

California Department of Social Services
Child Care and Development Division

Infrastructure Grant Program
Request for Applications

Child Care and Development Division Infrastructure Grant Program Request for Application 2: New Construction and Major Renovations Grant Program for Centers and Family Child Care Homes

Announcement Date: November 22, 2022

Informational Webinar: December 8, 2022

Application Due Date: January 31, 2023

Application Administered by: Child Care and Development Division

California Department of Social Services
744 P Street
Sacramento, CA 95814

An Applicant must submit a complete application in accordance with the instructions and timelines contained in the RFA. If the application submitted is incomplete or not completed in accordance with the instructions and timelines, the CDSS, may reject it. If the CDSS rejects it, no future review will be made.

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# Section I: Background and Purpose

The California Department of Social Services (CDSS) is pleased to announce the Infrastructure Grant Program: New Construction and Major Renovation (IGP-NCMR) grant funding opportunity to support new construction and major renovation of child care facilities. The CDSS recognizes that developmentally appropriate environments for playing and exploring are critical to contributing to a child’s cognitive and physical development. However, many families and children in California do not have access to nurturing early learning environments due to a lack of child care facilities in their neighborhood. This issue is especially true for divested communities. The need for child care has been heightened by the COVID-19 pandemic. It is important to mitigate closures, stabilize child care, and increase the supply of quality child care programs through a diverse delivery system.

On July 23, 2021, the Governor signed Assembly Bill (AB) 131 (Statutes of 2021, Chapter 116), authorizing the Child Care and Development Division Infrastructure Grant Program (CCDD-IGP), detailed in [*Welfare and Institutions Code* (*WIC*) section 10310.1](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=10310.1.). On September 23, 2021, the Governor signed Senate Bill 170 (Statutes of 2021, Chapter 240), the Budget Act of 2021, allocating $100 million in funding from the federal American Rescue Plan Act (ARPA) and $150 million in state General Funds. Additionally, on June 30, 2022, the Governor signed AB 178 (Statutes of 2022, Chapter 45), the Budget Act of 2022, allocating an additional $100.5 million in funding for the CCDD-IGP from ARPA. This is a total investment of $350.5 million in child care infrastructure across California that the CDSS will administer by grants.

The purpose of the CCDD-IGP is to preserve, enhance, and expand child care and development and preschool opportunities for children up to five years of age by providing grants to renovate, repair, modernize, retrofit, or build new licensed child care centers and family child care homes (collectively referred to as “child care facilities”) (*Health and Safety Code* (*HSC*) sections [1596.750](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1596.750&lawCode=HSC), [1596.76](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1596.76&lawCode=HSC), and [1596.78](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1596.78&lawCode=HSC); and *WIC* section 10310.1).

Under the CCDD-IGP, the CCDD released the first Request for Applications (RFA) for minor renovations and repair on February 7, 2022, allocating $200.5 million in grant funds. The application process for this grant program closed on March 25, 2022. To administer the additional $150 million of funds for the CCDD-IGP, the CDSS, or a third-party administrator at the CDSS’ discretion, must administer an additional grant program awarded through the process outlined in this RFA. This grant opportunity, known as the IGP-NCMR, will appropriate $150 million in grants for new construction and major renovation of child care facilities.

The IGP-NCMR will be administered in accordance with *WIC* section 10310.1. Additionally, pursuant to *WIC* section 10310.1(c), the CDSS will award grants to Applicants based upon any additional criteria established by the Department. The CDSS will release guidance outlining the additional criteria for grant awards and the application process, including, but not limited to, this RFA, the [CCDD-IGP web page](https://www.cdss.ca.gov/inforesources/child-care-and-development/infrastructure-grant-program), Child Care Bulletins (CCBs), and similar instruction.

# Section II: Eligibility Requirements for IGP-NCMR

## Eligible Applicants

As identified in *WIC* sections 10310.1(b)(1)(A), eligible Applicants include child care and development and preschool providers[[1]](#footnote-2) that are **not** local educational agencies (LEAs), such as public school districts, higher education, county offices of education, or charter schools, and that are one or more of the following:

* A child care facility (both a child care center and a family child care home) serving children through an alternative payment program under *WIC* Chapter 3 (commencing with section 10225).
* A migrant child care and development program serving children under *WIC* Chapter 6 (starting with section 10235).
* A child care facility network serving children through a California state preschool program under Article 2 (commencing with section 8207) of Chapter 2 of Part 6 of Division 1 of Title 1 of the Education Code.
* A child care facility serving children through a general childcare and development program under *WIC* Chapter 7 (starting with section 10240).
* A family child care home education network serving children under *WIC* Chapter 8 (starting with section 10250).
* Child care and development services for children with special needs under *WIC* Chapter 9 (starting with section 10260).
* A child care facility serving children through a California Work Opportunity and Responsibility to Kids Stage 1, Stage 2, or Stage 3 program under *WIC* Chapter 21 (starting with section 10370).
* A child care facility serving children through the Emergency Child Care Bridge Program for Foster Children under *WIC* section 11461.6.

Additionally, 10310.1(b)(1)(A) requires that eligible Applicants include child care and development and preschool providers that are not LEAs and that meet two or more of the following:

* Have a demonstrated need[[2]](#footnote-3) for expanded access to subsidized child care and development and preschool programs.
* Are located in communities with low incomes as measured by the proportion of children that qualify for state or federal subsidies for child care and development and preschool programs.
* Plan to use grant funding to serve children that qualify for state or federal subsidies for child care and development and preschool programs.
* Serve children from birth to five years of age, inclusive, with exceptional needs in inclusive environments.
* Wish to recover lost capacity (enroll more children) as a result of a state or federally declared disaster.

*WIC* section 10310.1(d) requires that the CDSS give priority for IGP-NCMR funding to both of the following:

* Applicants with a demonstrated need for expanded access to subsidized child care and development and preschool programs, as measured by the ratio of children in subsidized child care and development and preschool programs to eligible children in the Applicant’s service area; and
* Applicants who are currently caring for children in subsidized child care programs described in subparagraph (A) of paragraph (1) of subdivision (b) of *WIC* section 10310.1 and who are not eligible for federal funding for these purposes.

Applicants may be non-profits, for-profit businesses, or Tribes. Faith-based organizations may also apply if the child care curriculum is not faith-based. LEAs, public/government agencies, school districts, and higher education colleges are not eligible for this funding.

## Ineligible Entities

The following types of entities are not eligible to apply for IGP-NCMR funding:

* LEAs, such as county offices of education, school districts, charter schools and community colleges[[3]](#footnote-4)
* Public or government entities
* Family, Friend and Neighbor programs
* Applicants who do not serve children from low-income families
* Applicants who do not meet experience and tenure requirements of having at least one child care facility in operation on or before August 1, 2021.
* Applicants/organizations who have been suspended or debarred or are on the federal excluded parties list on the [System of Award Management](http://www.sam.gov/) website.
* Child care and development and preschool program contractors who meet any of the conditions:
	+ The Applicant is on conditional status because of fiscal or programmatic non-compliance as described in *Title 5 of the* *California Code of Regulations* (*5 CCR*) section 18303 or 18304.
	+ If holding a State contract under which the California Department of Education (CDE) or the CDSS has conducted a compliance review pursuant to *5 CCR* section 18023, and the Applicant has failed to cure items of fiscal and programmatic non-compliance identified in the review within 12 months of the issuance of the compliance review report.
	+ At the State’s discretion, an application may be declined due to a notice of deficiency issued by CDE and/or the CDSS, or if an Applicant is operating with a provisional license, suspended or revoked license, or never obtained a license.
* Current and former CDE and/or CDSS child care and development and preschool program contractors who meet any of the following conditions:
	+ The Applicant has an outstanding accounts receivable balance with the CDE and/or the CDSS.
	+ The Applicant has a delinquent audit with the CDE and/or the CDSS pursuant to *5 CCR* section 18073.
	+ The Applicant had a previous contract with CDE and/or the CDSS that was terminated or not continued for fiscal or programmatic noncompliance as described in *5 CCR* sections 18303 or 18304 within three years immediately preceding the date this RFA was posted.
	+ The CDE and/or the CDSS did not make an offer of continued funding because the Applicant was terminated within three years before the date of this RFA’s posting.

## Eligible Projects

*WIC* section 10310.1(b)(2) establishes the eligible purposes for the CCDD-IGP program generally. For the IGP-NCMR, eligible construction and renovation projects only include **new construction and major renovations to increase capacity**, as follows:

* Construction of new child care and development and preschool facilities to increase capacity or recover lost capacity as a result of a state or federally declared disaster.
* Renovation of existing child care and development and preschool facilities to increase capacity (enroll more children) or recover lost capacity (enroll the same or close to the same number of children from before the disaster) as a result of a state or federally declared disaster. Major renovations can also be to make existing child care and development and preschool facilities more resilient for future natural disasters.

If the Applicant meets one or more of the above requirements for their project, *WIC* section 10310.1(e) states that IGP-NCMR infrastructure grants may be used for any of the following activities:

* One-time infrastructure (construction) costs, including, but not limited to, universal design facility renovations, retrofitting to meet licensing requirements, the cost of design, engineering, testing, inspections, plan checking, construction management, evaluation and costs relating to the removal of hazardous substances at a new or existing site, demolition, construction, landscaping, or other related costs as determined by the department.

## Allowable Grant Expenditures (Spending)

The allowable new construction or major renovation activities may include but are not limited to:

* New construction; or
* Major renovation of existing buildings or homes that include structural changes to the foundation, roof, floor, exterior or load-bearing walls of a child care facility, or the extension of an existing child care facility to increase its floor area; or extensive alteration of a child care facility such as to significantly change its function and purpose, even if such a renovation does not include any structural changes.

The following list provides examples of allowable uses of grant funds. This is not a comprehensive list.

* Renovation/construction costs to expand from a small to a large family child care home.
* Significant water leak mitigation that is necessary to reduce an imminent risk to health and safety, such as a full roof repair, or where water leaks affect the foundation, walls, drywall, or flooring.
* Predevelopment and planning costs
* Architectural plans/drawings/designs
* Project management costs
* Fixed equipment (washers, dryers, refrigerators, dishwashers, stoves) incorporated into the major renovation project
* Environmental reviews, hazard testing and mitigation
* The Department of General Services’ Division of State Architect fees if applicable (e.g., if leasing a facility on a school district site)
* Demolition
* Green building standard upgrades (at the CDSS discretion, solar may be allowed if the operator owns building)
* Landscaping
* Plumbing; heating, ventilation, and air conditioning (HVAC)
* Electrical
* Flooring
* Fire safety alarms and suppression systems (Inspection, system installation, upgrades, sprinklers, fire rated doors, Underwriters’ Laboratories (UL) 300 stove hoods for commercial stoves)
* Americans with Disabilities Act (ADA) for indoor and outdoor spaces
* Playground/outdoor (equipment, shade, surfacing, fencing/hazard enclosure, gates, landscaping, misting systems, irrigation, garden/green upgrades)
* Kitchens and equipment, including commercial appliances (if used for children)
* Child sized fixtures
* Storage (Indoor and outdoor)
* Sound proofing
* Security gates and systems
* Putting solar panels on a new facility or an expanded facility

## Unallowable Grant Fund Expenditures (Spending)

The following costs are not allowable uses of IGP-NCMR grant funds:

* Acquisition, such as purchasing a home or a site
* Administrative or indirect costs
* Bonus payments for early completion of work
* Contingency costs (i.e., a percentage of funds set aside for unforeseen problems)
* Classroom furnishings
* Costs connected to contractor claims against the Applicant
* Consumables or items with short lifespans (such as food, drinks, paper, etc.)
* Costs incurred for work completed prior to August 1, 2021.
* Remediation of environmental contamination as result of negligence
* Grant writing or expenses incurred in the writing or development of the CCDD-IGP Program application
* Extended warranties for items not included in project proposal
* Fines or penalties incurred by the violation of federal, state, or local laws, or ordinances or regulations
* Freestanding equipment or supplies such as books and materials for the dramatic play areas to meet curriculum needs
* In-house labor (i.e., construction must be completed by a licensed contractor)
* Insurance
* Interest charges or payments on bonds or indebtedness required to finance project costs
* Internet provider service costs
* Lease and/or rental payments
* Legal fees and costs
* Libraries, staff rooms, or other areas of renovation that do not directly serve children
* Marketing
* Meeting, workshop, training, food, or beverage expenses
* Non-fixed equipment (i.e., equipment not being installed as part of the new construction or major renovation)
* Relocation/moving costs associated with the project for which the grant is being used
* Out-of-state travel
* Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous project costs
* Purchase or lease of vehicles
* Startup costs, including operations/staff salaries
* Tax consultant
* Technology systems (Computers, phones, media devices, internet services)
* Toys
* Travel or per diem expenses

# Section III: Additional Funding Determinations

## Funding Considerations and Determinations

Grants will be competitively awarded based on the selection criteria described in this RFA, pursuant to *WIC* section 10310.1. In addition to verifying eligibility, the application will allow Applicants to demonstrate the urgency, readiness, and financial viability of the Applicant. Therefore, funding determinations will also consider the following factors:

* Grant funds are necessary to undertake or complete the project;
* Applicant has proof of site control[[4]](#footnote-5) for the entire term of the grant (long-term lease agreement, deed, property tax statement, or mortgage payment coupon). In some instances, a Letter of Interest (LOI) or Memorandum of Understanding (MOU) may be accepted);
* Construction may start within a reasonable time frame following award and begin operations no later than June 30, 2028;
* Applicants must show that their finances are stable, and their organization/family child care home is stable and operating for the term of the grant; and
* Applicant must obtain reasonable bids and apply for and obtain all necessary approvals and permits for the proposed project.[[5]](#footnote-6)
* Applicant must commit a 10% funding match, meaning that the Applicant will contribute their own funds amounting to 10% of the grant award total. All funding match source(s) must be approved by the CDSS or its third-party administrator. Acceptable ways an Applicant can provide these funds include, but are limited to, the following:
	+ Operator reserves/cash on hand;
	+ Loans from a lending organization such as Community Development Financial Institution, Small Business Administration, bank loans, Foundation/Pledge commitments/other grants (non-federal or state)
	+ Tax Credits;
	+ Equity on land and/or buildings purchased outside of grant; or
	+ Real property valuation/cash out refinance documented by appraisal.

In addition to the points mentioned above, the CDSS will determine the appropriate grant amount for each Applicant who receives a grant based upon factors that include, but are not limited to:

* The scope of the project;
* Regional costs;[[6]](#footnote-7)
* The use of universal design[[7]](#footnote-8) to provide inclusive environments;
* The need to meet licensing requirements or health and safety standards;
* Geographical considerations, such as underserved areas of the State; and
* The proportion of children receiving subsidies to be served.

The CDSS has the right to review and request budget adjustments before the final grant award. Funding depends on demonstrated eligibility, ability to identify full funding for the project, project completion within required timeframe, and the Applicant’s ability to provide services and remain financially solvent[[8]](#footnote-9) through the entire grant term. The CDSS will evaluate the amount needed to make the project successful with the goal of fully funding Applicant projects. However, in consultation with other state partners, the CDSS may reduce award amounts based on availability of funds or unmet needs for subsidized child care and development and preschool programs across the state.

An Applicant that receives funds under this RFA must supplement (add), and not supplant (replace) federal, state, and local public funds used for these purposes (*WIC* section 10310.1(l)).

## Award Amounts

Awards will be capped based on program type:

| **Organization** | **Funding Level** |
| --- | --- |
| Child Care and Development Centers | Up to $1,500,000 |
| Family Child Care Homes | Up to $100,000 |

## Service Requirement

Pursuant to *WIC* section 101310.1(c), the CDSS must provide additional requirements and guidance to Applicants when administering this grant program. Therefore, Applicants must have or obtain a California child care license and must remain open and continue providing child care and development or preschool services at the location site where the CCDD-IGP grant is being used for a period of years following grant award as described below:

| **Organization** | **Service Requirement** |
| --- | --- |
| Child Care and Development Centers | Provide services at the funded project site for 10 years following full completion of the Grant Agreement between the CDSS and Applicant. |
| Family Child Care Home | Provide services at the funded project site for 2 years following full execution of the Grant Agreement between the CDSS and Applicant. |

# Section IV: General Application Information and Requirements

## Application Timeline

* RFA Release: November 14, 2022
* Informational Webinar: November 29, 2022
* Deadline for Technical Assistance on Application Submission: January 20, 2023
* Frequently Asked Questions (FAQs): updated regularly and posted on CCDD-IGP web page
* Application due to the CDSS: January 31, 2023
* Grant Award announcements: TBD

After the January 31, 2023 submission deadline, applications will be reviewed and approved. Once a decision has been made, the Applicant will receive an email regarding their award status. If the Applicant has been approved to receive an award, the award will depend on whether the CDSS receives documents including, but not limited to, administrative and financial information.

The award process will begin in 2023. **All funds must be disbursed by June 30, 2028.**

## Directions for Submitting Application

Applications will be accepted electronically through a third-party online platform. Applicants must create an online account with the platform and make sure they are using an email account they have regular access to. When the application opens, a link to that platform will be posted to the IGP-NCMR on the CCDD-IGP web page. Applicants will be instructed to enter application data, narratives, budgets, and other attachments through this online portal. Attachments must be readable and converted to the file format described in the file upload instructions. Applications will not be accepted by mail or hand delivery and must be submitted through the third-party online platform. Applicants can communicate with the CDSS about the grant through the Applicant portal and Applicants are encouraged to check other email folders for notifications.

Applicants are encouraged to apply early. Once applications are started, Applicants can access and edit their application until the application is submitted. Once submitted, applications will be locked, and Applicants will be unable to make changes, modifications, corrections, or additions to the application. Please do not submit the application until the application is complete and all attachments are uploaded.

Applicants are responsible for making sure their submitted application is accurate. Once the required documents are submitted, the third-party online portal will generate a message via email and through the third-party online portal to confirm submission. Applicants should check all junk or spam email folders if they do not immediately receive a confirmation email. By applying, Applicants give the CDSS permission to verify all information (including any referenced names) claimed in the application. The CDSS and/or its third-party administrator may request additional clarifying information from the Applicant. Applicants must respond to requests for additional information within the timeframe specified in the request to continue in the process for grant award consideration.

If an Applicant mistakenly submits their application before all the documents are submitted, the Applicant can either (a) message the administrator of the third-party online platform or (b) directly request access in the submission list in the application portal. To reopen the application, Applicants must enter the reason for needing the application reopened, and request access before the deadline to accept applications which is January 31, 2023. Messages can be submitted through the portal of the online third-party platform. The CDSS has the right to reopen applications at its discretion.

NOTE: All applications and accompanying documentation submitted to the CDSS in connection with this RFA become public record, which the CDSS may be required to share with third parties making a request under the [California Public Records Act (CPRA)](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=7.&title=1.&part=&chapter=3.5.&article=). Therefore, Applicants should not disclose confidential/private or proprietary information[[9]](#footnote-10) in their applications unless necessary to complete the application and are cautioned to use discretion in providing information not specifically requested. By submitting information in response to the RFA, Applicants waive any claim of confidentiality and consent to the disclosure of submitted material if requested under the CPRA and not otherwise exempt from disclosure.[[10]](#footnote-11)

Applicants seeking funding for projects at multiple site locations must submit a separate application for each site location.

Reasonable Accommodations: The application is available only in English, Spanish, and Chinese. For individuals with disabilities, the CDSS will provide assistive services such as reading or writing assistance and conversion of the RFA, questions/answers, RFA addenda, or other Administrative Notices in Braille, large print, audiocassette, or computer disk. To request copies of written materials in an alternate format, please send an email to CCDDFacilities@dss.ca.gov.

Applications that are late, incomplete, or not properly completed may be disqualified. The CDSS reserves the right to accept submissions with minor discrepancies if those discrepancies do not impact the integrity of the submission in the RFA process.

Applicants are encouraged to ask their questions and submit their applications early to avoid technical issues. The application portal for this RFA **will close on January 31, 2023, at 11:59PM**, and no applications will be accepted after the close of the portal for any reason.

## Application Components

The application must contain the components and attachments listed below, in addition to other information and/or required submissions stated in the application or CCDD-IGP web site.

* Narrative description of the project and purpose, including a description of agency mission/vision/history, project scope/timeline, and fund development/budget activities.
* Budgets for the project site, project cost, and fund development to cover entire project cost. Budget templates will be provided. Applicants will have the option to upload their own budgets.
* Required attachments (will vary based on project) and may include any of the following:
	+ Project design (architectural drawings (either electronic or on paper) made by a contractor or a playground contractor).
	+ Lease agreement, rental agreement, deed, property tax statement, or mortgage payment coupon, (LOIs or MOUs may be considered).
	+ If leasing or renting the property, written approval from the property owner for construction/renovations to be performed.
	+ The child care facility license administered by the CDSS.
	+ Annual audit or current unaudited financials or your most recent tax return (Schedule C).
	+ If the Applicant is not a public entity, the Applicant must be registered with the [Secretary of State (SOS)](https://www.sos.ca.gov/business-programs/business-entities/faqs/#form) and provide proof with their application. Please note the following:
		- Sole proprietors do not need to register with the SOS.
		- A non-public agency is an organization that does not identify as one of the above entities.
	+ If the Applicant is a non-profit, with tax-exempt status, they must give proof of their 501(c)(3) or 501(c)(5) status. Applicants who have applied to become nonprofits with the Internal Revenue Service may submit proof of application.
	+ If the Applicant is a non-governmental entity, a [Payee Data Record (STD 204)](https://www.dhcs.ca.gov/services/Pages/PayeeDataRecord.aspx) must be completed.
	+ Bids:
		- *Contractor selection*: Applicants are expected to conduct due diligence[[11]](#footnote-12) when obtaining bids and selecting contractors. Contractors must possess a valid and active license. Applicants should check references for contractors and select contractors that provide reasonable bids. Applicants should not sign contracts with contractors until funding is secured.
		- *Fixed equipment and appliances (if not included in contractor bid)*: Two bids are required. The bids may be screenshots of items with the cost visible from retailer websites or screenshots of shopping carts of items from online retailers.
		- *Construction:* It is recommended that Applicants provide three construction bids; however, two bids are required for construction costs over $5,000, unless the Applicant can provide sufficient justification otherwise at the time of application submission, as specified in the terms and conditions listed below in this RFA. If an Applicant is unable to obtain two bids, the Applicant must provide written justification in the application as to the reason(s) 2 bids could not be secured. All bids must include a detailed cost breakdown of proposed work and include the contractor’s contact information (name, address, and phone number), and State of California contractor’s license number. Contractors must have current licenses and carry liability and workers compensation insurance if they have employees. Applicants should pay close attention to whether a contractor’s license is about to expire. Bids from contractors with expired licenses will not be approved. Contractors may be searched on the [Department of Consumer Affairs Contractors State License Board web page](https://www.cslb.ca.gov/) to review if license is current, what insurance they carry and if they have any complaints. **Note**: If the application is approved, an insurance certificate with your agency identified as an additional insured, including workers compensation and professional liability insurance, will be required from the Contractor.
	+ Budget. The Budget must be developed on the template provided by the CDSS or the third-party administrator. The budget template includes, in general, the following information:
		- Operating budget outlining current revenue and expenses
		- Construction budget/equipment budget
		- Budget to show funding sources and commitment status
	+ Photos of the areas for which the Applicant is seeking funding. If no building exists, a photo of the project site should be submitted.
	+ Site Evaluation (when applicable): Analysis that includes physical characteristics of the property relevant to the Applicant’s project, such as zoning, land use, licensing requirements.
	+ Site plan, floor plans, general scope of work and a preliminary estimate of probable development and construction costs.
	+ Proposed development and construction schedule/timeline.

## Technical Assistance Supports

The IGP-NCMR program must provide technical assistance to potential Applicants before being awarded a grant. This technical assistance includes a variety of support, including project development, financial expertise, and assistance with coordinating financing from multiple sources. To receive ongoing technical assistance, Applicants are encouraged to consistently check the CCDD-IGP web page. If additional questions arise, Applicants may send an email to CCDDFacilities@dss.ca.gov. In addition to updates on the CCDD-IGP web page, Applicants must also have the following resources for obtaining technical assistance before submitting their application to the CDSS:

1. **Webinar**

A webinar for prospective Applicants will be scheduled and the prospective Applicants will be notified via email and a CCB of the date and time of the webinar. The webinar will provide information regarding the application and the application process. Webinar topics will include programmatic, fiscal, and contractual aspects of the grant and application. To register for the webinar and receive the required login information, check for scheduling and details on the CCDD-IGP web page. If language access is required, please contact the CDSS at CCDDFacilities@dss.ca.gov to request your desired language no later than 2 weeks prior to the webinar.

1. **FAQs**

Based on stakeholder feedback and questions, the CCDD has developed FAQs as a resource for interested Applicants located at the CCDD-IGP web page.

1. **Resource and Referrals Programs (R&Rs) and Local Planning Councils (LPCs)**

In addition to the CCDD email inbox, Applicants are encouraged to reach out to their local R&Rs and LPCs to obtain a variety of information concerning this RFA. Applicants can reach out to their local R&Rs and LPCs at the [California Child Care Coordinators Association web page](https://cachildcarecoordinators.org/association-members/).

1. **Email Questions**

The CCDD will accept questions regarding the IGP-NCMR via email at CCDDFacilities@dss.ca.gov. Questions regarding the RFA that are not found on the CCDD-IGP web page or in the FAQs may be emailed to CCDDFacilities@dss.ca.gov. Please write “IGP-NCMR Question” in the subject line. The CCDD staff will strive to answer all questions promptly and will periodically update the FAQs on the CCDD-IGP web page.

1. **Application Documents**

The CDSS’ third-party administrator will provide technical assistance to Applicants if their application is missing information or if the Applicant requires assistance collecting technical documents for their project. Applicants must submit all the documentation required to submit the application by January 31, 2023, and Applicants are encouraged to submit all documents by January 31, 2023, in order for the CDSS to immediately begin reviewing the Applicant’s funding request. However, the CDSS’ third-party administrator will provide technical assistance with finalizing a variety of these documents until July 31, 2023, including, but not limited to, the following documents:

* + Permits, including Conditional Use Permits
	+ Blueprints
	+ Final budget
	+ Two bids

# Section V: The CDSS’ Application Review Process

## Preliminary Screening Process

Applications must be preliminarily screened for the following:

* Project readiness (how soon the project can begin);
* Eligibility criteria are met; and
* All required attachments are submitted.

The CDSS can request additional information or documentation from the Applicant solely to determine eligibility.

Each Applicant is responsible for carefully reviewing all RFA requirements and instructions before applying. Any changes made to the contents of the RFA or clarifications will be posted on the CCDD-IGP web page.

Applications that are late, incomplete, or not properly completed may be disqualified. The CDSS reserves the right to accept submissions with minor discrepancies if those discrepancies do not impact the integrity of the submission in the RFA process.

The application must contain all required certifications, assurances, and signatures uploaded to a third-party online portal.

If an application is disqualified, Applicants will be sent an email stating the reason(s) for the disqualification. Disqualification determinations cannot be appealed.

## Application Ranking Criteria

### Prioritization Criteria

Pursuant to *WIC* section 10310.1(d) the department must give priority for grant funding to both of the following:

* Eligible Applicants with a demonstrated need for expanded access to subsidized child care and development and preschool programs, as measured by the ratio of children in subsidized child care and development and preschool programs to eligible children in the Applicant’s service area.
* Eligible Applicants who are currently serving subsidized children in programs who are not eligible for federal funding for these purposes.

### Scoring Criteria

Reviewers will read and evaluate each application that is not disqualified through the preliminary screening process discussed above. Applications will be reviewed against a priority matrix and assigned points accordingly. Due to the limited availability of funds, applications and projects will be prioritized and may be awarded grants first based on the following prioritization.

* Project Readiness
	+ Projects can be started within a reasonable timeframe of the Grant Agreement and completed by June 30, 2028. Applicants will be asked about their project timeline, status, and estimated time for completion;
	+ Projects in advanced stages with permits;
	+ Projects ready to start new construction or major renovations and have begun work but have funding gaps;
* Programs located in areas with a demonstrated shortage of licensed care (child care deserts, priority ZIP codes).[[12]](#footnote-13) For more information on the most current LPC ZIP Code Priority reports, visit the [LPC Priorities web page.](https://www.cdss.ca.gov/child-care-and-nutrition/specialized-programs/child-development/contractor-information/lpc-priorities)
* Programs that serve children with state subsidies.
* Programs that serve a higher percentage of low-income families.
* Programs that serve infants and toddlers.
* Programs that focus on serving children with exceptional needs, migrant children or children who are unhoused or in CPS or foster care.
* Programs that have been affected by a state or federally declared disasters.
* Programs operating as non-profits.
* Programs co-located within affordable housing.
* Project where the building is owned by the operator/entity providing care.
* Projects that can demonstrate long term financial sustainability.

## Application Appeals Process

The CDSS will conduct a written appeal process for eligible Applicants. Written appeals must be received by eligible Applicants no more than 10 calendar days after receipt of the decision letter. Further details on appeals will be released at a later date on the CCDD-IGP web page.

# Section VI: Notification of Award and Grant Agreement

## Notification of Award

The CDSS will email proposed funding award letters, additional instructions, and required documents to successful Applicants. The CDSS reserves the right to ask follow-up questions or request additional documentation of successful Applicants through email, mail, or on-site visits to ensure before the grant award notification that the Applicant meets all eligibility and legal requirements and can fulfill all grant requirements. No grant is final until the CDSS receives a completed and signed Grant Agreement and all other required documents from the Applicant.

Applicants will be required to acknowledge the conditional grant award in the manner and timeframe stated in the Notice of Award. The CDSS will post final awards on the CDSS funding results web page.

At the time of grant award notification, all Applicants may be required to sign additional compliance certifications or agreements.

## Grant Agreement

After issuance of the Notice of Award and acknowledgment by the Applicant as described above, the CDSS will provide a Grant Agreement to be executed by the Applicant and the CDSS or its third-party administrator. By applying for and obtaining an IGP-NCMR grant under this RFA, Applicants agree to adhere to all the Grant Agreement terms and conditions, RFA terms and conditions, and all other applicable laws and regulations. Any variance from the terms of the Grant Agreement, RFA, or applicable laws and regulations will entitle the CDSS to exercise appropriate remedies and to seek appropriate relief, up to and including possible termination of the Grant Agreement and recoupment of grant funds.

Below are sample terms and conditions that bind awarded Applicants (“Grantees”) and accept the IGP-NCMR grant funds. These terms are not exhaustive, and Grantees will be required to execute a Grant Agreement containing terms and conditions in addition to those set forth below.

* Grant funds may only be used for the IGP-NCMR purposes as specified in the RFA. Grantees must fully comply with all reporting requirements and deadlines outlined in the Grant Agreement. This includes, but is not limited to, the submission of expenditure reports to show how grant funds were spent, annual progress reports and a final progress report. The CDSS may withhold or cancel further grant disbursements, and/or recoup past grant disbursements, if the CDSS determines, in its sole discretion, that the Grantee does not meet these requirements.
* In addition to complying with the reporting requirements referenced above, Grantees are subject to audit by the CDSS and other government auditing authorities for compliance with all grant terms. Consequently, Grantees must keep all records relating to grant expenditures and compliance with grant terms for at least seven years following the completion of the proposed project.
* Grantees must permit the CDSS, and any other government auditing authority, access to all relevant records and information through various means and formats, including but not limited to physical site visits. The amount(s) of any expenditure(s) determined by the CDSS, or another auditing authority, to be unallowable or in contravention of grant terms (including those relating to competition/reasonableness set forth below) may be disallowed and recouped by the CDSS from the Grantee.
* Grantees must ensure, and document, that all transactions for goods or services made to complete the project are fair and reasonable in amount and otherwise. Grantees must comply with all applicable laws bearing on such transactions (such as, for example, relevant sections of the California Public Contract Code for public agency Grantees). Unless it conflicts with a law applicable to a particular type of Grantee, for construction costs over $5,000, Grantees must obtain and retain on file at least two (2) bids or estimates for the proposed work. The Grantee must award the work to the subcontractor who provided the bid with the best overall value and provide justification as to the selection, compared to other bids received. If the Grantee is unable to obtain at least two (2) bids/estimates, then they must maintain records adequately documenting reasonable steps to comply, the perceived reason for the inability to comply, and a basis for concluding that even with the lack of two (2) bids/estimates, the transaction ultimately entered is fair and reasonable.
* In addition, for any Grantee’s proposed transaction in which the other party is an officer, director, stockholder, member, or employee of the Grantee, or of an organization having a financial interest in the Grantee, or a family member of any such individual, the Grantee must ensure that the transaction is fair, reasonable and conducted at arm’s length, for example and as applicable ensuring that the interested parties make full disclosure of the material facts to the Grantee’s governing body prior to the Grantee consummating the transaction; ensuring that interested parties abstain from approving the transaction; and comply with all applicable laws relating to interested party transactions (including but not limited to those contained in the California Corporations Code).
* This RFA is intended to fund projects, where physical construction/renovation work can be commenced relatively quickly, without a need for significant pre-work, technical assistance, or planning. As a condition of accepting grant funds in response to this RFA, Grantees agree that they must commence physical infrastructure construction/renovation work (while complying with all applicable federal, state and local laws and regulations, including ADA requirements for indoor and outdoor spaces) upon submitting the signed Grant Agreement to the CDSS.
* Grantees agree to use the facilities that are constructed or renovated through the grant to provide subsidized child care services, as proposed in the Grantee’s application, for a continuous period as outlined in this RFA following the Grant Agreement. Grantees agree that if they should fail to open, become licensed, and use such facilities for such services for such period, that they must return or pay the CDSS the amount of grant funds they received under this grant. The CDSS understands that based on the current pandemic and other emergency situations, there may be circumstances that may impact the continuation of services to children and families. In this case, the Applicant must notify the CDSS in writing (email or letter) of those circumstances and the CDSS must review and decide whether a Grantee must return or pay the amount of grant fund they received.
* Grantees must maintain all facilities constructed or renovated, in whole or in part through the grant, in good and safe condition for use as child care and development and preschool programs and in accordance with all applicable federal, state, and local laws, codes, rules, regulations, and all applicable licensing standards and requirements.
* The CDSS’s disbursement of grant funds is conditioned upon Grantees providing the CDSS with evidence satisfactory to the CDSS that the Grantee has, or must have, the right to use the proposed facilities and the real property at the subject facility site, as proposed in the Grantee’s application, for a period of at least 10 years for child care centers and two (2) years for family child care homes upon notification of the grant award. Satisfactory evidence may include, in appropriate circumstances, a deed or similar legal document evidencing ownership, an existing or proposed lease agreement, etc.
* Grantees must make adequate progress toward project completion. If a Grantee fails to timely start physical construction/renovation work or to complete the proposed project, then the CDSS may withhold or cancel further grant disbursements, and/or recoup past disbursements, if the CDSS determines, in its sole discretion, that such action is appropriate considering the Grantee’s non-compliance.
* Grantees must receive the funding after satisfactorily addressing all program and budget stipulations and submitting them with the signed Grant Agreement.
* All funding, including interest accrued, must be expended no later than the date listed on the Grant Agreement. The end date for expenditure of funds on the Grant Agreement cannot be later than June 30, 2028.

## General Assurances

General assurances and certifications will be available through the CCDD-IGP web page.

## Program Assurances

*Both the Applicant* *and the individual signing and submitting the application on the Applicant’s behalf represent, acknowledge, and certify that:*

* The individual signing and submitting the application on the Applicant’s behalf is fully authorized by the Applicant to do so, thereby manifesting the Applicant’s agreement with the application’s content and all the RFA’s terms, conditions, and assurances.
* The Applicant has fully reviewed, understands, and agrees with its application and all the RFA’s terms, conditions, and assurances.
* By accepting CCDD-IGP grant funds, the Applicant must abide and is bound by all the RFA’s terms, conditions, and assurances.
* Based on appropriate research, experience, and professional consultation, the Applicant has a strong, good-faith belief that, while always complying with all federal, state, and local laws, regulations, codes, and required processes; including ADA requirements for indoor and outdoor spaces, the Applicant must be in a position to commence physical infrastructure construction/renovation work (while complying with all applicable federal, state and local laws and regulations, including ADA requirements for indoor and outdoor spaces) upon submitting the signed Grant Agreement to the CDSS. Grantees agree that they will complete their proposed project within the required timeframe. Based on appropriate research, experience and/or professional consultation, the Applicant has a strong, good-faith belief that it must be able to use the proposed facilities as proposed in the application, for a period of at least 10 years for child care centers and two (2) years for family child care homes, upon signing the Grant Agreement as required by the grant terms.
* The Applicant must take all reasonable and appropriate steps to ensure that all subject facilities must be constructed, retrofitted, renovated, or improved in accordance with all applicable federal, state, or local laws, codes, rules, regulations, and all relevant licensing standards and requirements, as required by the grant terms.
* The Applicant does not have in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds or a crime involving moral turpitude.
* Applicants must independently determine if they qualify for an exemption from California Environmental Quality Act (CEQA). If the Applicant determines that CEQA applies to its project, the Applicant must provide the CDSS with copies of all appropriate documentation demonstrating the project’s compliance with CEQA once the Applicant has received project approval. The CDSS is not responsible for determining if Applicants meet CEQA exemption requirements.

## Reporting Requirements

As a requirement for funding, all Grantees must agree to submit an Annual Progress Reports. Annual Progress Reports are due every year starting when the Grantee receives the funds and for the term of the grant after that.

Failure to submit the required deliverables by the established due dates may jeopardize a Grantee’s disbursements and may result in termination of the grant, with the CDSS withholding any undistributed funds and billing the agency for any funds already disbursed.

Agencies who have not complied with all program reporting requirements may be disqualified from eligibility for future grant funding.

Submission instructions for the Expenditure Report and Annual Progress Reports will be provided to Grantees upon completion of the Grant Agreement process. Reporting may require final photos, building permits, inspection approvals, paid invoices, canceled checks, copies of the license and annual financials, audits, or tax statements.

## Fund Disbursement

All awards are contingent upon the execution of a Grant Agreement, continued Grantee compliance, and the availability of funds.

# Appendix A: Key Terms and Acronyms

**Administrative Costs** are costs incurred for administrative activities where neither the family, the child nor the service providers directly benefit from the activity.

**Alternative Payment Program** (APPs**)** are subsidies used to support hundreds of thousands of working families and children by ensuring parental choice of child focused programs.

**Americans with Disabilities Act**: The ADA prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations (including child care facilities, communications, and access to state and local government programs and services.

**Applicant** is a child care facility that applies to the IGP-NCMR RFA to be considered for funding pursuant to *WIC* section 10310.1.

**Bid(s)** is/are an offer for a price for construction or equipment.

**Capacity** is defined as follows:

**For Child Care Centers**: “Capacity” means the maximum number of children authorized to be provided care and supervision at any one time in any licensed child care center. (*22 CCR* section 101152(c)(2)).

**For Family Child Care Homes**: “Capacity” means the maximum number of children for whom care is authorized at any one time. (*22 CCR* section 102352(c)(2).

**Children with Exceptional Needs** means, as set forth in [*WIC* section 10213.5(l)](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=10213.5.&lawCode=WIC) either of the following:

1. Infants and toddlers under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act (Title 14 (commencing with section 95000) of the Government Code (GOV)) and its implementing regulations. These children include and infant or toddler with a developmental delay or established risk condition, or who is at high risk of having a substantial developmental disability, as defined in subdivision (a) of section 95014 of the GOV. These children shall have active individualized family service plans, shall be receiving early intervention services, and shall be children who require the special attention of adults in a child care setting.
2. Children ages three (3) to twenty-one (21) years, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with section 56000) of Division 4 of Title 2, and who meet eligibility criteria described in section 56026, and Article 2.5 (commencing with section 56333) of Chapter 4 of Part 30 of Division 4 of Title 2, and sections 3030 and 3031 of *5 CCR*. These children shall have an active, individualized education program, shall be receiving early intervention services or appropriate special education and related services, and shall be children who require the special attention of adults in a child care setting. These children include children with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbances (also referred to as emotional disturbance), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, who need special education and related services consistent with section 1401(3)(A) of Title 20 of the United States Code.

**Enhance** is to increase or further improve the quality, value, or extent of child care.

**Enrollment** is the total number children authorized to attend in a center-based program, or family child care home regardless of attendance.

**Family Child Care Home**

* Pursuant to *HSC* section 1596.78:
	+ “Family daycare home” means a facility that regularly provides care, protection, and supervision for 14 or fewer children, in the provider’s own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family daycare home or a small family daycare home.
	+ “Large family daycare home” means a facility that provides care, protection, and supervision for 7 to 14 children, inclusive, including children under 10 years of age who reside at the home, as set forth in [*HSC* section 1597.465](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=1597.465.) and as defined in regulations.
	+ “Small family daycare home” means a facility that provides care, protection, and supervision for eight or fewer children, including children under 10 years of age who reside at the home, as set forth in [*HSC* section 1597.44](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=1597.44.) and as defined in regulations.
	+ A small family daycare home or large family daycare home includes a detached single-family dwelling, a townhouse, a dwelling unit within a dwelling, or a dwelling unit within a covered multifamily dwelling in which the underlying zoning allows for residential uses. A small family daycare home or large family daycare home is where the daycare provider resides and includes a dwelling or a dwelling unit that is rented, leased, or owned.

**Family Child Care Home Education Network** are state contractors serving children that are eligible to receive California State Preschool Program (CSPP), General Child Care (CCTR), and Migrant Child Care (CMIG) subsidies.

**General Building Contractor** is a contractor whose principal contracting business is in connection with any structure built, being built, or to be built, for the support, shelter, and enclosure of persons, animals, chattels, or movable property of any kind, requiring in its construction the use of at least two unrelated building trades or crafts, or to do or superintend the whole or any part thereof.

**General Childcare and Development Program** is any entity operating child care and development funded programs providing direct services to children at two or more sites, including through more than one state subsidized contract or subcontract.

**Grantee** is an Applicant who is funded pursuant to an approved Grant Award Notification and has executed a Grant Agreement with the CDSS or its third-party administrator.

**High-need** is based on LPCs’ county child care needs assessment to determine the additional settings for subsidized children including children with disabilities.

**Indirect Costs** are general and administrative costs that benefit the operations of the entire organization but cannot be identified to specific programs or activities.

**Local Educational Agency** are a school district, a county office of education, a community college district, or a school district acting on behalf of one or more schools within the school district.

**Migrant Child Care and Development Program** serve the children of agricultural workers while their parents are at work. The centers are open for varying lengths of time during the year, depending largely on the harvest activities in the area.

**Child Care Provider** is an adult or agency that provides child care services.

**Preserve** is to maintain something in its original or existing state.

**Project Activities** are specific items of work that contribute to the overall construction or renovation project. Examples of project activities include, but are not limited to, demolition, electrical, plumbing, HVAC, painting, flooring.

**Reasonable** means that costs reflect: (1) the general market rate for any given materials or labor; and (2) a comparable cost of the request based on other similar requests.

**Subsidized Child Care Services** are those services designed to meet a wide variety of needs of children and their families. Services include direct care and supervision that is funded by local, state, and/or federal dollars.

1. As mentioned below, child care facilities must be licensed on or before to August 1, 2021 to be eligible for these funds. [↑](#footnote-ref-2)
2. “Demonstrated need” is measured by the ratio of children in state and federally subsidized child care and development and preschool programs to eligible children in the Applicant’s service area. [↑](#footnote-ref-3)
3. As stated in WIC section 10213.5(aj), a “Local educational agency” means a school district, a county office of education, a community college district, or a school district acting on behalf of one or more schools within the school district. [↑](#footnote-ref-4)
4. Site control can be demonstrated through a lease, rental agreement, deed, property tax statement, or mortgage payment coupon. Site control will also consider the number of years the grant is being used for. [↑](#footnote-ref-5)
5. The reasonableness of a bid will be based on: (1) the general market rate for any given materials or labor; and (2) by comparing the request to other similar requests. See the definition in Appendix A. [↑](#footnote-ref-6)
6. Regional costs refer to the cost of living in different parts of California. The CDSS will consider funding amounts based on market rates in a given region. [↑](#footnote-ref-7)
7. Universal design refers to a style of architecture and design whose object is to make buildings and facilities easy to access and use by all people, including the young, the old, and the disabled. [↑](#footnote-ref-8)
8. Financially solvent means a [current](https://www.lawinsider.com/clause/current) and [continuing](https://www.lawinsider.com/clause/continuing) [ability to pay](https://www.lawinsider.com/clause/ability-to-pay), as they become due, all [existing](https://www.lawinsider.com/clause/existing) and [future obligations](https://www.lawinsider.com/clause/future-obligations). [↑](#footnote-ref-9)
9. Proprietary information refers to information owned by the Applicant. [↑](#footnote-ref-10)
10. This means that any documented submitted to the CDSS might be subject to public record under the CPRA. [↑](#footnote-ref-11)
11. Due diligence means that Applicants conduct research when selecting a contractor and obtaining a bid, such as checking license numbers and reviewing the reasonableness of a cost for a bid. [↑](#footnote-ref-12)
12. The CDSS will utilize the most recent Census data available, data held at the state-level on access to subsidized child care and development and preschool programs in each county, and information and data provided by Applicants when determining how to prioritize Applicants for receiving grant awards. [↑](#footnote-ref-13)