Early Learning Facilities Program (ELF)

Eligible Organizations
Funding Round Program Guidelines

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SECTION SUPERVISOR & SECTION MANAGER

Grace Ssebugwawo, DCYF

OPENING OCTOBER 2021
We strengthen communities

- Housing Homelessness
- Infrastructure
- Business Assistance
- Energy
- Planning
- Community Facilities
- Crime Victims & Public Safety
- Community Services
2021-2023 Policy Highlights
2021-23 Capital Budget Highlights

- **Section 1083**:  
  - $22 million for ELF grants  
  - $956,440 to DCYF for technical assistance to ELF applicants  
  - $7.5 million for the Washington Early Learning Loan (WELL) fund

- **Section 1089**:  
  - $10 million for minor renovations for child care providers
Engrossed Substitute House Bill 1370 (ESHB – 1370)

• Raised the award limits and reduced the commitment period.

Was

- Major Construction / Renovation /purchase (limit was $800,000)
- Minor Renovation (limit was $100,000)
- Pre-Design (limit was $10,000)

Commitment period now 20 years for all projects going forward

Now

- Major Construction / Renovation /purchase (limit now $1,000,000)
- Minor Renovation (limit now $200,000)
- Pre-Design (limit now $20,000)

Commitment period now 10 years for all projects going forward
Six Steps to Getting a Grant
Six Steps to Getting a Grant

• **STEP 1:** Decide whether you are eligible — and ready to apply ([ELF Webpage](#)) all projects *need to add capacity* to be eligible
  
  • The Frequently Asked Questions (FAQs) and answers document will be on the ELF Webpage as well

• **STEP 2:** Complete your application online

• **STEP 3:** ELF Advisory Group reviews Applications

• **STEP 4:** Award Notifications

• **STEP 5:** Negotiate a contract

• **STEP 6:** Submit reimbursement materials
2021-2023 Program Guidelines Highlights
2021-2023 Program Guidelines Highlights

• Acquisition Projects

• DAHP Compliance under Governor’s Executive Order 21-02
  • Link to DAHP EZ Forms

• Leadership in Energy and Environmental Design (LEED) Requirements

• Reimbursement / Billing Procedures

• Multiple Applications
Eligible Organizations
Program Overview
Eligible Organizations
Program Overview - Purpose

- The ELF program supports Washington’s commitment of developing additional high quality early learning opportunities for children from low-income households.
- This program enables eligible organizations to:
  - Expand, remodel, purchase, and/or construct early learning facilities and classrooms to increase capacity for ECEAP and WCCC
- Application Opening: Friday, October 1\textsuperscript{st}, 2021
- Application Closing: Wednesday, December 1\textsuperscript{st}, 2021, 5:00 PM PDT
ELF Overview – Funding Available

- Grant funds may not be used for land purchase
- One grant per early learning facility project

<table>
<thead>
<tr>
<th>Funding Available</th>
<th>Facilities Pre-Design Grant</th>
<th>Minor Renovations or Pre-Development</th>
<th>Major Construction, Major Renovation and Facility Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000</td>
<td>Example: To conduct feasibility study for creating a child care center or family home.</td>
<td>Example: Upgrading the existing building and the site to meet current requirements.</td>
<td>Example: Construction, major renovation and facility purchase for early learning.</td>
</tr>
<tr>
<td>$200,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,000,000</td>
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<td></td>
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</tbody>
</table>
ELF Eligible Organizations Overview – Program Eligibility

• Only open to Eligible Organization
• Must be, or intend to be, an active participant in good standing with the Early Achievers Program
• Applicants must currently be or intend to be
  • Early Childhood Education Assistance (ECEAP) provider and/or
  • Working Connections Child Care (WCCC) eligible to receive state subsidies
• Additional legislative detail in RCW 43.31.565 through RCW 43.31.583.
ELF Eligible Organizations

- Family home providers
- Early learning providers or centers
- Developers of housing and community facilities
- Community and technical colleges
- Educational Service Districts (ESD)
- Local governments
- Federally recognized tribes
- Religiously affiliated entities
ELF Eligible organizations Overview – Eligible Costs

Commerce can only reimburse for expenses incurred after the date of the award letter

- Real property
- Feasibility planning
- Project design
- Externally sourced construction management
- Construction costs
ELF Eligible Organizations Overview – Ineligible Costs

All our grants are intended to fund “bricks and mortar”

- Internal administrative costs, in-house labor, or activities
- Computers
- 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
Examples of Projects with Eligible Costs

• Acquisition of a building to convert to an Early Learning Facility
  • If a residence is purchased for use as a facility, the building can no longer be used as a personal residence

• Upgraded cooking area to a commercial kitchen

• Renovation to an existing early learning facility to provide additional ECEAP/WCCC slots
Examples of Projects with Ineligible Costs

- Deferred/preventative maintenance
  - Roof repair on existing facility
- Interest fees for construction loans
- Land only
- Transportation costs
- Restroom upgrades
  - Additional restrooms resulting in additional slots are allowable
- Generally, if a project does not create or increase capacity, the project may be ineligible
ELF Eligible Organizations Overview – Matching Funds Sources

The match fund requirement is intended to maximize the amount of non-state resources leveraged

- Applicants providing more than 25% in the application will receive additional scoring
- The amount of match in the application budget must be at least the amount in the final contract
- Affordable housing projects can only present match dollars specifically toward the early learning portion of the project

Matching Funds 25%

ELF 75%
ELF Eligible Organizations Overview – Matching Funds Sources

- Cash on hand
- Bank loans
- Documented pledge commitments
- The value of land acquired for the project
- Buildings
- In-kind donations

• Un-allowable as Matching Funds:
  - Other state funds, such as other Commerce programs
  - Funds committed to another project (no “double dipping”)
If funds are not committed at time of application submission, provide a plan and timeline for getting funds committed for completion of the project.

For affordable housing projects, only the portion of matching funds directly applied to the early learning facility will be accepted as matching funds.
## ELF Eligible Organizations Overview – Estimated Timeline

<table>
<thead>
<tr>
<th>Estimated Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1, 2021</td>
<td>Applications open</td>
</tr>
<tr>
<td>Dec 1, 2021 5:00pm</td>
<td>Applications Received By Deadline (no exceptions)</td>
</tr>
<tr>
<td>Dec - Jan</td>
<td>Applications Reviewed &amp; Scored</td>
</tr>
<tr>
<td>Jan</td>
<td>Awarded Applicants Selected</td>
</tr>
<tr>
<td>Feb-Mar</td>
<td>Awards Announced</td>
</tr>
</tbody>
</table>
Online Application Instructions
Online Application Instructions-ZoomGrants

LOG IN

ZoomGrants
Online Application Management

SIMPLE. INTUITIVE. FULLY CUSTOMIZABLE

Application, review and reporting process entirely online. Best of all: it's affordable!

SIGN UP NOW!
Online Application Instructions-ZoomGrants

Programs Waiting to Open

- OCVU
  - Open Date Required - Deadline Date Required
- New Grant Program
  - Open Date Required - Deadline Date Required
- New Grant Program
  - Open Date Required - Deadline Date Required
- 2020 Public Works Board
  - Open Date Required - Deadline Date Required
- FY21 EARLY LEARNING FACILITIES (ELF) SCHOOL DISTRICT FUNDING ROUND
  - Open Date Required - Deadline Date Required
- 2021-23 ELF ELIGIBLE ORGANIZATIONS FUNDING ROUND
  - Open Date Required - Deadline Date Required

View/Pay Invoice

Program Setup
Preview

Program Setup
Preview

Program Setup
Preview

Program Setup
Preview

Program Setup
Preview
Online Application Instructions-ZoomGrants

- Tab 1: Application Summary Tab
- Tab 2: Application Questions
- Tab 3: Budget
- Tab 4: Documents

- Refer to the pending Program Guidelines document on the Early Learning Facilities website for additional written detail
Examples of Typically & Previously Funded Projects
Typically Funded Projects

- Projects with more access to ECEAP/WCCC spaces in rural locations
- Projects supporting cultural responsiveness
- Projects partnering with affordable housing projects
- Projects with new or renovated kitchen facilities to enhance student nutrition that provide additional ECEAP/WCCC slots
- Projects leveraging additional non-state resources
Examples of Previously Funded Projects

• Bethel Kids Learning Center
  • Chehalis, Washington
  • Added five single-wide mobiles and renovated them to add additional classroom space
Examples of Previously Funded Projects

• Kaleidoscope PreSchool
  • Eastsound, Washington (San Juan) - Kitchen renovation & energy efficiency upgrades
Grace Ssebugwawo
Community Funded ECEAP/ Early Learning Facilities program specialist
Early Learning Facilities Critical need

- Healthy and Safety
- Classroom Space
- Addressing Facility Inequities
- ECEAP Entitlement – 2026
- Additional Facilities
Benefits of the ELF- Program

- Creates more opportunities for high quality early childhood education spaces
- Improves high-quality early childhood education settings
- Enhances children’s safety and provides a healthy learning environment
- Decreases learning barriers
Early Learning Facilities Grant: Addressing the facilities need

- **By providing financial assistance** to enable ECEAP contractors and WCCC providers to:
  - Expand,
  - Remodel,
  - Construct,
  - Purchase early learning facilities and classrooms
DCYF – Head start/ ECEAP-Saturation Study

- Produced annually by DCYF
- Estimates eligible children by school district boundary not yet served by ECEAP or Head Start by
- Used in determining location of ECEAP expansion slots
ELF Path to ECEAP Entitlement 2026

ECEAP SLOTS NEEDED PER SCHOOL YEAR

<table>
<thead>
<tr>
<th>Year</th>
<th>2021-2022</th>
<th>2022-2023</th>
<th>2023-2024</th>
<th>2024-2025</th>
<th>2025-2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOTS</td>
<td>15,077</td>
<td>15,827</td>
<td>19,718</td>
<td>23,906</td>
<td>27,500</td>
</tr>
</tbody>
</table>

Department of Children Youth and Families
Child Care Need and Supply Data

- About 305,000 children age Birth – five not yet in school need child care.
  - Only about 34% of those children are enrolled in licensed child care or preschool.
  - [https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards](https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards)
Child Care Need and Supply Data
Island county

- Estimated childcare met: 15%
- Children served: 550
- Children Eligible: 3559

https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards
Extreme child care desert is defined by Office of Innovation, Alignment, and Accountability (OIAA) as a zip code without available childcare surrounded by zip codes without available childcare.

In 2019 DCYF identified 35 extreme child care deserts

2020 Washington Statewide Early Learning Needs Assessment

- **Licensed child care**: 9251,000
  - Estimated access/availability: 139,000
  - Needed: 112,000
  - Gap between need and access/availability: 27,000

- **Early Childhood Education and Assistance Program/Head Start**: 42,500
  - Estimated need/eligibility children: 19,083
  - Estimated access/availability slots or spaces: 23,114
  - Gap between need and access/availability: 5,969
How ELF recipients can become Licensed childcare/Early learning

- **Online orientation,**
- **Two e-learning modules.**
  - (a viable in English, Spanish and Somali).
- **Get Orientation completion certificate(s)**
- **When ready apply for a license**
  - email a copy of the orientation completion certificate(s) to dcyf.providerportal@dcyf.wa.gov to get access to the provider portal and online application.
    - [https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/licensing-process](https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/licensing-process)
Developing an early learning facility

- Planning,
- Designing,
- Building,
- DCYF- provide Guiding assessments
  - A Site Analysis
  - Feasibility Study
    - https://www.dcyf.wa.gov/services/early-learning-providers/facility-development
Site Analysis, Feasibility Study, and Plan Review

- It is usually conducted by a professional architectural firm or civil engineering firm.
  - Project goals,
  - Project budget,
  - Site conditions,
  - Applicable local zoning
  - Building codes
  - Regulations.

- DCYF provides Technical assistance.
?’s Zoom Participation ?’s

Questions and Comments

- Use the chat box
- Raise your hand
- or activate/unmute the microphone

In the chat box, please share the following information:

- Your name and last name
- And the center/site your child attends
Question Options:
1) Use the Chat feature to enter questions
2) Wait for the facilitator to address call-in questions
Process and Technical Assistance

For all program-related questions, please email earlylearningfacilities@commerce.wa.gov

For all zoom grants technical assistance QUESTIONS@ZOOMGRANTS.COM OR 866-323-5404 X4

For all DCYF- ECEAP related questions please email dcyf.eceap@dcyf.wa.gov

For all DCYF-WCCC Call the Child Care Subsidy Contact Center at 1-844-626-8687.

www.commerce.wa.gov