



Department of Commerce

Early Learning Facilities Program

Frequently Asked Program Questions and Answers

June 2018

- 1. Q: What is the program's website address?**
A: <http://www.commerce.wa.gov/building-infrastructure/capital-facilities/early-learning-program/>
- 2. Q: What is the application window?**
A: Applications will be open from June 15, 2018 – August 15, 2018.
- 3. Q: How do I apply?**
A: By completing, an online application [here](#) through a program called ZoomGrants. A link to the online application is also available on our website.
- 4. Q: What is ZoomGrants?**
A: ZoomGrants is the electronic application package Commerce uses for the Early Learning Facilities (ELF) program.
- 5. Q: Will technical assistance be provided?**
A. Yes. Starting the week of June 25, you can schedule to have a private 30-minute technical assistance phone call with our team during the application window. If you are interested in this opportunity, please send an email to earlylearningfacilities@commerce.wa.gov to schedule an appointment.
- 6. Q: Will there be a list of the types of “minor” and “major” renovations that are available?**
A: “Minor” and “Major” renovations are determined by the cost of the project. Please review the program guidelines.
- 7. Q: Do you have to be an ECEAP provider to apply?**
A: No. However, you must be or intend to be an active participant in Early Achievers and either serve, or intend to serve low income children by offering ECEAP or Working Connections Child Care (WCCC).
- 8. Q: Do you have to be a WCCC provider to apply?**
A. No. It is open to early learning providers or centers currently or intending to receive child care subsidy payments under WCCC. They must be licensed, certified or contracted.
- 9. Q: Is the program available to small business and family home providers?**
A: Yes, if they meet the program requirements.

10. Q: Can programs that only provide before/after school care get funding?

A: No. The legislation requires the program to be currently participating or intending to be an active participant in good standing with the in Early Achievers Program.

11. Q: Is a project that has already been started eligible for funding?

A: Yes, as long as the project and organization meet funding requirements.

12. Q: Can the grant be used to pay for in-house labor?

A: No. Commerce funds *cannot* be used to pay for in-house labor. All costs must be capital brick and mortar.

13. Q: Can the in-house labor be used as leverage?

A: No. In-house labor cannot be used as match, but volunteer hours are allowable. See the program guidelines for specifics on in-kind match.

14. Q: If a project began construction before the June 2018 application deadline, can the applicant still apply for a grant to cover projects costs?

A: Yes, the applicant can apply for a grant. The grant funds can be used to pay for costs incurred after July 1, 2017, as long as those costs are included in the awarded projects final scope of work.

15. Q: Can grantees include their administrative costs on the project?

A: No. Administrative costs for grantees are not covered by these grants.

16. Q: What Contractor costs are eligible?

- A. The 2017-2019 Early Learning Facilities Grant funds may be used for:
- Real property (buildings only), and costs directly associated with such purchase, when purchased or acquired solely for the purposes of the project;
 - Planning for the feasibility of the early learning project;
 - Technical assistance to design and develop projects for construction funding;
 - Design, engineering, architectural, and planning;
 - Construction management and observation (from external sources only);
 - Construction costs including, but not limited to, the following:
 - Site preparation and improvements;
 - Permits and fees;
 - Labor and materials;
 - Taxes on Project goods and services;
 - Capitalized equipment (such as kitchen and playground);
 - Information technology infrastructure (cables and wiring); and
 - Landscaping

17. Q: What are ineligible projects costs?

- A. All of our grants are intended to fund bricks and mortar. This is why the following costs below are not eligible for reimbursement and cannot be used to match state funds:
- Internal administrative costs, in-house labor, or activities
 - Computers or office equipment (Furnishings and equipment are considered eligible costs as long as the average useful life of the item purchased is 13 years or more)
 - Rolling stock (such as vehicles)
 - Lease payments for rental of equipment or facilities
 - Any maintenance or operating costs or the moving of equipment, furniture, etc., between facilities
 - Land Only

Note: The cost of land only can be used towards match and total project costs, but these grant funds cannot be used to pay for the cost of land only.

Specific Contract Information

18. Q: Are prevailing wages required?

A: Yes. As a result of a court ruling, construction projects (including landscaping) that receive any of our grants are required to pay state prevailing wages beginning January 19, 2018. Acquisition-only projects are exempt from state prevailing wage law ([RCW 39.12](#)). Note that these projects must result in a usable facility. If your project receives any federal funds then you are required to pay whichever wage class rate is higher, either the Davis–Bacon Act federal wage scale or state prevailing wage requirements. If you need technical information about prevailing wages, please contact Jim Christensen at the state Department of Labor and Industries. He can be reached at 360.902.5330 or chrj235@Lni.wa.gov

19. Q: Does Commerce require a percentage of the project work be given to small businesses or Minority/Women Business Enterprises (M/WBE)

A: Commerce does not require that a percentage of the project work be given to small businesses or M/WBE companies. However, if your local jurisdiction has such laws they must be followed.

Commerce does require you to submit a “Diverse Spend,” form that enumerates subcontractors and sub-subcontractors and if they are M/WBE. Commerce will provide you with this form when you receive your contract.

20. Q: Are there requirements concerning lead based paint?

A: Yes. If a project includes remodeling, repairing, or painting a residential property, or child occupied facility built before 1978, the project must employ a Certified Lead Renovation Firm, who must assign an Individual Certified Lead Renovator to lead the activities.

Option 1: The Grantee needs to ensure that they hire someone fully certified with Firm, and Individual Certifications (ask to see the contractor’s certifications).

Option 2: The Grantee can have their own Certified Lead Renovation Firm, and Individual Certified Lead Renovator assigned to lead their project. (Reasonable cost of approx. \$275 complete).

Questions? Contact: The Lead-Based Paint Program at Department of Commerce,
lbinfo@commerce.wa.gov or call: 360.586.5323

21. Q: Must projects follow Executive Order 05-05 (Archaeology and Cultural Resources Review)?

A: Some projects may need to be reviewed for archaeological and cultural resources. This is required of projects not undergoing a federal Section 106 review under the National Historic Preservation Act if the project:

- acquires property,
- disturbs ground, and/or
- involves structures more than 50 years old.

If your project falls into any of these categories, please contact the [Washington Department of Archeology and Historic Preservation](#).

22. Q: What happens if a project has already begun and falls into the Executive Order 05-05 criteria?

A: Your project will still be required to follow Executive Order 05-05 requirements as part of the application process.

23. Q: Are contract amendments required if the scope of the work changes?

A: Yes. If the project's scope of work changes (due to unforeseen circumstances) an amendment to the Grantees' contract with Commerce is required.

24. Q: Are there site control and use of facility requirements?

A: Yes. The requirements are as follows:

- Grantees receiving grants of **less than \$200,000** for construction, purchase or renovation of facilities must provide written evidence of site control for a minimum of 10 years after final grant payment, either through outright ownership of the subject property or a long-term lease. Grant recipients must commit to using the facility for the purposes of providing ECEAP/or WCCC for a minimum of 10 years.
- Grantees receiving grants of **\$200,000 or more** for construction, purchase or renovation of facilities must provide written evidence of site control for a **minimum of 20 years** after final grant payment, either through outright ownership of the subject property or a long-term lease. Grant recipients must commit to using the facility for the purposes of providing ECEAP/or WCCC for a minimum of 20 years.

25. Q: Are there deed of trust and title insurance requirements?

A: Yes. Projects performed by **for-profit businesses and nonprofit organizations** for construction, acquisition and renovation that are \$500,000 or

more in state funds must provide property title insurance and list Commerce on a recorded deed of trust or leasehold deed of trust and a promissory note. All projects must provide certification of liability insurance for the project. The deed of trust or leasehold deed of trust must be recorded before reimbursement begins. Commerce will provide you with more detailed information on these requirements.

Costs, Invoicing and Payment Information

26. Q: When do funds become available?

A: Funds are available once a contract is executed. **Funds are available on a reimbursement basis only**, and cannot be advanced under **any** circumstances. Reimbursement costs are those the grantee has already incurred and paid.

27. Q: How often can we be paid?

A: Grantees may draw down funds as frequently as once a month. If the Grantee prefers, they may be paid quarterly, or at the end of the project.

28. Q: How do you request for reimbursements?

A: Requests for reimbursement must be submitted on an A-19 form supplied by Commerce. An individual authorized by the grantee organization must sign each A-19 submitted. Copies of invoices and proof of payments that clearly document the expenses claimed must accompany all requests for payment.

You may submit your A-19 form and the back-up information electronically. Only one contracted project can be submitted on an A-19.

Funds are electronically transferred using a Statewide Vendor Account (SWV) number you provide to us. If you need to set up an SWV number, please review the Department of Enterprise Services [State Vendor Registration Instructions](#) to learn how to create an account. This process may take a couple of weeks, so please make sure you have this information available for us in time for the application.

After the contract is executed, you will receive instructions on how to submit a reimbursement request. Incomplete or improperly prepared submissions may result in payment delays.

Rescinding Awards

29. Q: Can the grant you received be rescinded?

A: Yes, the grant you receive may be rescinded under the following conditions:

- If the projects scope of work change significantly and does not match the information stated in the application
- If the Grantee does not have funding to complete the project
- If the Grantee cannot demonstrate sufficient operating funding for the project

Program Contact Information

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