

# Capital New Development Grant Application

## FY24 - San Francisco - Center

### Grant Awards

Applications are accepted on a rolling basis through May 1, 2024.

Grant amounts will be determined based on the scope of the project, eligibility requirements, and city priorities.

### Purpose

This funding is provided through the Department of Early Childhood (DEC) and is available to eligible early care and education (ECE) centers. The Center Capital New Development Grant supports the construction/acquisition and development of viable, well-designed early care and education facilities within the City and County of San Francisco.

### Eligible Programs Must

- Be located in the City and County of San Francisco.
- Be Early Learning Scholarship (ELS) and/or Preschool for All Qualified.
- Serve families who reside in the City and County of San Francisco.
- Possess a valid child care center license from the State of California or plan to file an application for a license which will result in the creation of new child care spaces.
- Create new or preserve existing licensed child care spaces to serve infants and toddlers in the City and County of San Francisco.
- Maintain compliance with the California Department of Social Services, Community Care Licensing Division.
- Serve or plan to serve children birth to five (5) years of age.
- Demonstrate financial and organizational viability beyond the three-year grant term (e.g., business is financially well-managed).
- Demonstrate that the grant funds are necessary to undertake and complete the project; funds must be identified to meet all of the costs of the proposed project.
- Provide evidence of control of the designated child care site (e.g., a lease or deed of trust):
  - a lease with a minimum remaining term of three years for grants under \$100,000
  - a lease with minimum term of 5 years for grants \$100,000-<\$200,000
  - a lease with minimum term of 10 years for grants \$200,000-<\$500,000
  - a lease with minimum term of 20 years for grants \$500,000-<\$700,000
  - a lease with minimum term of 25 years for grants \$700,000-<\$1,000,000 or
  - a lease with minimum term of 30 years for grants \$1,000,000 or more

### Quality Standards

LIIF has an obligation to children, families and Center staff, to make sure new child care facilities across San Francisco are being built to the highest quality standards for learning. Therefore, DEC & LIIF have higher standards than licensing.

- Eligible programs must meet or have plans in place to meet LIIF’s standards:
  - Have **50 square feet of usable space per child** (usable space is classroom space that children are in). This does not include administration space, bathrooms, desks, etc. A good rule of thumb to quickly calculate this is 100 square feet per child of the total square footage of the space.
  - Where feasible, all classrooms have direct access to outdoor space for indoor/outdoor education with specific priority of appropriate and accessible outdoor space for infants.

## Funding Priorities

Higher priority given to:

1. Facilities located in affordable housing developments wholly or partially funded by the City and County of San Francisco e.g., HOPE SF communities, alignment with the City’s affordable housing plan, and public/private partnerships
2. Applicants serving a greater number of low- to moderate-income\* and/or CalWORKs, homeless or at-risk families, and/or enrollment of City-subsidized children
3. Facilities located in a neighborhood where there is a demonstrated shortage of licensed early care and education serving low- to moderate-income families
4. Greater number of early care and education spaces created and/or preserved to serve infants/toddlers
5. Early care and education spaces to be created and/or preserved and will provide specialized services for children with special physical or mental health needs

*\*For the purposes of this program, Area Median Income (AMI) defines low to moderate income, see table [here](#).*

## Eligible Uses

- Property acquisition
- Facility and site construction or major renovation costs
- Consultant(s) to assist with the physical development and/or licensing of the facility e.g., Project Manager
- Physical renovations to increase or maintain the number of child care spaces
- Major Renovations or equipment to expand service to a target population
- Outdoor play area improvements that meet the LIIF standards of creating more natural outdoor spaces
- Any additional uses identified by LIIF/CCFF staff in conjunction with the San Francisco Child Care Facilities Interagency Committee & Department of Early Childhood

## Ineligible Uses

- Day-to-day operating costs such as salaries, rent and food purchases
- Working capital to cover shortfalls or delays in payments from families, government agencies or other funding sources

- Non-permanent supplies (e.g., art materials) and other consumable materials such as paint, cleaning supplies, etc.
- Professional development
- Purchase of unrelated equipment e.g., televisions, DVD players/recorders
- Vehicle or transportation expenses
- Repayment of loans or reimbursement of previously incurred expenses; and
- Any expense that does not support increasing or preserving licensed child care spaces
- Indirect or administrative costs

### **Application Process**

*For a list of required documents needed to prepare for the application, click [here](#).*

Applicants must complete an application form and submit it along with all the required attachments to be considered for funding. Low Income Investment Fund/Child Care Facilities Fund (LIIF/CCFF) staff may request additional information as needed. An incomplete application will not be considered and will be returned to the applicant. If assistance is needed in filling out the application, please contact LIIF at [ccff@liifund.org](mailto:ccff@liifund.org).

LIIF/CCFF will evaluate each complete 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.

### **If 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 compliance with Community Care Licensing
- Ensuring grant expenditures are aligned with the approved budget from Grant Application and Grant Agreement
- Submitting a Use of Funds Report detailing how the funds were used
- Submitting an Annual Status Report each year during the term of the grant
- Such other and further general provisions as LIIF/CCFF or the San Francisco Department of Early Childhood 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 term of the Grant, grant funds will be due and payable to LIIF/CCFF in full. If services are provided for a portion of the term, only a prorated portion of the Grant will be repayable.

**Grant Terms**

<b>Grant Amount</b>	<b>Term</b>
Less than or equal to \$100,000	3 years
Greater than \$100,000 up to and including \$300,000	5 years
Greater than \$300,000 up to and including \$500,000	10 years
Greater than \$500,000 up to and including \$1,000,000	20 years
Greater than \$1,000,000	30 years