

# 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

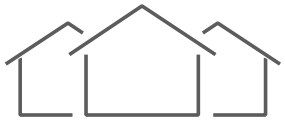


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**HOUSING  
HOMELESSNESS**



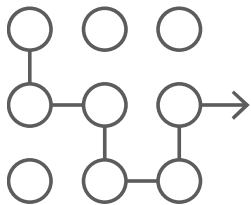
**INFRASTRUCTURE**



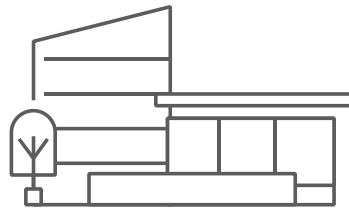
**BUSINESS  
ASSISTANCE**



**ENERGY**



**PLANNING**



**COMMUNITY FACILITIES**



**CRIME VICTIMS &  
PUBLIC SAFETY**



**COMMUNITY  
SERVICES**

# 2021-2023 Policy Highlights



# 2021-23 Capital Budget Highlights

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- [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 )

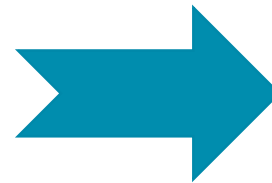
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- Raised the award limits and reduced the commitment period.

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**

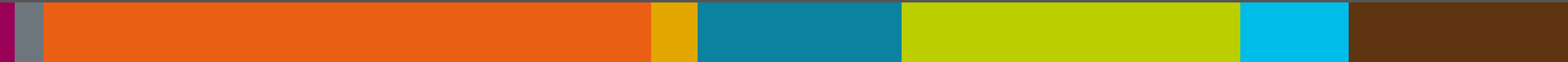


Now

- 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

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- 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



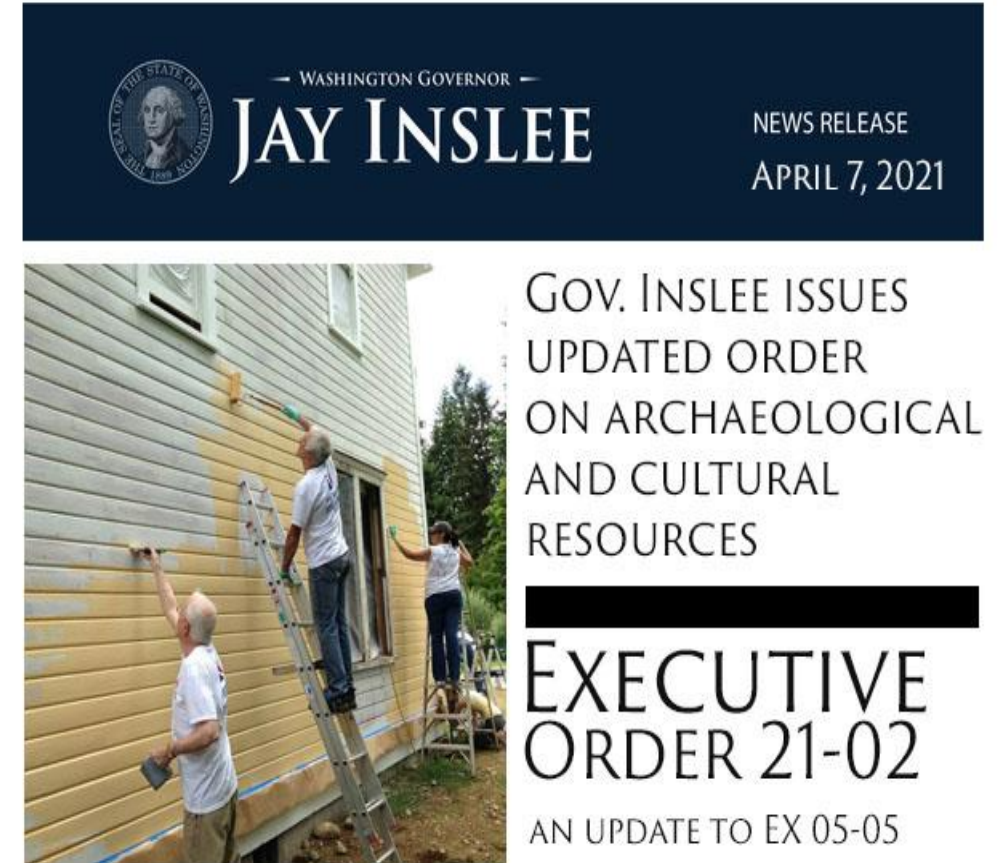
# 2021-2023 Program Guidelines Highlights





# 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

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- 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<sup>st</sup>, 2021
- Application Closing: Wednesday, December 1<sup>st</sup>, 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



**\$20,000**

**Facilities  
Pre-Design  
Grant**

**Example:**

To conduct  
feasibility study  
for creating a  
child care center  
or family home.

**\$200,000**

**Minor  
Renovations or  
Pre-Development**

**Example:**

Upgrading the  
existing building  
and the site to  
meet current  
requirements.

**\$1,000,000**

**Major  
Construction,  
Major Renovation  
and Facility  
Purchase**

**Example:**

Construction,  
major renovation  
and facility  
purchase for  
early learning.

# ELF Eligible Organizations Overview – Program Eligibility

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- 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

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- 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

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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

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- 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**



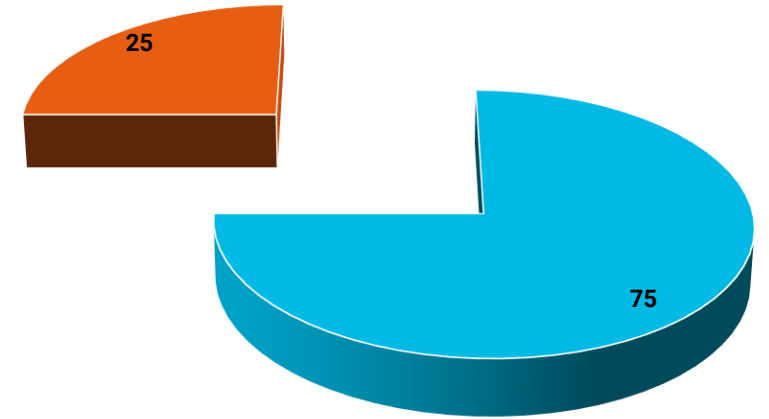
# ELF Eligible Organizations Overview – Matching Funds Sources

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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

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- 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”)

# ELF Eligible Organizations Overview – Matching Funds Documentation

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- 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

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<b>Estimated Timeline</b>	<b>Activity</b>
<b>Oct 1, 2021</b>	<b>Applications open</b>
<b>Dec 1, 2021 5:00pm</b>	<b>Applications Received By Deadline (no exceptions)</b>
<b>Dec - Jan</b>	Applications Reviewed & Scored
<b>Jan</b>	Awarded Applicants Selected
<b>Feb-Mar</b>	Awards Announced



# Online Application Instructions



# Online Application Instructions-ZoomGrants



LOG IN



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# Online Application Instructions-ZoomGrants



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Account Settings Programs

Welcome, Olivia Cormier Not Olivia Cormier?

HELP LOGOUT A ▲ ▼  
See Without Custom Colors

Search Search

### Announcements

Administrators Reviewers ZoomGrants Add New

+ Show Announcements  
0 total messages

### New Items Submitted

+ Show New Items

### Tasks

Washington State Dept. of Commerce General Instructions  
Add General Instructions

Current Programs All Programs Add a Program

### Programs Waiting to Open

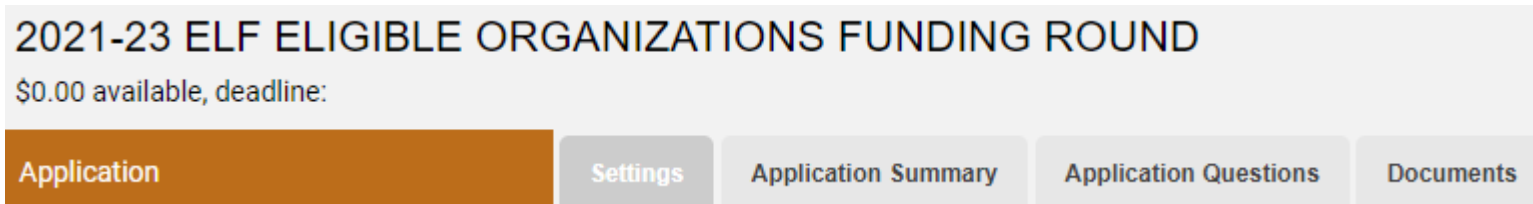
test			
☆ <a href="#">OCVA</a>	<a href="#">View/Pay Invoice</a>	Program Setup	Preview
Open Date Required - Deadline Date Required			
☆ <a href="#">New Grant Program</a>		Program Setup	Preview
Open Date Required - Deadline Date Required			
☆ <a href="#">New Grant Program</a>	<a href="#">View/Pay Invoice</a>	Program Setup	Preview
Open Date Required - Deadline Date Required			
☆ <a href="#">2020 Public Works Board</a>		Program Setup	Preview
Open Date Required - Deadline Date Required			
☆ <a href="#">FY21 EARLY LEARNING FACILITIES (ELF) SCHOOL DISTRICT FUNDING ROUND</a>		Program Setup	Preview
Open Date Required - Deadline Date Required			
☆ <a href="#">2021-23 ELF ELIGIBLE ORGANIZATIONS FUNDING ROUND</a>	<a href="#">View/Pay Invoice</a>	Program Setup	Preview
Open Date Required - Deadline Date Required			



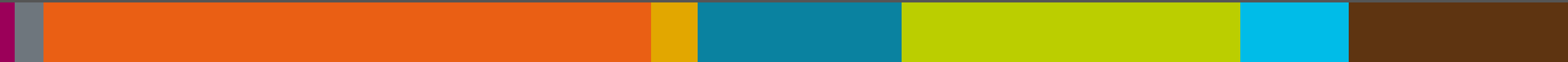
# Online Application Instructions-ZoomGrants

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- 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

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- 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

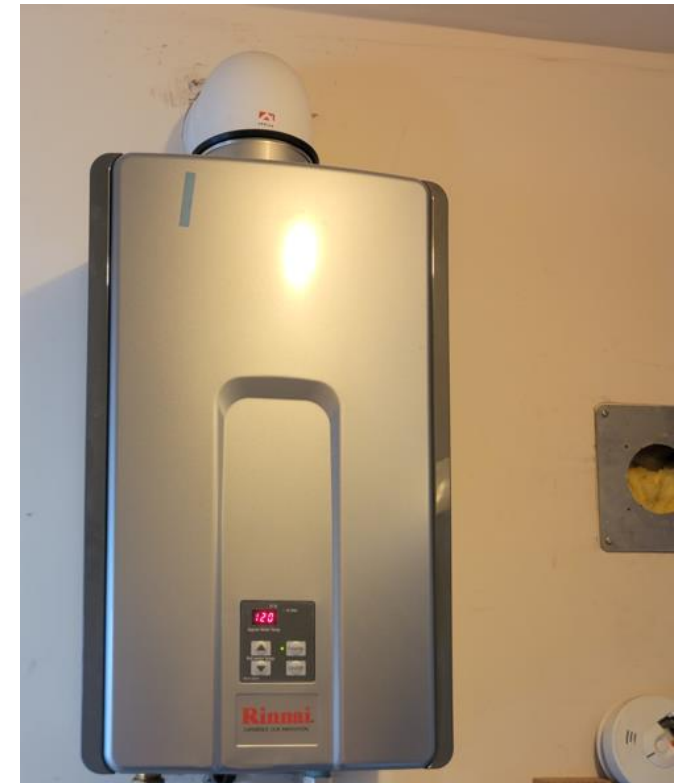
- **Bethel Kids Learning Center**
  - Chehalis, Washington
  - Added five single-wide mobiles and renovated them to add additional classroom space





# Examples of Previously Funded Projects

- **Kaleidoscope PreSchool**
  - Eastsound, Washington (San Juan) - Kitchen renovation & energy efficiency upgrades





Washington State Department of

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**CHILDREN, YOUTH & FAMILIES**

Grace Ssebugwawo

Community Funded ECEAP/ Early Learning Facilities program specialist

# Early Learning Facilities Critical need

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- 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

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- **By providing financial assistance** to enable ECEAP contractors and WCCC providers to:
  - Expand,
  - Remodel,
  - Construct,
  - Purchase early learning facilities and classrooms





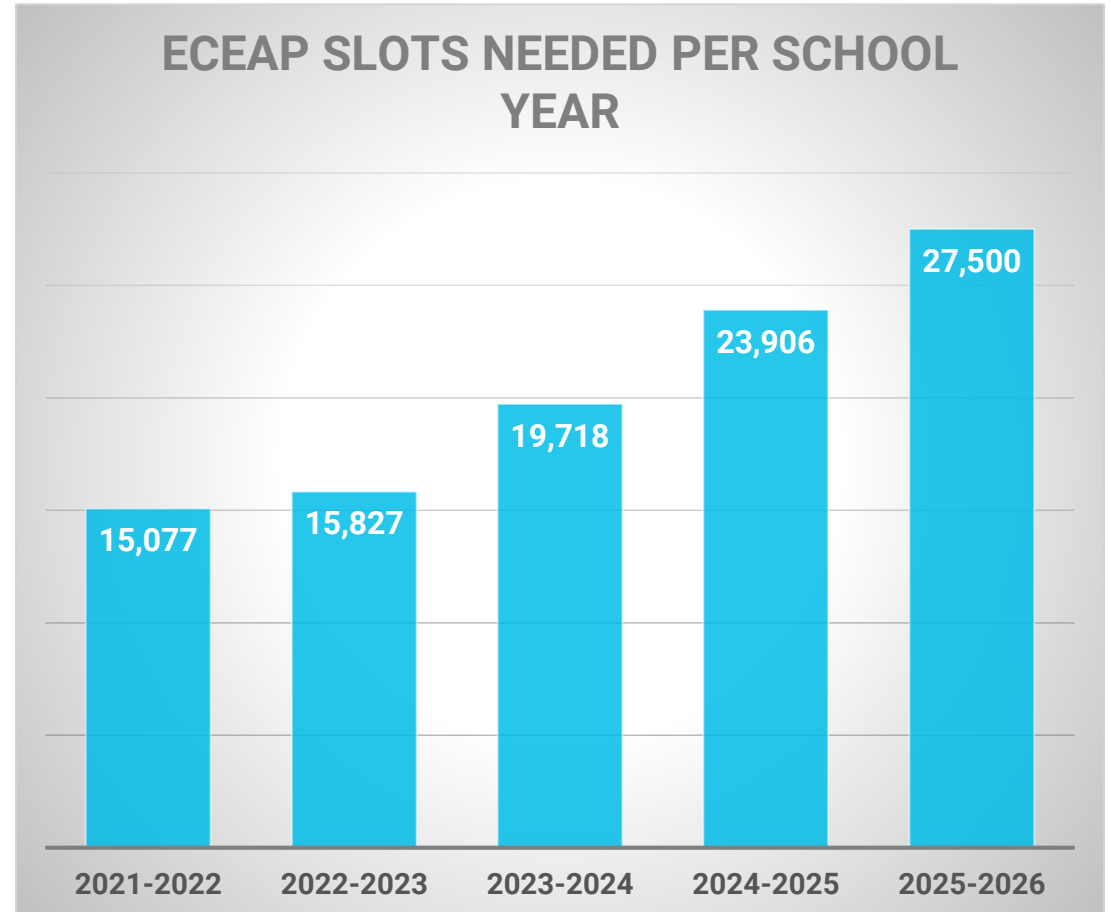
# DCYF –Head start/ ECEAP-Saturation Study

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- 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

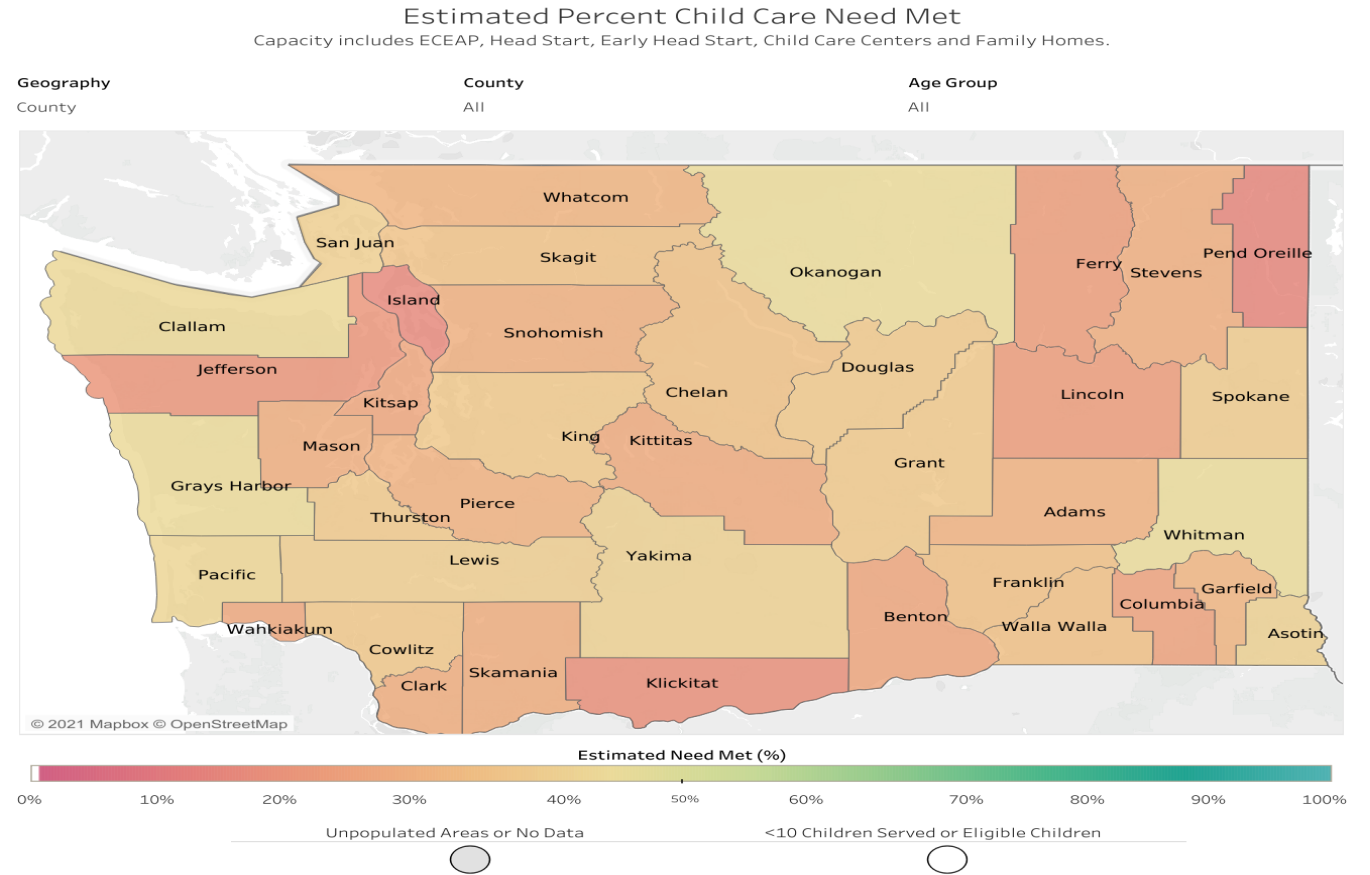
# ELF Path to ECEAP Entitlement 2026





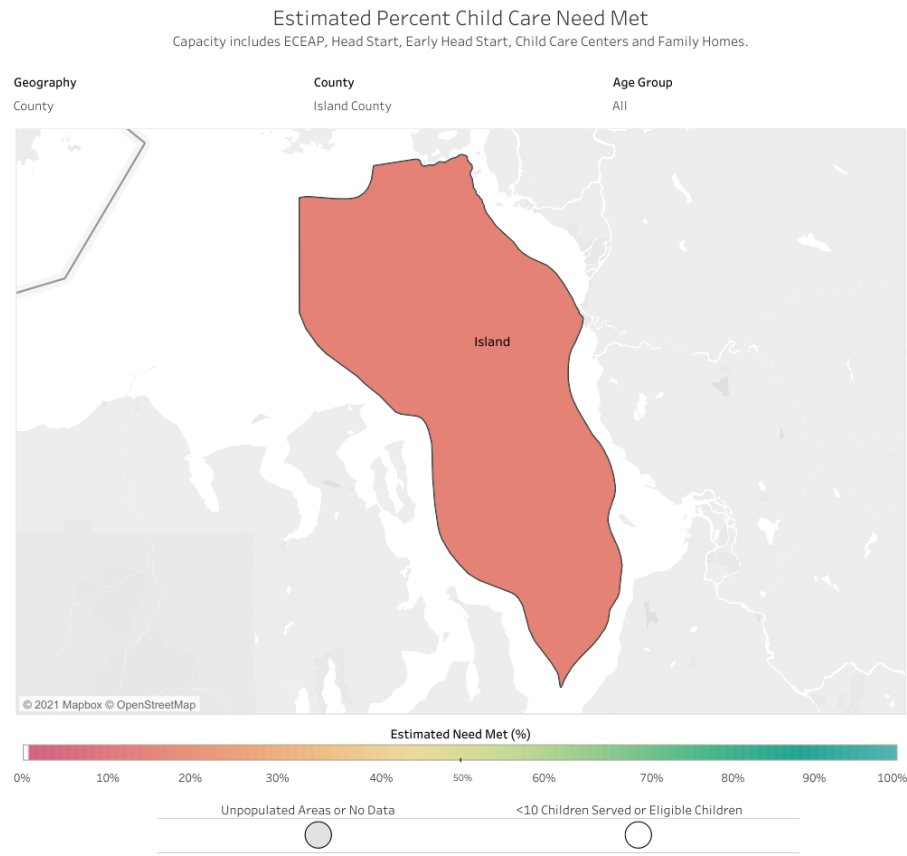
# Child Care Need and Supply Data

- 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>



# Child Care Need and Supply Data

## Island county



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

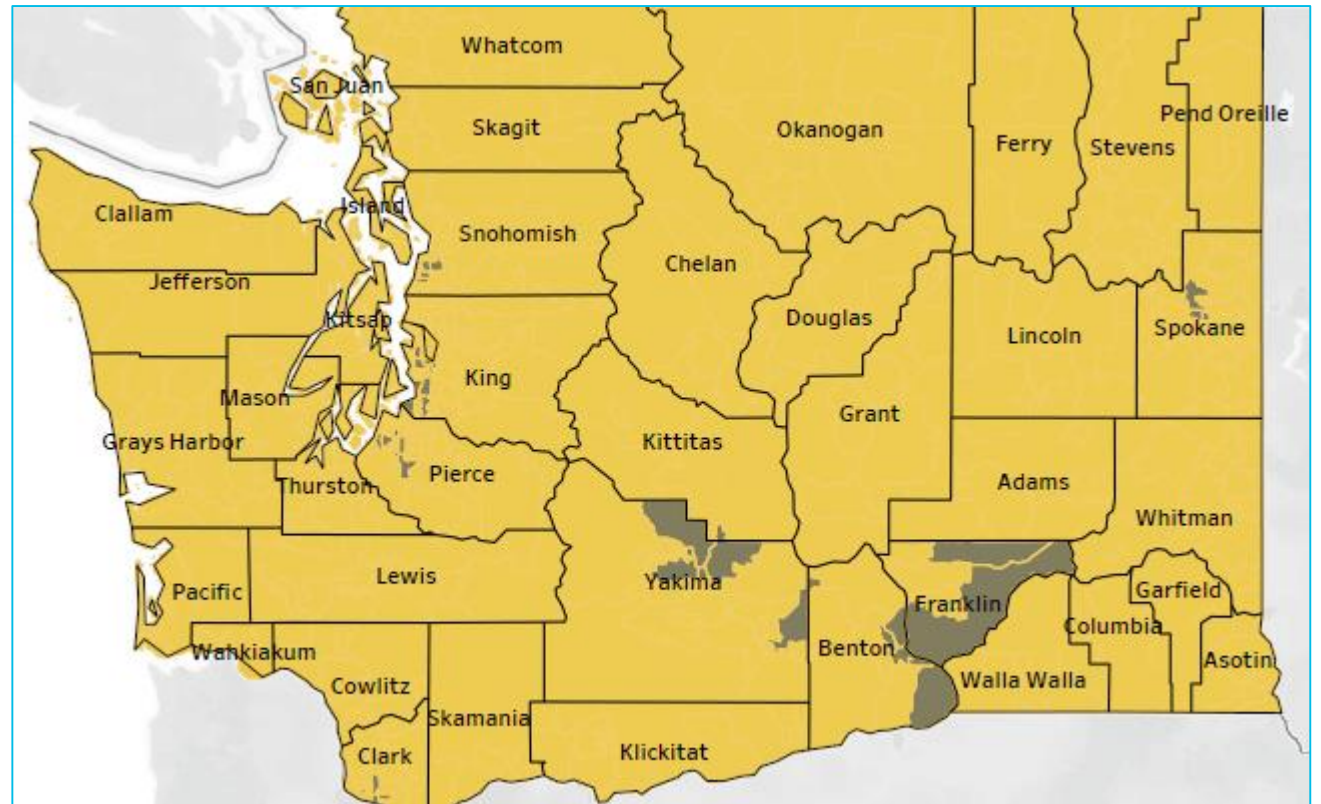
<https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards>

# Extreme child care desert

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.

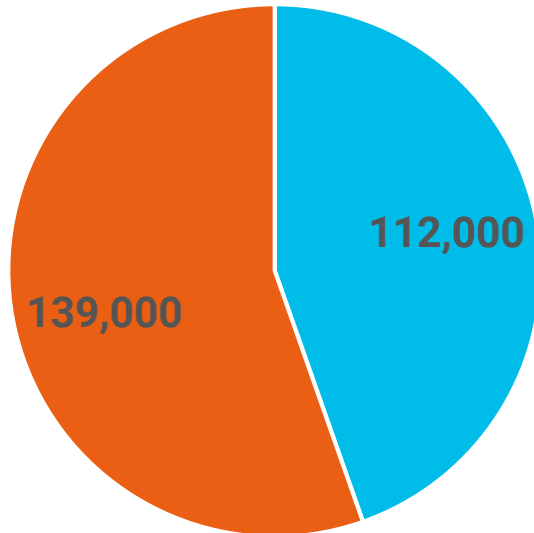
In 2019 DCYF identified 35 extreme child care deserts

- <https://www.dcyf.wa.gov/sites/default/files/pdf/2020StatewideNeedsAssessment.pdf>



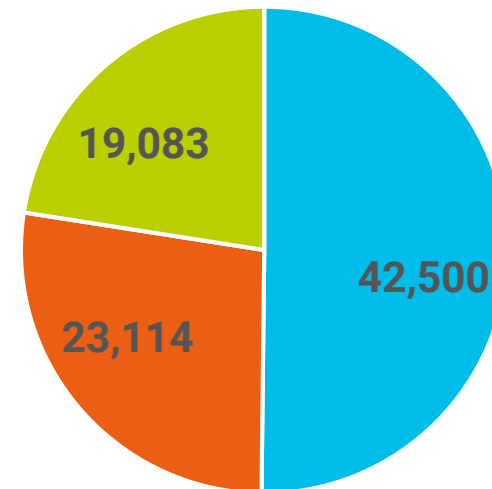
# 2020 Washington Statewide Early Learning Needs Assessment

Licensed child care 9 251,000



- Estimated access/availability slots or spaces
- Gap between need and access/availability

Early Childhood Education and Assistance Program/Head Start

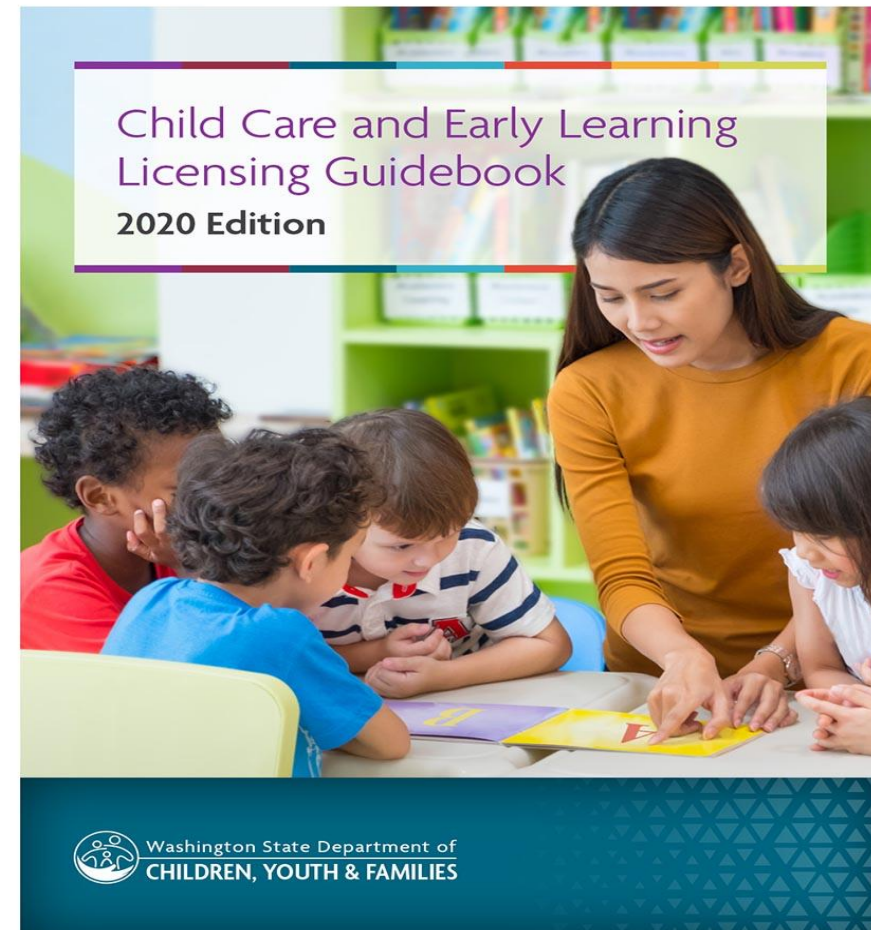


- Estimated need/eligibility children
- Estimated access/availability slots or spaces
- Gap between need and access/availability



# 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](mailto: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>



# 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.**



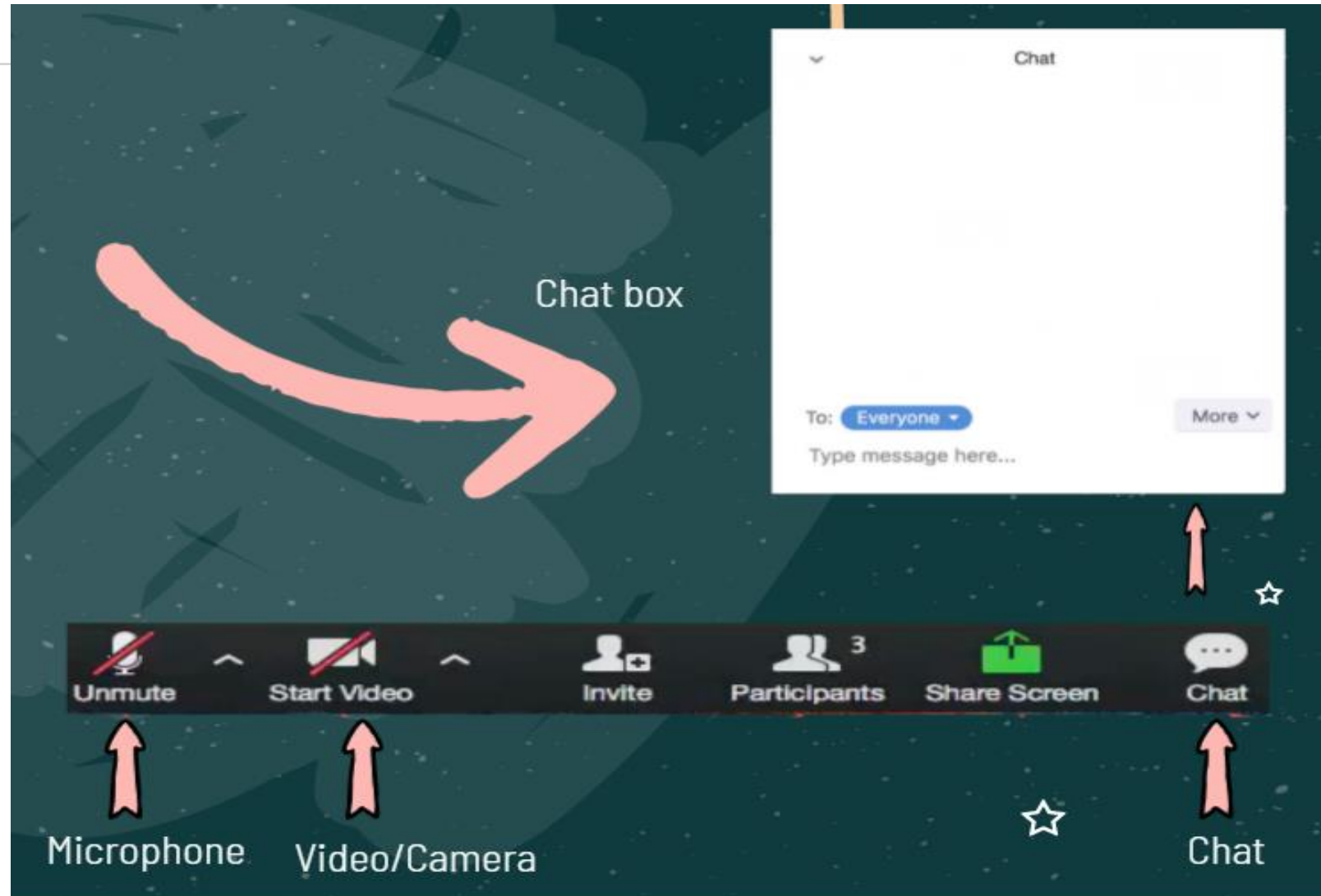
# ?’s Zoom Participation ?’s

## 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







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## Question Options:

- 1) Use the Chat feature to enter questions
- 2) Wait for the facilitator to address call-in questions

# Process and Technical Assistance



Washington State  
Department of  
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For all program-related questions, please email  
[earlylearningfacilities@commerce.wa.gov](mailto:earlylearningfacilities@commerce.wa.gov)

[www.commerce.wa.gov](http://www.commerce.wa.gov)



For all zoom grants technical assistance

[QUESTIONS@ZOOMGRANTS.COM](mailto:QUESTIONS@ZOOMGRANTS.COM) OR 866-323-5404 X4

For all DCYF- ECEAP related questions please email

[dcyf.eceap@dcyf.wa.gov](mailto:dcyf.eceap@dcyf.wa.gov)

For all DCYF-WCCC Call the Child Care Subsidy Contact  
Center at

1-844-626-8687.

**Thank you for  
attending!**