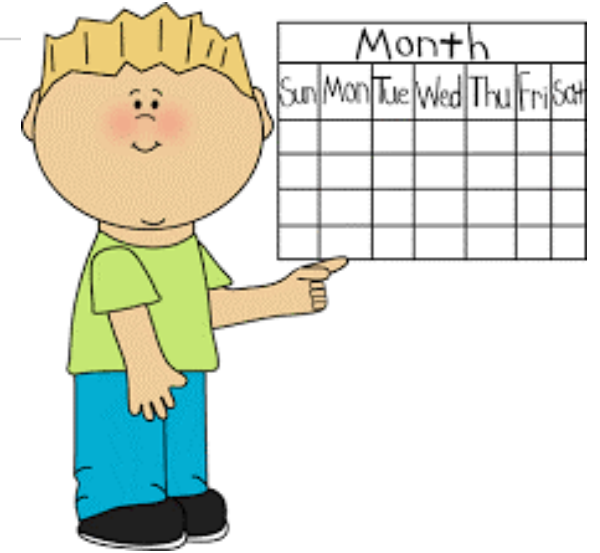
- ZoomGrants will send an automated email to notify applicants that their application has been received
  - Contact [ZoomGrants](#) directly if your submission confirmation email is not in your email inbox or junk mail.





# After the Application is Submitted

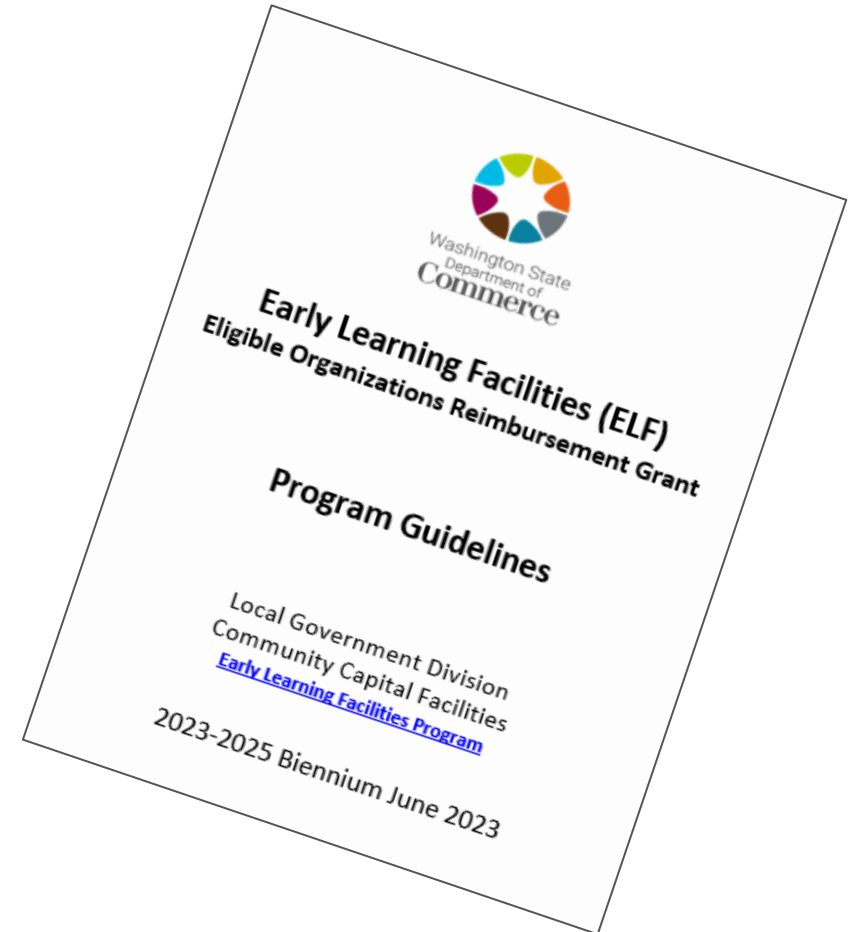
- **Pre-Application applicants will be notified the last week of August 2023**
  - Applicants approved to proceed will have access to the General Application
  - Ineligible applicants will be informed of the reasons for ineligibility
- **The deadline for the general application is 6:00 PM on October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



# After the Application is Submitted

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- 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.



# 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 <u>Received</u> 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 <u>Received</u> 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?

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- 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?

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- Statewide Vendor Number (SWV)

- All grantees must 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



**Office of Financial Management**

Better information. Better decisions. Better government. Better Washington.

# Received an Award....Now What?

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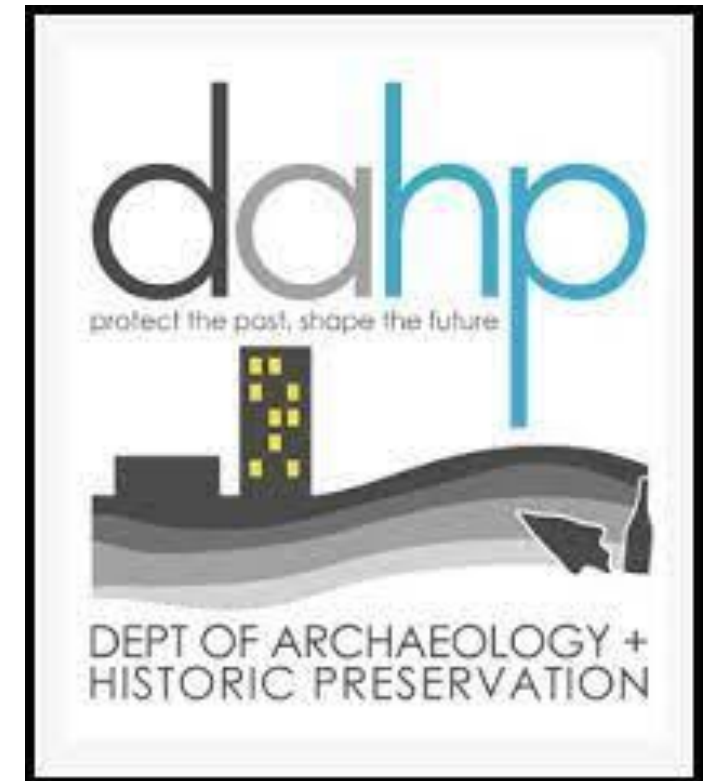
- Universal Business Identifier (UBI)
  - The type of business (LLC, non-profit, for profit, etc.) needs to match what is submitted for the statewide vendor number (SWV)
  - The address on the business license needs to match the address of the childcare facility project



# Received an Award....Now What?

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- [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.

**Department of Commerce**  
**Behavioral Health Facilities or Early Learning Facilities**  
**LEED Certification Declaration**

Directions: All recipients of state funded capital project grants administered by Commerce capital programs are required to fill out this form as part of the pre-contracting process. For more information about this requirement see [33.359C.W](#) and go to the U.S Green Building Council webpage: [USGBC/LEED](#).

Please enter your responses in the fields below then email it to your contract manager. All BHF & ELF awardees must complete Project Name, COM Contract Number, Awardee Organization Name, Date Submitted and Grant Program Name. If you are seeking an exemption from the LEED requirements, start with Step 1 and follow the additional directions at the end of each step. If you are planning to submit your project for LEED certification, complete Steps 2, 4 & 5. This document requires a signature.

Project Name: \_\_\_\_\_ COM Contract Number: \_\_\_\_\_  
Awardee Organization Name: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Grant Program Name: \_\_\_\_\_

**STEP 1: Is your project exempt from LEED requirements?**

1.1 Is the funded project only for pre-design/development or acquisition and will not include any construction or renovation?  
Yes  No  (If YES, the project is exempt. Skip to Step 5)

1.2 Is your facility a hospital or research facility?  
Yes  No  (If YES, the project is exempt. Skip to Step 5)

1.3 Is the BHF or ELF project being built in conjunction with an affordable housing project that received state or local capital funding for affordable housing and will be built to the [Evergreen Sustainable Development Standard \(ESDS\)](#)? Yes  No  (If YES, the project is exempt. Skip to Step 5)

1.4 Does the funded project include renovation that will cost less than 50 percent of the facility's assessed value? Yes  No   
If yes, what is the renovation budget for the funded project? \$ \_\_\_\_\_ What is the facility's assessed value? \$ \_\_\_\_\_  
What method was used to determine the facility's assessed value? \_\_\_\_\_  
(If the funded project renovation costs are less than 50% of the facility's assessed value, the project is exempt. Skip to Step 5)

1.5 Does the funded project include new construction for less than 5,000 gross square feet of occupied or conditioned space\*\*\*?  
Yes  No  If yes, what is the square footage of the funded project? \_\_\_\_\_ (If YES, the project is exempt. Skip to Step 5)

1.6 Is the BHF or ELF project being built in conjunction with a state-funded school construction project and will be built to the [Washington Sustainable Schools Protocol \(WSSSP\)](#)? Yes  No  (If YES, the project is exempt. Skip to Step 5)

You are exempt if you answered 'YES' to ANY question in Step 1. If you are exempt, you may skip Steps 2, 3 and 4 but must complete Step 5 and submit this completed form back to your contract manager. If you're not exempt, proceed to Step 2.

\* Research facility refers to a facility primarily used for laboratory experimentation, laboratory research, or lab training in research methods.  
\*\* Assessed value can be based on County Assessor's records, or replacement value, it is the owner's choice. Value includes the building & land.  
\*\*\* Gross square feet as defined by the state Energy Code.

08/20/2022 LEED Decl.docx 1

# 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

**ACORD. CERTIFICATE OF LIABILITY INSURANCE**

**INSURER** THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE** NAIC #

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PORTION, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY TERMINATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY	COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE (\$)
	CLAIMS MADE				PERMITS (As Applicable)
	OCUR				DEDUCTIBLE (As Applicable)
					PERSONAL & AUTO EXCL.
					GENERAL AGGREGATE (\$)
GENL. AGGREGATE LIMIT APPLIES PER POLICY: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC.					
AUTOMOBILE LIABILITY	ANY AUTO				COMBINED SINGLE LIMIT (\$ maximum)
	ALL OWNED AUTOS				BODILY INJURY (Per Person)
	SCHEDULED AUTOS				BODILY INJURY (Per Person)
	HIRING AUTOS				PROPERTY DAMAGE (Per Occurrence)
	NON-OWNED AUTOS				PROPERTY DAMAGE (Per Occurrence)
DAMAGE LIABILITY	ANY AUTO				AUTO ONLY - EACH ACCIDENT (\$)
					OTHER THAN AUTO ONLY - ADD (\$)
EXCESS/UMBRELLA LIABILITY	OCUR				EACH OCCURRENCE (\$)
	CLAIMS MADE				AGGREGATE (\$)
	INDUCTIBLE				RETENTION (\$)
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	ANY PROFESSIONAL SERVICE/INDUSTRY OFFICERS/AGENTS EXCLUDED				RETEN. / DED. (\$)
	SPECIAL PROVISIONS				E.L. EACH ACCIDENT (\$)
					E.L. DISEASE - EX-EMPLOYEE (\$)
					E.L. DISEASE - POLICY LIMIT (\$)
OTHER					

**DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS ISSUED BY ENDORSEMENT, SPECIAL PROVISIONS**

**CERTIFICATE HOLDER**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DATE WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (200/1/98) © ACORD CORPORATION 1988

# Received an Award....Now What?

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- **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?

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- **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

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- **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

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- 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



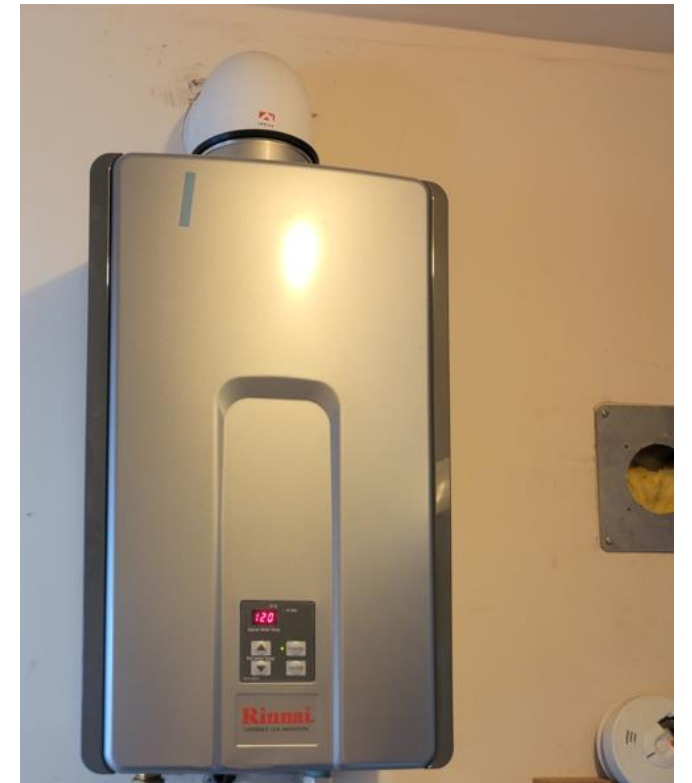
# Examples of Previously Funded Projects

- **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

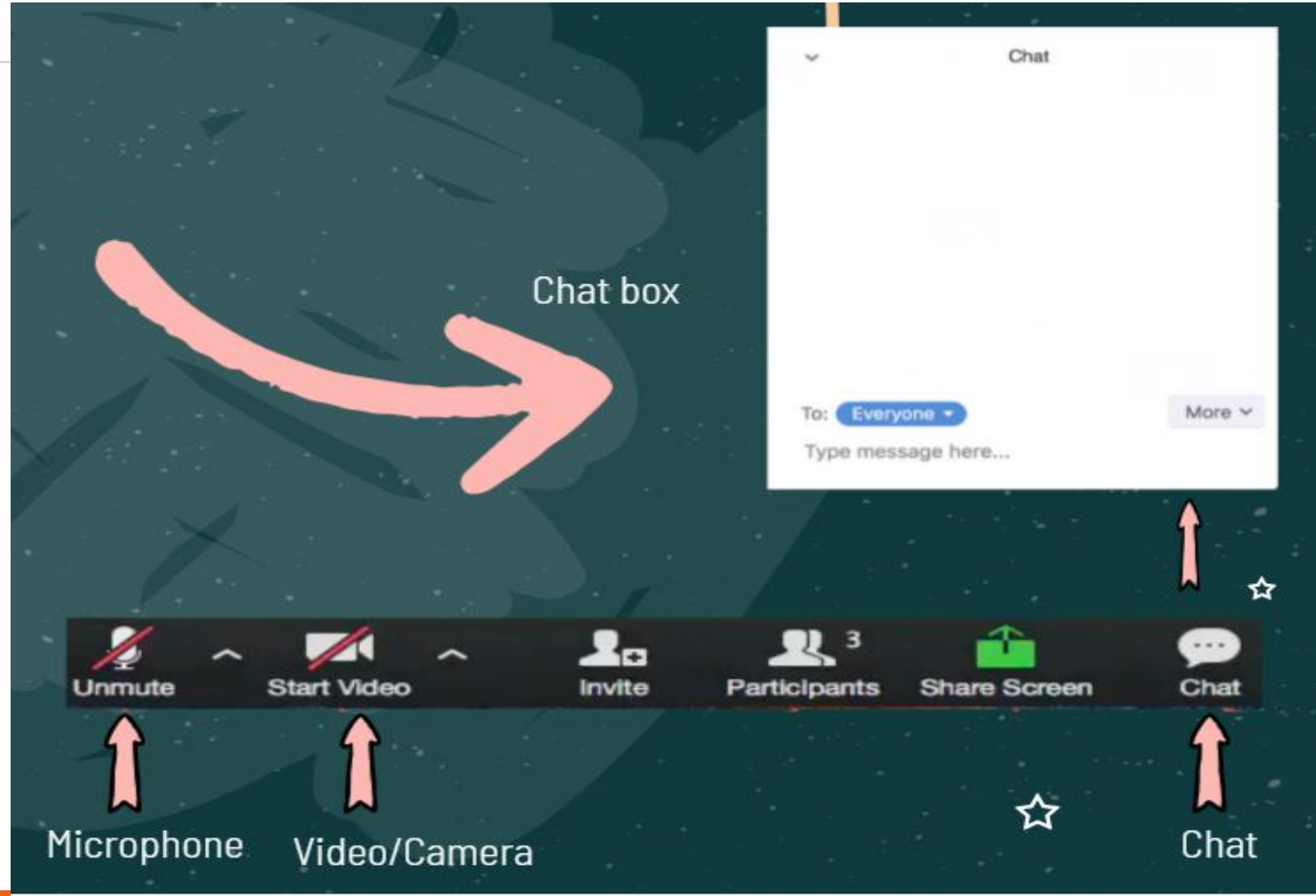
# ?’s Zoom Participation ?’s

## Questions and Comments

- Use the chat box
- Raise your hand
- or activate/unmute the microphone

In the chat box, please share the following information:

- Your name and last name
- And the center/site your child attends





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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



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Department of  
**Commerce**

For all program-related questions, please email  
[earlylearningfacilities@commerce.wa.gov](mailto:earlylearningfacilities@commerce.wa.gov)

For all zoom grants technical assistance

[QUESTIONS@ZOOMGRANTS.COM](mailto:QUESTIONS@ZOOMGRANTS.COM) OR 866-323-5404 X2

For all DCYF- ECEAP related questions please email

[dcyf.eceap@dcyf.wa.gov](mailto:dcyf.eceap@dcyf.wa.gov)

For Licensing Questions:

[jody.hitchings@dcyf.wa.gov](mailto:jody.hitchings@dcyf.wa.gov)

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

[www.commerce.wa.gov](http://www.commerce.wa.gov)



**Thank you for  
attending!**