

Question and Answer

2022 Child Care Facilities RFP

Version 7: updated 7/15/22

LAST DAY TO SUBMIT QUESTIONS WAS JULY 12, 2022

	Program Area	Question	Answer
1.	Information Session	I would like to attend the Child Care Facilities RFP Information Session on March 24th. When I clicked on the link to RSVP, I only had the option to "join meeting" so I wanted to make sure I am able to attend. Also on that link, the password says "Please obtain your meeting password from your host." Could I please have the password to join the information session? Please let me know if there is anything else I need to do, or anyone else I need to contact.	Using this link, 2022 Child Care Facilities RFP - HumanServices seattle.gov , you will be directed to our RFP’s funding page. In the middle of the page beneath the timeline, you will see a link to the meeting, also copied here: https://seattle.webex.com/webappng/sites/seattle/meeting/info/94c55e9cc07d4cb7901449c5a1ee51c8?siteurl=seattle&MTID=m11f9479a917216028b780748ddeccb67 . The password that you need to enter the meeting is in the timeline listed under the Activity column for Tuesday, May 24. Please use that password on the day of the information session with the link below it (second link copied above for convenience). The room will open at 10:30 as indicated. If you have issues, there is a telephone number that you can use to also join the meeting; it is listed on the web page at the bottom of the Join Information window.
2.	Eligibility	If I currently use the home that I live in as a part of my daycare, I am aware that I would be a 'home-based agency', but I would like to use the funds to buy a house (or buy land) to use as a center and this would expand my capacity for kids (I would not live in it). Would I be limited to \$75,000 since I currently only have a home daycare, or am I eligible to request up to 2 million?	Under Eligible Activities on Page 6 of the RFP it states the following: “Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.” The Applicant Eligibility Requirements on pages 4-5 also state that an applicant: “Must be a nonprofit agency operating within City of Seattle corporate limits.” Non profit and for profit organizations (including Limited Liability Companies (LLC’s)) are now eligible to apply for funding. If you meet these and other published requirements in the RFP, then you would be able to apply for funding up to \$2,000,000 as stated in the Funding Information on page 3 of the RFP.
3.	Eligibility	Are ‘soft costs’ incurred prior to the award date eligible?	That is going to depend, but they are most likely not going to be eligible. In section 5 of the RFP and Contracting Requirements on page 7, it states the following: “Any agency applying for funds

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			under this RFP bears the risk of all project costs incurred prior to executing a funding agreement with the City. An agency should not expect City funds to reimburse expenses accrued prior to executing a contract with HSD. In limited instances, project costs incurred by an agency prior to execution of a final funding agreement may be eligible for reimbursement under the agreement subject to HSD prior approval if: 1) the project is selected through this RFP, 2) the project meets all requirements of this RFP, including prevailing wage requirements, and 3) funding will ensure completion of existing project improvements. HSD will make this determination on a case-by-case basis if necessary.”
4.	Eligibility	I am a childcare provider. I am renting a single-family home, have a huge backyard, nothing on it except grass. I would like to do some fun stuff. I also have children with special needs. Maybe building cognitive equipment. Is this I can do with this fund?	First, are you a licensed childcare? If the improvement allows you to expand or increase the licensed capacity to serve more kids and if it is a fixed structure or improvement attached to the land, then it would be eligible. Things that you can pick up and move and which are not affixed to the land, such as plastic sandbox, are not eligible. Also note that to meet the minimum eligibility requirement, an agency has to be non-profit 501c3 organization.
5.	Eligibility	By when projects must be completed?	December 31, 2024
6.	Eligibility	We are a nonprofit organization and home to a licensed childcare who is expanding for low-income families. Are we able to apply in partnership with preschool and, or a childcare center on their behalf? Or how would that work?	As a landlord, yes, because you are a nonprofit organization and control the property. Yes, you can do both. It should be a joint application between two entities signed by both parties.
7.	Eligibility	I am a family provider, I rent, I heard a program like this one, People rent from owners are hard to do repairs	<ul style="list-style-type: none"> ● To meet RFP eligibility requirements — an agency has to be non-profit organization ● For profit organizations (including Limited Liability Companies (LLC’s)) are now eligible to apply for funding in addition to nonprofit organizations.

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		compared to companies. Is it possible to buy commercial facility for childcare?	<ul style="list-style-type: none"> Under Eligible Activities on Page 6 of the RFP it states the following: “Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.” Example: The City will loan you \$500,000 for a project that costs \$650,000 - \$500,000 to acquire the site and \$150,000 to rehabilitate the building; \$150,000 is needed for these construction costs, you need to demonstrate that you have this secured that you have the funds, if not, it would be problematic. When the project is done, is has to be operable and licensed and increase the licensed number of children for childcare.
8.	Process	Are funds awarded altogether or are they reimbursed after costs are incurred?	It is a reimbursement program. Agencies are reimbursed after costs are incurred. The City will process your invoice and then send you a check for reimbursement.
9.	Eligibility	Is there a reason why the funds are only being distributed to nonprofits? From the CLFR language you shared and what I've read in the City's ordinance, there is nothing precluding the use of these public dollars on for-profit child care programs. Our program is for-profit and serves nearly 130 children in the Delridge area. By the looks of it, we do not qualify for this grant. Perhaps you can provide some clarification.	<p>The Coronavirus Local Recovery Fund and the Community Block Grant Funds which are being allocated through this Request for Proposals (RFP) process are governed by a variety of federal regulations, including the Code of the Federal Regulations (CFR). HSD has reviewed these regulations during the development of this RFP and has determined that funding for capital improvement projects is only eligible to “non-federal entities”, which by definition includes nonprofit organizations, but does not include for profit organizations. HSD is continuing to research this issue to see if there are any options to fund for profit entities for capital improvement projects and HSD will provide any updates should one or more become available.</p> <p>For profit organizations (including Limited Liability Companies (LLC's)) are now eligible to apply for funding in addition to nonprofit organizations.</p>
10	Eligibility	We just read with excitement the new funding opportunity for child care	See the answer to Question #9 above.

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		expansion in the City of Seattle. Only to find out it is only open to non-profits. We are wondering why just non-profits? There are non-profits who's tuition is higher, we care for City of Seattle Families through the Seattle Department of Education and Early Learning, the Department of Children, Youth and Families and we have some slots we don't even charge for but allow families to attend. Lastly, non-profits are in a position to have more funding because they get donations. We don't.	
11	Eligibility	Grant is only for non-profit child care?	See answer to Question #9 above
12	Eligibility	If I currently have a home child care but I have been in the process of licensing a new center for 2 months, does this new center qualify to receive the grant for increasing the child's capacity in my daycare?	If the new center meets the RFP requirements and priorities on pages 4 – 7 of the guidelines you are eligible to apply for funding. Please submit a follow-up question if there is a specific eligibility requirement or priority on which you'd like a more detailed response.
13	Application	Is a Board Member signature required at the bottom of the cover page? It says "if applicable" so I'm not sure if it's needed.	The Signature of Authorized Board Member on Application Cover Sheet (Page 9) is required of any applicant that is governed by a board of directors.

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14	Application	I am a coach with Early Achievers. Some of my providers wanted to know if an estimate was required prior to submitting the grant application?	Cost estimates (produced by contractors/engineers/architects) are optional attachments to this application but are recommended as this is a competitive process. A budget is also required. If the total project cost exceeds the funding amount requested, please provide both dollar amounts. See page 9. As you serve as a coach to multiple child care providers, please help ensure that each provider meets our minimum eligibility requirements prior to completing an application.
15	Eligibility	You cap your maximum award at \$2M. Is it OK if the total of our 15 years of lease payments is greater than \$2M?	Maximum awards are capped at \$2M but the cost of your 15-year prepaid lease can exceed the \$2M figure.
16	Eligible Activities	Can we use this funding to install A/C units in our child care?	Please note that all improvements must increase licensed child care capacity. If your whole project were to install portable/window A/C units in your child care, it would not be eligible for this funding. If you were installing built-in A/C units (for example HVAC compressor and duct work) as part of a larger renovation to expand capacity in your child care, to serve more children, then this might be an appropriate use of the funds.
17	Application	The application asks for the "Total Agency 2022 Budget" (item 12 of the application cover sheet). Is this referring to our program's projected gross revenue for 2022, or another figure?	Total Agency 2022 Budget refers to, at a minimum, the projected and/or actual operating costs for fiscal year 2022. This question only refers to the agency's annual operating budget. This should not include the capital budget for the project you are presenting in this proposal for funding. (Line item 11 asks for the capital budget for this project, i.e., Total Project Cost.)
18	Eligibility	Can recipients of the Commerce Early Learning Facilities (ELF) grant also apply for this funding, if their ELF	Yes.

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		funds do not cover all their project costs?	
19	Application	(I think that I am eligible to apply for this funding, but my English is not strong. Can you help me complete an application?)	We may be able to provide you with interpretation services. Please email us if you are interested in this service. Childcarefacilities@seattle.gov
20	Eligibility	If I currently have a home child care but I have been in the process of licensing a new center for 2 months, does this new center qualify to receive the grant for increasing the child's capacity in my daycare?	If your new center-based child care serves more children or is an addition to your home-based child care, and you meet all other eligibility requirements, your new center may be eligible for this funding. Please see "Attachment 1- Project Schedule" and note: project activity costs to be paid from city funds should not be incurred until a contract or loan agreement is signed and executed by your business and the city.
21	Process	If I applied as a family child care expansion, and would possibly like to go to a center expansion how could that work for me as far as grant funding?	If HSD funds improvements at a specific home-based child care location, the child care provider must operate at that location for a minimum of 3 years after project completion. Please see Table 1, Page 5. This required commitment cannot be transferred to a different location. If you were to operate out of your home for less than three years after project completion, then you may be required to repay some portion of the funding award.
22	Eligibility	I live border of Seattle and Tukwila. My address says Seattle but I want to know if I can apply this grant: <i>Address Redacted</i> Seattle WA 98168.	The RFP Applicant Eligibility Requirements state that all applicants must meet the following eligibility requirements: <ul style="list-style-type: none"> • Nonprofit and for profit agencies operating within City of Seattle corporate limits.

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			One link to a map is provided in the application guidelines to determine if your project is located within the city's corporate limits and you are eligible to apply for funding . Here is an additional link to a map that you can consult to determine if you are geographically eligible to apply for this RFP: Seattle Department of Construction & Inspections GIS (arcgis.com)
23	Eligibility	Can these funds be used for a new construction or building rental in Des Moines?	Please refer to line 22
24	Eligibility	I'm a child care provider and wanted to know if I'm eligible to apply for this grant, because I live in Federal Way.	Please refer to line 22
25	Eligible Activities	I know for our site, we are in need of new energy efficient windows, but they will not increase capacity because we are limited by the size of our building. They will contribute to the overall health and safety of staff.	Please refer to line 16.
26	Application	I am wondering what documents you need. I did not see any detail on website. I run Montessori preschool from home and want to increase my capacity.	The RFP application instructions on page 8 of the application lists that a complete proposal must include the following: <ul style="list-style-type: none"> ○ A completed and signed Application Cover Sheet ○ A completed Narrative Response ○ A completed Attachment Packet (Attachments 1, 2, and 3)

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			<ul style="list-style-type: none"> ○ Site Control Documents ○ Copy of WA State DCYF License <p>Please also see the RFP Application Checklist on page 15 of the application to ensure your application is complete prior to submission:</p>
27	Eligible Activities	<p>Can we get fund to buy a building for childcare.</p> <p>I am running my business and renting my facility. I want to buy a house so I can expand according to my needs.</p>	<p>Page 6 of the RFP lists all eligible activities -</p> <p>Eligible activities:</p> <ul style="list-style-type: none"> • Construction, renovation, or rehabilitation of facilities that increase the licensed capacity of direct service delivery space. “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 associated directly with eligible space and the related social services, such as kitchens, bathrooms, storage, or other space associated to the instructional space (classroom or homebased). • Construction of new facilities that expands licensed capacity to serve children, either from the ground up or by substantially remodeling existing buildings. • Design, construction, renovation, or rehabilitation of outdoor play space in accordance with state licensing regulations and best practice that expands licensed capacity to serve children. • “Soft costs” or any project costs that are not construction but directly related to the development of an eligible facility (which may include design, project management, and permitting costs). • Improvements that provide accessibility to persons with disabilities that are related to expanding licensed capacity to serve children.

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			<ul style="list-style-type: none"> Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.
28	Application	<p>I am a provider care with a capacity of 12 children, in my own home daycare. I am taking this quarter at college, my final class to complete the 25 credits in Early Childhood Education, in order to increase my capacity to 25 children. I have already spoken to my licensor and she gives me all the steps to follow.</p> <p>I received the email about the grant, and I'm so interested, but I have some questions.</p> <p>Could you please call me or I can call you, to help me understand more how to apply and which documents are requested.</p>	<p>All RFP documents and related files and materials are available on HSD's website here: https://www.seattle.gov/human-services/for-providers/funding-opportunities/2022-child-care-facilities-rfp . The guidelines and application file calls out what materials must be submitted for a complete proposal. The application attachments file contains all of the related attachments that need to be completed. There are two video recordings of Q&A sessions that HSD has hosted. A list of all questions asked and answered is also available. All files are located in the column on the right-hand side of the page labelled RFP Materials.</p>
29	Eligibility	<p>I want to apply for RFP grant because I am renting my home and running preschool. Can I apply for buying a house ? I want to increase my capacity and use the funds to make sure being used in the best way possible.</p>	<p>Please refer to line 27 for the first part of your question.</p> <p>Funding limits are listed in the RFP on page 3 and are as follows:</p> <ol style="list-style-type: none"> 1. Nonprofit and for profit, center-based providers and preschools are eligible to apply for \$25,000 (min) to \$2,000,000 (max) 2. Nonprofit and for profit, home-based agencies (including Limited Liability companies (LLCs)) are eligible to apply for \$10,000 (min) to \$75,000 (max)

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		<p>I am using two rooms for child care . I want more inviting and open space. Please let me know if I can request \$2M or not.what kind of documents we need for this.</p>	<p>Please refer to line 28 for what documentation needs to be submitted for a proposal to be considered complete.</p>
30		<p>Attachment 3 (funding summary) has a column where we indicate whether a funding commitment document is being submitted for each funding source. I have a few questions on what documents to upload.</p> <ul style="list-style-type: none"> • Should we upload a document for each funding source that has made a commitment? For example, for our board's commitment of funds from reserves, should we include a letter signed by the board president to that effect? For an awarded grant, should we include the award letter? • For pending requests, what (if anything) do we need to upload? • For funds to be applied for, what (if anything) do we need to upload? 	<p>You are welcome to upload any applicable supporting documentation for each or any funding source that has made a commitment, is pending or will be applied for, including, but not limited to, award letters or application materials to be submitted.</p>

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31	Process	For the grant limit of \$375K it states “Commitment for any improvements through this funding to operate for at least five years after project completion”. What does this mean in terms of commitment from the Landlord? The building we are writing the grant for is leased.	<p>All successful funding contracts will be between the city and the applicant. Your question is about center-based child care providers that are awarded funding in the range of \$25,000-\$375,000. If HSD funds improvements at a specific location, the child care provider that receives an award within this funding range must operate at that location for a minimum of five years after project completion. This required commitment cannot be transferred to a different location.</p> <p>If you were to operate out of a leased location for less than five years after project completion, then you may be required to repay some portion of a successful funding award. If there is a question of whether the space you are leasing might not be available for the full five-year commitment period, we suggest you speak with your landlord.</p> <p>Please note, any awards exceeding \$375,000 will be secured against the property and require consent by the property owner for the minimum commitment period as defined in the application on Page 5, Table 1. The city expects that you would have a term of lease no less than your required minimum use period.</p>
32	Eligibility	Is Redmond area homebred preschool can apply?	Please refer to line 22.
33	Eligibility	I am doing business in a rental property and have a limited space . I want to increase my capacity . If I can get funding I can use funding amount for area I want to use for my business. WHAT ARE MY POSSIBLE OPTIONS. ?	Please refer to line 27.
34	Application	Where it says to attach a document, what is that document supposed to	Please refer to our response on line 26.

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		be? I want to make sure I submit all the required components of this grant.	<p>Additionally, on our online page (link below), under the section titled “RFP Materials,” you should see a link titled “2022 Child Care Facilities RFP Application Attachments.” This links to an Excel file. The file contains additional instructions for what you must attach to your application so it is complete.</p> <p>https://www.seattle.gov/human-services/for-providers/funding-opportunities/2022-child-care-facilities-rfp</p>
35	Process	I was wondering if you might be able to provide me with a link to the informational webinar that was recorded?	<p>There are two links to two different informational webinars located on our online page, under the section titled “RFP Materials.” Look there for the links called “2022 Child Care Facilities RFP Info Session.”</p> <p>For your convenience, here are the complete links to the two sessions.</p> <p>Information Session, 6/30/22 https://www.youtube.com/watch?v=e_6qi39E1A</p> <p>Information Session, 5/24/22 https://www.youtube.com/watch?v=YoxlJu96Dw4</p>
36	Application	I just came across this grant and the deadline is approaching really soon and I would love to be able to apply. But I’m researching information online I’m a little puzzled about what kind of documents need to be uploaded. Could you please guide me on that?	Please refer to our responses on lines #26 and #34.