

# FCC Renovation, Repair and Expansion Guidelines

## FY24 - San Francisco - Family Child Care

### Grant Awards

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

Grants of up to \$100,000 are available. The program must cover at least 20% of the project cost.

### Purpose

This funding is provided through the Department of Early Childhood (DEC) and is available to eligible Early Learning Scholarship (ELS) Qualified family childcare programs. The FCC Renovation, Repair and Expansion Grant Program supports maintenance and physical improvements that preserve, expand, and improve access to quality licensed ECE in San Francisco. This grant may be used to support family child care providers who are expanding from a small to a large family child care licenses in a new facility or in the currently operating facility.

### 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 license from the California Department of Social Services, Community Care Licensing Department.
- 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.
- Provide evidence that it has control of the designated child care site for the three-year term of the grant (e.g., a lease or a deed of trust.)
- Demonstrate financial and organizational viability for the three-year grant term (e.g., business is financially well-managed). Providers may be asked to work with financial coaches depending on LIIF determination.
- 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.

**Note:** If the grant is to finance renovations, the applicant must have obtained or applied for all necessary permits for the proposed project and must use licensed and insured contractors for the work. If the applicant leases the site, the renovation project must be approved by the property owner prior to grant funding.

### 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. The facility is 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 will provide specialized services for children with special physical health or mental health needs, or offering non-traditional hour care.

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

### **Eligible Uses**

Grant funds may be used for one-time capital expenses associated with the maintenance, preservation or expansion of a family child care home. Examples of eligible uses of funds include:

- Repair and remediation for damage from emergencies such as but not limited to sewage, flooding, fire, or earthquake
- Physical renovations to increase or preserve the number of child care spaces, especially infants and toddlers
- Repairs to facility and/or facility equipment
- Facility repairs/improvements to meet health, safety or licensing requirements including: space-expanding renovations, construction of Fire Code-compliant second exits, or measures to improve accessibility to persons with special healthcare needs
- Outdoor play area improvements that meet the LIIF standards of creating more natural outdoor spaces
- Improvements that increase the accessibility of the program to children, parents, guardians, or staff with special physical or mental health needs
- City & State compliance
- Any additional uses that may be identified by LIIF/CCFF staff in conjunction with Department of Early Childhood

### **Ineligible Uses of Funds**

- Day-to-day operating costs such as salaries, rent and food purchases
- Non-permanent supplies (e.g., art materials) and other consumable materials such as paint, cleaning supplies, paper, etc.
- Professional development
- Purchase or replacement of unrelated equipment e.g., technology

- Vehicle or transportation expenses
- Reimbursement of previously incurred expenses related to the proposed project
- Indirect or administrative costs

## **Application Process**

*The Renovation and Repair Grant does not support reimbursement of previously incurred expenses related to the proposed project.*

***If this is an absolute emergency, please contact a Program Officer at CCFF immediately***  
***ccff@liifund.org***

*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).

Upon receipt, LIIF/CCFF will evaluate each complete application. As part of the selection process, LIIF/CCFF will conduct a site visit at a pre-arranged, mutually convenient time. Applicants will be notified by e-mail regarding the acceptance or denial of their application for funding.

## **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:

- Maintain a child care license in compliance with Community Care Licensing
- Ensure grant expenditures are aligned with the approved budget from grant application and grant agreement
- Submit a Use of Funds Report on how the funds were used within 180 days including receipts for purchases and proof of payment to designated contractors
- Submit an Annual Status Report each year on April 30<sup>th</sup> during the three-year term of the grant
- Such other and further general provisions as LIIF/CCFF or the City of San Francisco 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)

A follow up visit will be conducted once grant project is completed. If the grantee defaults on any of the terms of the grant agreement during the three-year 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.