

# Strategic Initiative 3: Vendor/Sole Source: Quality and Equity in Early Learning

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*First 5 Sonoma County*

*READ-ONLY PDF PREVIEW OF LETTER OF INTENT*

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## **Project Name\***

*Character Limit: 100*

**First 5 Sonoma County  
Early Care and Education Facilities Grant  
Letter of Intent  
City of Santa Rosa**

**\*\*THIS IS NOT AN APPLICATION\*\***

The mission of First 5 Sonoma County is to maximize the healthy development of all Sonoma County children from the prenatal stage through age five through support, education, and advocacy.

The First 5 Sonoma County Commission has developed the Early Care and Education Facility Grant Program with funding from the American Rescue Plan, in partnership with the City of Santa Rosa. The Commission seeks to leverage \$2.7 million to support the capital needs of the City of Santa Rosa's Early Care and Education business sector and increase access to high-quality child care options for working families.

First 5 Sonoma County is seeking Letters of Intent from the following:

- Providers serving children birth to five years old interested in securing capital to develop viable, well-designed, and high quality child care facilities, and
- Providers interested in capital improvements to their sites to preserve, enhance, or expand existing child care spaces and maintain or increase their capacity to serve children from birth to five years old.

## **ELIGIBILITY**

### **Letter of Intent Eligibility Requirements:**

Strategic Initiative 3: Vendor/Sole  
Source: Quality and Equity in Early  
Learning

- Eligible applicants must operate a facility **located within the City of Santa Rosa** and serve children living in high priority geographic areas. Eligible entities include:
  - o Licensed Family Child Care Home
  - o License-exempt programs that are connected to a child care organization
  - o Local Education Agencies
  - o 501(c)(3) Nonprofit organizations that operate a state or federal government subsidized Early Care and Education program: i.e. Head Start, Early Head Start, CA State Preschool Program
    - ♣ State center-based programs that choose to apply will be required to document why the project site was not eligible and/or did not receive funding from the California Department of Social Services Infrastructure Grant Program for Minor Renovation and Repair
  - o Private Child Care Center or Preschool operators that accept Alternative Payment vouchers or need-based scholarships for at least 50% of enrolled children
- Eligible applicants must provide verification of ability to contribute a match of at least 25% of the total project costs.
- Early Care and Education Facilities Grants may not be used to supplant or replace funding from state or local government general funds.
- Eligible applicants will be required to disclose the following:
  - o If the project site was awarded funding through the Infrastructure Grant Program (IGP) for Minor Renovation and Repair from CDSS, or
  - o If the project site receives a grant award during any stage of the application or contract term

Any child care facility that is located outside Santa Rosa city limits should reach out to the Community Action Partnership of Sonoma County, who is offering a similar grant program focused on serving the County of Sonoma at large. Contact Nathan Smith at [nsmith@capsonoma.org](mailto:nsmith@capsonoma.org) for more information.

**\*Site Control Requirements:**

In order to be considered for funding, applicants must demonstrate proof of site control. Site control can be demonstrated through a lease, rental agreement, deed, property tax statement, or mortgage payment coupon.

- For Family Child Care Home Providers: The licensee must obtain the written consent of the property owner when the family day care home is operated on property that is leased or rented. Written consent must include confirmation of intent to continue the lease for at least two years (through December 2024).
- For Center-based providers: Evidence of control of property is required for at least four years (through December 2026) and may include, but is not limited to, the following:
  - (1) a Grant Deed showing ownership; or

- (2) the lease agreement or rental agreement; or
- (3) a court order or similar document that shows the authority to control the property pending outcome of a probate proceeding or estate settlement.

\*Inability to provide appropriate verification of lease or control dates will result in ineligibility for funding.

#### GRANT TYPES AND FUNDING LIMITS BY ENTITY

Requests for funding **can not exceed 75% of the total project cost and must be within the range of the grant awards** as outlined in each grant description below.

#### 1. Minor Renovation and Repair Grants without the Addition of Child Care Slots (no additional slots created):

- Retrofitting, renovation or repair that preserves an existing facility to serve children and **maintain the number of child care slots** by remodeling existing buildings.
- This grant preserves or enhances spaces for children ages birth to five by addressing needs related to health and safety, licensing compliance, disaster, or the COVID-19 pandemic.
- This may include equipment purchases to increase health and safety, licensing compliance costs, repairs to the facility, and enhancement of outdoor areas. Renovation, or rehabilitation, of outdoor play space must be in accordance with state licensing regulations and best practice that expands licensed capacity to serve children.
- Disaster relief and preparedness may include responding to floods, fires, pandemic, or making existing facilities more resilient for future natural disasters.

#### 1-A. Minor Renovation and Repair Grant Award Amounts without the Addition of Child Care Slots:

- Licensed Family Child Care Homes and License-exempt programs: Up to \$50,000 with a minimum request of \$20,000.
- Local Education Agencies, 501(c)(3) Nonprofit agencies, Private Child Care Centers or Preschools are eligible to apply for: Up to \$200,000 with a minimum request of \$20,000.

#### 2. Minor Renovation and Repair Grants with the Addition of Child Care Slots:

- Retrofitting, renovation or repair that **expands licensing capacity** (small to large licensed family child care home) **to increase the number of child care slots**, by remodeling existing buildings.
- This grant supports the expansion of well-designed, high quality Family Child Care Homes and Centers that support the addition of new spaces for children ages birth to five, especially infants and toddlers, and/or children with special needs.

- This may include indoor and outdoor spaces. Renovation, or rehabilitation, of outdoor play space must be in accordance with state licensing regulations and best practice that expands licensed capacity to serve children.

### **2-A. Minor Renovation and Repair Grant Award Amounts with Expansion of Child Care Slots:**

- Licensed Family Child Care Homes and License-exempt programs: Up to \$75,000 with a minimum request of \$20,000.
- Local Education Agencies, 501(c)(3) Nonprofit agencies, Private Child Care Centers or Preschools are eligible to apply for: Up to \$200,000 with a minimum request of \$20,000.

### **3. Major Renovation and New Construction:**

Major renovation is defined as:

- Extensive alterations of a facility that significantly change its function and purpose, even if such renovation does not include any structural changes.
- 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.

New construction is defined as:

- Building of a child care facility that does not currently exist that expands capacity to serve children, either from the ground up or by substantially remodeling existing buildings. (i.e. Licensed Family Child Care to Center, secondary location of child care center, etc.)

All Major Renovation and New Construction projects must demonstrate a creation of **additional child care slots**.

### **3-A. Major Renovation and New Construction Grant Award Amounts:**

- Licensed Family Child Care Home and License-exempt programs: Up to \$300,000 with a minimum request of \$100,000.
- Local Education Agencies, 501(c)(3) Nonprofit agencies, Private Child Care Centers or Preschools are eligible to apply for: Up to \$300,000 with a minimum request of \$100,000.

## **ALLOWABLE GRANT EXPENDITURES**

Minor Renovation and Repair

- Retrofitting, renovation, or rehabilitation of facilities that increase or maintain the capacity of direct service delivery space and maintain the number of child care slots
  - o “Direct service delivery space” means physical space, which has as its primary purpose the delivery of in-person services.
    - ♣ In some cases, non-direct service space may also be eligible when directly related to capacity to serve children, such as kitchens, bathrooms,

- storage, or other space associated to the instructional space (classroom or home-based).
  - o May include upgrades to outdoor/playground space to encourage outdoor learning (fixed equipment, shade, fencing/hazard enclosure, gates, landscaping)
  - o May include purchases of fixed equipment (washers, dryers, refrigerators, dishwashers, stoves) and flooring if equipment purchase directly impacts capacity to serve children
- Equipment purchases, retrofitting, renovation, or rehabilitation of facilities to increase health and safety
  - o May include heating, ventilation, and air conditioning (HVAC), water leak mitigation (windows, roof leak, drywall repair), hazard testing and mitigation, electrical systems, plumbing and/or water filtration systems, physical upgrades to outdoors: shade, sinks, other improvements to maintain social distancing
  - o Fire safety (Inspection, system installation, upgrades, sprinklers, and fire rated doors)
  - o Fixed equipment for sanitation (dishwashers/washers/dryers)
- Facility improvements that increase the accessibility to those with special physical or mental health needs
  - o May include indoor and outdoor spaces
- Minor renovation or retrofitting to meet licensing requirements (i.e. licensed small family child care home to licensed large family child care home)
  - o May include outdoor and indoor space (i.e. installation of child sized fixtures)

#### Major Renovation and New Construction

- Construction or renovation of early learning facilities and classrooms necessary to support early learning opportunities for children
- Major renovation that includes 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
- Extensive alteration of a facility such as to significantly change its function and purpose, even if such a renovation does not include any structural change
- May include Capital Costs such as:
  - o General Contractor
  - o Demolition Grading
  - o Excavation and Foundation
  - o Framing and Drywall
  - o Roofing
  - o Sprinkler & Fire Alarm System
  - o Electrical and Lighting (i.e. utility connections)
  - o Plumbing and Fixtures
  - o HVAC
  - o Parking and Landscape (including the cost of materials and labor)

- o Construction and site infrastructure (which might include bringing sewage services and water to the site)
- o Outlays for indoor and outdoor equipment and furnishings
- o Playground Equipment

### **INELIGIBLE ACTIVITIES**

- Deferred maintenance or repairs which do not directly contribute to making the project or property suitable for use as an early learning space
- The purchase of equipment or furniture that is not permanently affixed to the property
- Fundraising costs
- Agency staff time
- Furnishings, items, or materials used by the adults and children in the learning environment
- Consumables or limited/one-time use items (food, drinks, paper, etc.)
- Legal fees and costs
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous project costs
- Site acquisition costs (i.e. lease and/or rental payments)
- Telephone/IT systems
- Pre-development and soft-costs (i.e. Professional Services Architect/Engineer, Attorney, Project Manager, Building Permits, Site Survey, Appraisal, Liability Insurance, Property Taxes, Financing Costs, Construction Interest, and Loan/Financing fees)
- Start-up costs (i.e. furnishings or moving costs)

### **CONSIDERATIONS FOR PRIORITY OF FUNDING**

- Projects that support small and disadvantaged businesses
- Projects for facilities that are BIPOC owned
- Projects for facilities that serve students with disabilities
- Projects that will create additional child care slots for children birth to five
- Projects for sites that serve low-income participants
  - o Licensed Family Child Care: Accept AP vouchers or need-based scholarships for at least 25% of enrolled children
  - o Center-based: Accept AP vouchers or need-based scholarships for at least 50% of enrolled children
- Projects that increase the number of subsidized children served
- Projects that increase the number of infants and toddlers served
- Projects that can demonstrate long-term financial sustainability
- Projects that have not received federal or state funding for facility renovation, repairs, or construction as of July 2021
- Proposals submitted by facilities that were, or are, awarded a CDSS IGP grant between \$25,000-\$50,000 will be evaluated according to the project need and urgency

## LETTER OF INTENT SUBMISSION REQUIREMENTS

In order to be considered for funding, your Letter of Intent must include:

1. A completed Letter of Intent Cover Sheet with uploaded required verification
2. A completed Proposed Project Information section
3. A completed Provider Capacity section

## SUBMISSION DEADLINES

Early Care and Education Facilities Grant Letters of Intent will be accepted beginning October 10th, 2022. The opportunity to submit a Letter of Intent will close on November 4th, 2022.

The First 5 Sonoma County Commission will invite entities that meet all eligibility requirements to complete the Early Care and Education Facilities Grant Application. Applications will require bids and will be accepted beginning December 5th, 2022. The period to submit a completed application will close on January 27th, 2023.

Additional guidance regarding obtaining bids and contractor selection will be provided to eligible entities invited to complete the December application.

## LETTER OF INTENT QUESTIONS

### Letter of Intent Cover Sheet

#### Agency or Child Care Facility Name of project site

\*If different than Organizational Name  
(as it appears on your license, if applicable)

*Character Limit: 250*

#### Project Site Address\*

*Character Limit: 250*

#### Project Site Zip Code\*

*Character Limit: 250*

#### Legal Name of Owner/Executive Director/CEO\*

*Character Limit: 250*

#### Owner/Executive Director/CEO Race/Ethnicity (select all that apply)\*

##### Choices

Asian

Black or African American

Hispanic, Latino/e/x, or Spanish origin

Native American/Indigenous Peoples/First Nation Peoples (American Indian) or Alaska Native

Native Hawaiian or Other Pacific Islander

White or European  
 A race or ethnicity not listed  
 Prefer Not to State

## Organizational Type\*

### Choices

Nonprofit  
 For profit  
 Nonprofit (501c3)  
 For profit (Licensed Family Child Care providers)

## License Type\*

### Choices

Small or Large Licensed Family Child Care  
 Licensed Center  
 License-exempt

## Please upload a copy of the project site license (if applicable)

PDF format

*File Size Limit: 5 MB*

## How long has the child care facility been operational?\*

### Choices

Less than 1 year  
 1-5 years  
 6-10 years  
 Over 10 years

Facility Site Control: Site control of the facility, either in the form of ownership or a long-term lease is a crucial consideration for applicants. If an agency or operator does not own the facility, then the agreement must allow for facilities improvements. Additionally, all required landlord approvals for the improvements to the leased or rented facility must be obtained prior to the execution of the final grant agreement between First 5 Sonoma County and the agency.

## Please identify the status of site control for the proposed project site:\*

### Choices

Owner of Child Care Facility/Home  
 Property Lessee

## Status of site control for the purpose of this project site VERIFICATION\*

### Owner:

Please upload applicable verification. Verification can be demonstrated with the following: deed, property tax statement, or mortgage payment coupon.



## Property Lessee

If Leasing please provide:

- ♣ Required letter from Landlord approving of proposed changes and verification of lease agreement end date (date lease expires)
- ♣ Verification of Site Control of:
  - o At least two years for Family Child Care Home Providers (through December 2024) and
  - o At least four years for Center-based providers (through December 2026)
- ♣ For Center-Based Sites, attach one of the following:
  - A. The lease agreement or rental agreement; or
  - B. A court order or similar document that shows the authority to control the property pending the outcome of a probate proceeding or estate settlement.

*File Size Limit: 5 MB*

## Other facilities funding\*

Did this facility receive or apply for funding from the Infrastructure Grant Program for Minor Renovation and Repair Funding from the California Department of Social Services, or other state or federal grant funding for facilities since July 2021?

### Choices

Yes

No

Yes, I applied for funding and was notified that my project will not receive a grant award

Yes, I applied for funding and was awarded a grant award

Yes, I applied for funding and have not received a notice of funding or denial of award

No, I did not apply for nor have I received other funding for this facility

## If yes, please provide information on the grant(s) received or solicited.

Include the name of the grant and funder, the amount awarded or solicited, and a brief description of the project

*Character Limit: 1000*

\*Applicants are required to notify First 5 Sonoma County if the project site is awarded an Infrastructure Grant Program for Minor Renovation and Repair from the California Department of Social Services during any stage of the application and contract.

## Please identify the grant type that best describes the needs of your facility (select one only):\*

### Choices

1. Minor Renovation and Repair Grant without the Addition of Child Care Slots
2. Minor Renovation and Repair Grant WITH the Addition of Child Care Slots
3. Major Renovation and/or New Construction

### Is the facility experiencing any of the following?\*

- Heating, Ventilation, and Air Conditioning (HVAC) systems not functioning properly
- Plumbing and or water filtration systems not functioning properly, lack of access to safe drinking water
- Major and persistent water leaks (i.e. windows, roof leak, etc.)
- Contamination of the outdoor environment, such as soil, surface water, or groundwater
- Potentially hazardous building materials in structures on the site (i.e. asbestos insulation, PCBs in light ballasts or caulk, lead-based paint, mold)
- None of the above

#### Choices

Heating, Ventilation, and Air Conditioning (HVAC) systems

Plumbing and or water filtration systems

Major or persistent water leaks

Contamination of the outdoor environment

Potentially hazardous building materials

None of the above

### Description of identified conditions

If applicable, please provide a brief explanation to describe the identified condition(s) above that the facility is experiencing.

*Character Limit: 10000*

#### A. Proposed Project Information

### Please select the reason for request of funding:\*

#### Choices

Adapt or expand the facility to serve infants and toddlers

Adapt or expand the facility to serve children age 0 to 5 with special needs

Adapt or create outdoor space to be conducive for play/learning for children age 0 to 5

Retrofitting to meet licensing requirements (i.e. safety, hazard testing and mitigation)

Expand to add more child care slots for children age 0 to 5 years old

Build a new facility that will provide child care for children age 0 to 5 years old

Extensively alter a facility to change its function/purpose to care for children age 0 to five

Renovate or retrofit to make the facility more resilient to future natural disasters

## Project Description\*

In 300 words or less, please give us a detailed description of the project you are requesting funding for.

*Character Limit: 5000*

### B. Provider Capacity

\*Facility grants from First 5 Sonoma County can cover up to 75% of the total project cost, and the grant recipient is required to provide a match of at least 25%.

*Example: Total project expense is \$100,000. First 5 Sonoma County awards a grant for \$75,000, and the grant recipient is responsible for contributing \$25,000 to complete the project.*

\*Grant request for an amount that is more than 75% of the total project cost and does not fall within the designated range of the grant awards will result in a status of ineligible.

## Ability to provide a match of at least 25%\*

If this project is awarded funding, can you provide verification of your ability to provide a match of at least 25% of the total project cost? Acceptable matches include:

- Operator reserves/cash on hand
- Loans from a lending organization such as Community Development Financial Institution (CDFI)
- Small Business Administration (SBA)
- Bank loans
- Foundation/Pledge commitments/other grants (non-federal or state)
- Tax Credits
- Equity on land and/or buildings purchased outside of grant
- Real property valuation/cash out refinance documented by appraisal

### Choices

Yes

No

### Annual Child Care Program Operating Budget

Description: An operating budget is your programs' expenses, expected costs, and estimated income, over the course of a year.

## Total Revenue:\*

What do you **expect** your profit to be for 2022? (Please estimate to the best of your ability)

### A. Calculate your Revenue

- Start by determining your total monthly revenue. To determine gross revenue, add up all the ways your facility brings in money. This includes things like tuition, fees, snacks, grants, rental income, or any other money that is coming into your facility.

**Total Revenue:** \_\_\_\_\_

*Character Limit: 250*

### Determine Monthly Costs\*

The next step is to determine your monthly expenses. These are things like payroll, building mortgage or rent, electricity, internet, taxes, snacks or meals, childcare supplies, licensing costs, and insurance. As you work through this you may notice that there are some fixed costs like rent, and others that are more variable like utilities or taxes. Try to find a monthly average that is somewhere between your highest and lowest months so that it averages out over the year.

**Total Monthly Costs:** \_\_\_\_\_

*Character Limit: 250*

### Determine Profit & Loss\*

Take your gross revenue and subtract your total costs. Any money left over is your profit for the month. If the total amount is a negative number, record the total as a Loss below.

**Profit:** \_\_\_\_\_

*Character Limit: 250*

### Determine Profit & Loss\*

Take your gross revenue and subtract your total costs. Any money left over is your profit for the month. If the total amount is a negative number, record the total as a Loss below.

**Loss:** \_\_\_\_\_

*Character Limit: 250*

### Annual Profit\*

Multiply the monthly amount calculated as the **profit** by **12** for an annual total.

*Character Limit: 250*

### Current Enrollment: Number of children in each age group\*

**0-2 years:**

\*if none, enter zero (0)

*Character Limit: 250*

**3-5 years:\***

\*if none, enter zero (0)

*Character Limit: 250*

**Over 5 years:\***

\*if none, enter zero (0)

*Character Limit: 250***Numbers of children age birth to five enrolled by funding category\***

Alternative Payment Vouchers:

\*if none, enter zero (0)

*Character Limit: 250***Numbers of children age birth to five enrolled by funding category\***

Need-based Scholarships:

\*if none, enter zero (0)

*Character Limit: 250***Anticipated Number of child care slots added\***

Number of child care slots added by age group because of this renovation and repair project.

**0-2 years:**

\*If none, enter zero (0)

*Character Limit: 250***3-5 years:\***

\*If none, enter zero (0)

*Character Limit: 250***Over 5 years:\***

\*If none, enter zero (0)

*Character Limit: 250***Number of jobs preserved because of this renovation or repair project\***

\*If none, enter zero (0)

*Character Limit: 250***Approximately how long will it take to complete this project?\*****Choices**

12 months or less

18 months or less

24 months or less

Over 24 months

Not sure

**Estimated Total Project Cost:\***

Please provide the estimated cost of your project (Whole numerical values only)

- o Total project costs include all costs and expenses required to complete a project and/or equipment purchases

*Character Limit: 250*

### **Estimated Grant Amount Request\***

\*Facility grants from First 5 Sonoma County can cover up to 75% of the total project cost, and the grant recipient is required to provide a match of at least 25%.

*Example: Total project expense is \$100,000. First 5 Sonoma County awards a grant for \$75,000, and the grant recipient is responsible for contributing \$25,000 to complete the project.*

\*Grant request for an amount that is more than 75% of the total project cost and does not fall within the designated range of the grant awards will result in a status of ineligible.

*Character Limit: 250*

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