



**Request for Investment: Seattle Preschool Program Provider Facilities Fund**  
**School Year 2021-2022**

**Questions and Answers (Q&A)**

Updated: 7/22/21

	Topic: Eligible Applicants		
1	<b>Question:</b> Are people who took it last time still able to apply for this one?	<b>Answer:</b> Yes, there are no exclusions if you've been previously awarded.	<b>Date Answered:</b> 7/7/21
2	<b>Question:</b> Can someone please call me at [REDACTED] to let me know about this funding? I am running [REDACTED] in shoreline for 40 years. I can use some help if we are eligible!	<b>Answer:</b> This funding opportunity is limited to providers who reside or provide services within the city of Seattle and are contracted with DEEL for Pathway or Seattle Preschool Program.  Your email has been forwarded to an Educational Specialist who will follow up with you about other DEEL resources.	<b>Date Answered:</b> 7/12/21
3	<b>Question:</b> My name is [REDACTED] and I'm the owner of [REDACTED] in Kent, WA.  What are the requirements to:  provide preschool services for the Seattle Preschool Program (SPP) or the Pathway Program of a funding opportunity through the City of Seattle 2018 Families, Education, Preschool and Promise (FEPP) Levy.  I'm very interested in this program. Any help, would be greatly appreciated!	<b>Answer:</b> This funding opportunity is limited to providers who reside or provide services within the city of Seattle and are contracted with DEEL for Pathway or Seattle Preschool Program.  Your email has been forwarded to an Educational Specialist who will follow up with you about other DEEL resources.	<b>Date Answered:</b> 7/12/21
4	<b>Question:</b> I am interested in applying for a provider facilities fund grant and I am wondering if providers	<b>Answer:</b> This funding opportunity is limited to providers who reside or provide services within the city of Seattle and are contracted with DEEL for Pathway or Seattle Preschool Program.	<b>Date Answered:</b> 7/12/21



	outside of the city of Seattle can apply. I am an emerging provider located right at the borders of City of Seattle zip code 98168.	Your email has been forwarded to an Educational Specialist who will follow up with you about other DEEL resources.	
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	Topic: Process and Timeline		
1	<p><b>Question:</b> An electronic submission has to be via email? And what if the file is too large, do you not accept an invitation to a shared site from which you can download the application? Are multiple emails acceptable?</p>	<p><b>Answer:</b> In the past, we have had large files shared to us via Dropbox or other applications. Make sure to be very clear that an attachment is coming and if there is a password or authentication process to please include that in the application.</p> <p>If sending multiple emails, make sure to include name of organization and label emails. For example, email 1 of 3, email 2 of 3 and email 3 of 3.</p>	<p><b>Date Answered:</b> 7/7/21</p>
2	<p><b>Question:</b> Is there a template or a form that needs to be filled out for the following section of the grant application? Or is this to be just typed up in a word document and then submitted with the other materials?</p> <p><b>Application</b> Section I: Applicant Information</p> <ul style="list-style-type: none"> <li>• <u>Organization Name and Address:</u> Indicate the name and address of the project for which funds are being requested.</li> <li>• <u>Agency's Legal Name and Address:</u> Indicate the legally incorporated name and address of the organization or agency that will be receiving funds.</li> <li>• <u>Agency Contact Person:</u> Provide the name, daytime telephone and fax</li> </ul>	<p><b>Answer:</b> The RFI Application and Application Attachments 2-4 in Excel are available for download on our website under "Application Forms" section. <a href="http://www.seattle.gov/education/for-providers/funding-opportunities/seattle-preschool-program-provider-facilities-fund-">http://www.seattle.gov/education/for-providers/funding-opportunities/seattle-preschool-program-provider-facilities-fund-</a></p>	<p><b>Date Answered:</b> 7/16/21</p>



	<p>numbers, and email address of the person who will act as the agency's project lead and who can best answer questions about the proposed project. DEEL will direct formal information about the proposal to this person only.</p> <ul style="list-style-type: none"> <li>• <b>Signature: Have the Director of the Agency sign the application in the prompted area.</b></li> <li>• <u>List of All Current Program Sites:</u> Provide a list and address to each site for applicant currently participating in SPP or SPP Pathway.</li> </ul>		
3	<p><b>Question:</b> We are writing for this grant. We actually have two sites we would like to write for. Is this possible? If so, would we write for both sites in one proposal or two separate proposals?</p>	<p><b>Answer:</b> Yes, please submit a distinct or separate application for each site that you are applying for.</p>	<p><b>Date Answered:</b> 7/22/21</p>
4	<p><b>Question:</b> Attachment 1 (attach as necessary):</p> <p>a. Zoning review – Please attach any supporting documentation such as zoning analysis from a licensed architect</p> <p>Please attach any other supporting documents related to feasibility to your application, including preliminary design,</p>	<p><b>Answer:</b> Please refer to pages 10-11 in the RFI for Attachment 1. A cover sheet (Attachment A) is not required.</p> <p>Yes, answer every question in the application that is relevant to your project. Attachments 2-4 are presented as tabs in an Excel workbook. Any narrative related to those attachments should be written in the application itself.</p> <p>Refer to pages 11-12 for details about the attachments.</p>	<p><b>Date Answered:</b> 7/22/21</p>



<p>commitment letters. Use the attached form to describe all attachments on the Attachment A cover sheet.</p> <p>NOW this was called Attachment 1. But here, you have now called this Attachment A. Are these the same? Is it to be Attachment 1 Cover Sheet or Attachment A cover sheet?</p> <p>2. Please complete Attachment 2 – Schedule to outline your anticipated project schedule. List below any issues you foresee in meeting your attached timeline.</p> <p>The Schedule is WITHIN the Excel workbook that is part of the application. This is a TAB in the workbook. Are you asking for a separate and different Schedule-- Called Attachment 2? And a narrative that states whether there are any issues in meeting the timeframe. I am confused-- if schedule is featured in the Excel workbook--what is this Attachment 2 that you are requesting? Is this duplicative?</p> <p>3. Please complete Attachment 3 – Budget to outline your anticipated project costs. List below any issues you foresee in completing the project within your budget.</p> <p>Similar to my question above, The BUDGET is in the Excel workbook so this is confusing -- Do you want words related to the budget</p>		
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	<p>in ADDITION to the template that gets completed for the budget in the Excel workbook?</p> <p>4. Please complete Attachment 4, if necessary, to describe other funding sources for the project.</p> <p>Sources appears in the Excel Workbook. What would you like to see in Attachment 4? A cover sheet stating Attachment 4 and any commitment letters we have for the funding?</p>		
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	Topic: Program Requirements		
1	<p><b>Question:</b></p> <p>If the Preschool Operators a SPP designated preschool provider and planning to lease the space in the new building once construction, estimated start of construction March 2022, is that permissible. With the DEEL funds coming to the provider at licensing as a capitalized lease payment.</p>	<p><b>Answer:</b></p> <p>See minimum site control requirements in the RFI on pages 8-9, successful proposals distribute funds through an award contract.</p>	<p><b>Date Answered:</b></p> <p>7/6/21</p>
2	<p><b>Question:</b></p> <p>Does the lease need to be included with the application, and if yes, does DEEL provide a template for the lease you prefer?</p>	<p><b>Answer:</b></p> <p>Yes, the lease does need to be included in the application. No, we do not provide a template for the lease.</p>	<p><b>Date Answered:</b></p> <p>7/7/21</p>
3	<p><b>Question:</b></p> <p>Is a recorded memorandum of lease sufficient to affirm DEEL's interest?</p>	<p><b>Answer:</b></p> <p>Yes, but it must include a timeline for an executed lease.</p>	<p><b>Date Answered:</b></p> <p>7/7/21</p>
4	<p><b>Question:</b></p> <p>If you have a project schedule already in Microsoft Project, very much like yours, will you accept that?</p>	<p><b>Answer:</b></p> <p>For contracting purposes, we ask providers to use the DEEL's template when submitting an application because that will go as an exhibit in our contract.</p>	<p><b>Date Answered:</b></p> <p>7/7/21</p>



5	<b>Question:</b> 10% hard cost contingency is very typical for new construction space. Is there a reason that you require 15%?	<b>Answer:</b> This is from our legal reviews, DEEL has historically asked for 15% as directed by our legal and financial team.	<b>Date Answered:</b> 7/7/21
6	<b>Question:</b> Your proposal requirements have some obstacles and barriers for high-quality well-designed space to be part of a mixed-use building that includes affordable housing developed through the LIHTC program. Is this intentional with your preference for stand-alone preschools owned by SPP providers rather than participants and lessees in mixed use buildings serving low-income households?	<b>Answer:</b> SPP providers both in stand alone and mixed use facilities are eligible to apply for these funds.	<b>Date Answered:</b> 7/7/21
7	<b>Question:</b> Is a letter of interest for a lease, okay? It is hard to commit a 15-year lease without funding support to finish project.	<b>Answer:</b> Please refer to <a href="#">page 8</a> for our list of acceptable control requirements and commitments.	<b>Date Answered:</b> 7/7/21
8	<b>Question:</b> We would like to apply for the SPP provider facilities funds to renovate and update our kitchen. The details state that the purchase of equipment or furniture are ineligible activities. Could you please clarify if industrial needed items such as an oven, dishwasher, refrigerator could be considered or not.	<b>Answer:</b> Historically, the review panel has defined equipment as items that could easily be removed such furniture. An application requesting industrial items related to preschool health and safety or licensing could be considered competitive. Please refer to page 3 for a list of ineligible activities.	<b>Date Answered:</b> 7/22/21
	<b>Topic: Budget</b>		
1	<b>Question:</b> Would you be likely to provide a \$1,000,000 award for new construction of a 6-	<b>Answer:</b> Awards depend on the applicant pool and scores based on the panel's review. This is a competitive grant process, there is no guarantee that any proposals will receive funding. The City reserves the right to reject	<b>Date Answered:</b> 7/6/21



	classroom Early Learning Center in a new affordable housing development? This would use nearly the entire allocation you have available;	<p>all proposals and the right to negotiate with an agency or provider as follows:</p> <ul style="list-style-type: none"><li>Regarding the amount of funding to be provided; this may differ from the amount requested in the proposal</li><li>Terms or conditions of awards resulting from this RFI process</li></ul> <p>The program can only fund pre-K classrooms and related spaces. The funding application has to come from a current SPP or SPP Pathway provider.</p>	
2	<b>Question:</b> The paper application says 15 years lease for over \$500,000 dollars. The slide said 20 years. Which is correct?	<b>Answer:</b> Minimum lease terms include: For awards above \$500,000, a minimum of twenty (20) years remaining on the current lease with the property owner.	<b>Date Answered:</b> 7/7/21
3	<b>Question:</b> Is match 50% also apply to award of \$1,000,000 dollars? That is for any award amount higher than \$500,000 dollars?	<b>Answer:</b> That is correct. Any award higher than \$250,000 dollars is still a 50% match. So, if you are requesting \$1,000,000 dollars, then we would expect to see \$500,000 dollars as a fund match from other sources.	<b>Date Answered:</b> 7/7/21
4	<b>Question:</b> If the preschool provider is leasing space that is completed and the DEEL funds are used for a capitalized lease payments, would this not be construed as construction funding?	<b>Answer:</b> This can be identified as part of the construction funding. However, keep in mind that this is a competitive process and awards are not guaranteed.	<b>Date Answered:</b> 7/7/21
5	<b>Question:</b> Is this a grant or a loan that needs to be paid back later on?	<b>Answer:</b> This is a grant and so in exchange we ask for a service commitment.	<b>Date Answered:</b> 7/7/21