

CENTER RENOVATION & REPAIR GRANT GUIDELINES

Applications accepted on a rolling basis through May 1, 2010

Grants of up to \$100,000 are available for FY 2010

(Three-year term for grants under \$50,000 or five-year term for grants \$50,000 and over)

Purpose

The Center Renovation & Repair Grant Program (“the Grant Program”) is intended to preserve the supply of quality, licensed child care provided by nonprofit child care centers and to increase the accessibility of center-based care to children and families with special needs.

Eligible Providers

- Are located in the City and County of San Francisco
- Serve families who reside in the City and County of San Francisco
- Are a nonprofit, 501(c)(3) organization or have a 501(c)(3) fiscal sponsor (Head Start programs are eligible)
- Possess a valid child care license from the State of California Community Care Licensing
- Are in good standing with the California Department of Social Services Community Care Licensing Division
- Serve or will serve children under the age of five (5) years
- Demonstrate that a minimum of 25% of the children to be served in the program are from low income households. For the purposes of this program, low income is defined as no more than 85% of the state median income. (See table below)

Definition of 85% of 2008 state median income from the California Department of Education, SB 701 Pilot – October 1, 2007

Family Size	2	3	4	5	6	7	8
Monthly Income	\$4,208	\$4,508	\$5,009	\$5,810	\$6,612	\$6,762	\$6,912
Annual Income	\$50,496	\$54,096	\$60,108	\$69,720	\$79,344	\$81,144	\$82,944

- Demonstrate that
 - without the grant funds their program will be closed; or
 - without repairs or equipment to be paid for with grant funds, the health and safety of children in care will be at risk; or
 - the grant will be used to increase the accessibility of their program to children, families, or staff with special needs

Eligible Uses

- Physical renovations to increase or maintain the number of child care slots
- Repairs to facility and/or facility equipment
- Purchases of playground equipment and installation of resilient surfaces
- Improvements that increase the accessibility of the program to children, parents, guardians, or staff with special physical or mental health needs
- Government agency citation compliance and
- Any additional uses that may be identified by LIIF/CCFF staff in conjunction with the San Francisco Child Care Facilities InterAgency Committee
- Equipment purchases to increase safety

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Ineligible Uses

- Purchase of televisions, DVD players/recorders, or related equipment
- Consumable materials (such as paint, cleaning supplies, paper, etc.)
- Operating Expenses
- Indirect or administrative costs
- Professional Development
- Vehicle or transportation expenses
- Reimbursement of previously incurred expenses related to the proposed project

Criteria for Funding

- The applicant must be improving quality of existing child care slots
- The applicant must demonstrate the viability of the child care operation for the three or five year term of the grant
- The applicant must demonstrate that the grant funds are necessary to undertake or complete the project
- The applicant must provide evidence that it has control of the designated child care site for the term of the grant (e.g., a lease with a minimum remaining term of three or five years depending on the life of the grant)
- The applicant must have obtained or applied for all necessary permits for the proposed project. If the applicant leases the site, the renovation project must also be approved by the property owner prior to grant funding

Funding Priorities

- Center is located in a neighborhood where there is a demonstrated shortage of licensed child care serving low income families
- Center provides evidence that the new or expanded program will serve children from low income and CalWORKS families
- Child care slots to be created or preserved will serve infants (age 0 to 18 months)
- Child care slots to be created or preserved will serve children with special physical health or mental health needs
- Representative of Center has attended the 'Caring for Your Building' workshop

Application Process

Applicants must complete an application form and submit it along with the required attachments anytime before or by May 1, 2010. CCFF staff may request additional information as needed. An incomplete application will not be considered for funding. If assistance is needed in filling out the application, please contact Jacob Wang, LIIF/CCFF Program Manager at (415) 489-6123.

Completed applications should be mailed to: **LIIF/CCFF, 100 Pine Street Suite 1800, San Francisco, CA 94111.**

LIIF/CCFF will evaluate each completed application promptly and deliver a funding decision in writing approximately four to six weeks from the date of receipt. As part of the selection process, LIIF/CCFF will also conduct a site visit at a pre-arranged, mutually convenient time.

Applicants whose requests are not funded may contact LIIF/CCFF to discuss the reason(s) for the denial. Applicants may reapply for funding in future rounds.

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A PROGRAM OF THE LOW INCOME INVESTMENT FUND

If a Grant is Awarded

The grantee must sign a grant agreement and must fulfill all the terms of that agreement, including but not limited to:

- Maintaining a child care license in good standing
- Spending the grant funds according to the budget in the application
- Submitting a Use of Funds Report detailing how the funds were used
- Submitting an Annual Report each year during the three or five year term of the grant; and
- Such other and further general provisions as LIIF/CCFF or the San Francisco Child Care Facilities InterAgency Committee may require (including, but not limited to applicable provisions from the City Administrative Code dealing with Disadvantaged Business Enterprise; Nondiscrimination; Minimum Compensation and the provision of Health Care coverage)

If the grantee defaults on any of the terms of the grant agreement during the three-year term or five-year term grant, funds will be due and payable to LIIF/CCFF.