City of Seattle Department of Education and Early Learning

SEATTLE PRESCHOOL PROGRAM LEVY

SPP PROVIDER FACILITIES FUND REQUEST FOR INVESTMENT (RFI)

RFI – SPP Provider Facilities Fund Information Session Agenda

- Overview of RFI
- Instruction for Applying for Funds
- Questions

Purpose of the Provider Facilities Fund

The SPP Provider Facilities Fund is intended to support SPP and Pathway providers in renovating and expanding their early learning facilities. Providers will be leading and implementing their own projects. This program provides financial support for the execution of agency projects.

Funding Availability

- $1,000,000 is available in 2016.
- The maximum funding request is $500,000.
- Requests above $250,000 require a 50% funding match.
- Providers will required to exhibit site control of the facility and make commitments to SPP. These vary depending on the amount of the funding request.

Timeline for Applying for Funds

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- Agencies have two opportunities to apply for funds in 2016. The first application deadline is **May 13th**, the second deadline is **September 29th**.
- After each deadline, there is a two-week review period, during which DEEL and a RFI panel will screen, score, and make a decision on the funding proposals.
- If your proposal is accepted, the City will individually negotiate a contract with your agency.

Agency Eligibility

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- An agency must be under contract with the City of Seattle to provide preschool services for the Seattle Preschool Program (SPP) or the Seattle Preschool Pathway Program
- An agency must be in good standing with DEEL and not on a corrective action plan.

Eligible Activities for Funding

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Eligible activities include:

- Construction, renovation or rehabilitation of child care facilities, which includes instructional space as well as other related space such as a kitchens, bathrooms, storage or associated space to the instructional classroom.
- Design, construction, renovation or rehabilitation of outdoor play space in accordance with state licensing regulations.
- "Soft costs" or any project costs that is not construction (which may include design, project management and permitting costs) directly related to the development of a facility which will be eligible for use as a SPP classroom.
- Improvements that provide accessibility to persons with disabilities.

Ineligible Activities for Funding

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Ineligible activities include:

- Renovation costs not directly connected to a child care facility which will be eligible for use in SPP.
- Renovation costs for infant- or toddler-age classrooms or any classroom not used by children ages 3 through 5.
- Acquisition of existing facilities or land.
- Deferred maintenance or repairs which do not directly contribute to making the project or property suitable for use as an SPP classroom.
- The purchase of equipment or furnishings.

Criteria - Site Control

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Agencies must demonstrate minimum site control for the location of the project. If you own the facility you will need to submit proof of ownership, if you lease, the following terms will need to be demonstrated:

1. For awards between $10,000 and $50,000, a minimum of a five (5) years remaining on the current lease with the property owner.
2. For award above $50,000, a minimum of seven (7) years remaining on the current lease with the property owner.
3. For award above $250,000, a minimum of ten (10) years remaining on the current lease with the property owner.

Criteria – Matching Funds

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If your are requesting more than $250,000 in your proposal, you will be required to demonstrate you have secured the following match funds for the project:

RFI Funding Request	Agency Match Commitment (50%)
$250,001	$ 125,000
$300,000	$ 150,000
$350,000	$ 175,000
$400,000	$ 200,000
$450,000	$ 225,000
$500,000	$ 250,000

Criteria – Prevailing Wages

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Construction projects funded totally or partially with DEEL funds must comply with applicable labor standards requirements. The **City also requires payment of prevailing wages under Revised Code of Washington (RCW) Chapter 39.12**. Prevailing wages will apply to the project funded by the City, as determined by the grant agreement.

Agencies should consider this requirement when developing cost estimates or obtaining pricing for construction work. Prevailing wage rates are available from the Department of Labor and Industries at: http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/

You should make sure you consider this requirement when pricing your project with a contractor or architect.

Criteria – Service Commitments

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Agencies that are approved for these funds are required to make commitments to the Seattle Preschool Program, they include:

Grant Amount	Required Commitment to City of Seattle
Awards $50,000 or less	• For SPP Pathway providers, commitment of any classrooms improved through this funding to participate in the SPP within one (1) year. • An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than three (3) years, unless otherwise mutually agreed to by both parties.
Awards greater than $50,000	• For SPP Pathway providers, commitment of any classrooms improved through this funding to participate in the SPP within one (1) year. • An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than five (5) years, unless otherwise mutually agreed to by both parties.
Awards greater than $250,000	• For SPP Pathway providers, commitment of any classrooms improved through this funding to participate in the SPP within one (1) year. • An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than ten (10) years, unless otherwise mutually agreed to by both parties.

Other Criteria

Please review the RFI for content related to other criteria for receiving funds, they include:

- Project costs prior to signing an agreement with the City
- Equal Opportunity, Affirmative Efforts & Non-discrimination in Contracting
- City interest in property (for requests above $250,000)

Technical Compliance and Scoring for Proposals

Technical Compliance
(pg 9 of RFI)

- 5 hard copies and 1 electronic copy of application to DEEL
- Site control documentation
- ADA compliance documentation
- Completed application attachments, including project schedule and budget
- Evidence of other funding commitments (if required)

Scoring Categories
(pg 10 of RFI)

- Project demonstrates benefits for children and meets a geographic priority for DEEL
- Proposals are able to demonstrate project feasibility
- Project has a realistic schedule and budget
- Applicant agency has a strong track record of delivering high quality child care to the community

Highly Ranked Proposals

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Highly-ranked proposals will:

- Be clearly outlined, well-planned, and demonstrate significant benefits for children.
- Produce a net increase in licensed capacity.
- Show a degree of project readiness and feasibility.
- Have identified a well-qualified project team that may include an architect, project manager, and/or general contractor.
- Submit a project budget that was informed by design and construction experts.
- Submit a schedule that is realistic and well thought out.

Proposal Scoring

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Rating Criteria	Points
Project Description a. When completed, the project will directly contribute to a net increase in the licensed capacity served by the agency in its SPP preschool classrooms at the improved facility. b. Demonstrates a sound investment of the funds both in terms of qualitative and quantitative benefits to children. c. Aligns and supports the agency's long-term strategic plan. d. Project is in a geographic location where currently there are fewer than 3 classrooms within the SPS middle school attendance zone. e. Location of the project is in a geographic location deemed to be a high priority for the Seattle Preschool Program for serving low-income students {see page 25 of the SPP program plan at: http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_ProgramPlan2015-16_Final.pdf }.	40
Project Readiness a. Shows a realistic and comprehensive schedule for the project, demonstrating an ability to complete projects within one calendar year—except for projects funded above $250,000, which should be completed within an 18-month period. b. Demonstrates regulatory feasibility (building code, zoning, ADA, environmental and licensing), or a clear plan to address regulatory barriers. c. Demonstrates sufficient financial stability and management capacity to plan and implement its proposed project.	25
Project Funding and Budget a. Shows a realistic and reasonable cost estimate, including prudent contingencies. b. Demonstrates leveraging additional funding sources outside of this grant.	20
Agency Administration and Capacity a. Has demonstrated organizational stability in the delivery of effective child care services. b. Has a solid track record of managing public funds, for operating programs and/or capital projects.	15
Maximum points	**100**

Proposal Review Process

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Applications will be reviewed first for technical compliance and then by a Review Panel:

- Applications must received a minimum of 50 points to be considered for funding.

If a proposal meets the minimum scoring threshold, the additional criteria will be used to make decisions:

1. Rank order of the submitted proposals from highest scoring to lowest scoring, and then
2. Availability of funding to award the agency's full financial request.

DEEL reserves the right to negotiate with an agency regarding the amount of funding to be provided and terms and conditions of any awards.

Completing the Application – Required Documents

A fully complete application will have the following:

1. Complete SPP Provider Facilities Fund Application
2. Supporting Documents that are Listed in the Attachment A Cover Sheet
3. Completed Template for Attachments B-D

All documents and templates are available on the website at: http://www.seattle.gov/education/about-us/funding-opportunities

Information Regarding Questions

- Applicant questions after the RFI information session must be sent via e-mail. No phone calls please.
- Please email: Cameron.clark@seattle.gov
- Within 3 business days, we will post answers online to questions asked at this session and via email.
- Final day to ask questions July 27, 2016.
- Access Questions & Answers online: http://www.seattle.gov/education/about-us/funding-opportunities

Key Reminders

- Follow the required response format
- Submit 5 paper copies and an electronic file sent to cameronc.clark@seattle.gov
- Questions must be emailed to Cameron.clark@seattle.gov by July 27, 2016
- Applications are due by 4:30 p.m., May 13, 2016 for first round consideration and 4:30 p.m. September 29, 2016 for 2nd round consideration.

Questions

Please take this time to ask any questions related to the RFI and process. These questions will be recorded and made public.