

MEMORANDUM

TO: Early Childhood Centers and Early Childhood Providers

FROM: Capital Development Board (in consultation with the Illinois State Board of Education)

RE: Early Childhood Construction Grants – Request for Application

DATE: August 26, 2011

This memorandum provides notice of the availability of funds for the Early Childhood Construction Grants program. The maximum grant award is \$5 million. All grants require a ten (10) percent match.

For budget planning purposes, grant funds will be released in four (4) payments and must be spent within two (2) years of the receipt of the funds. All funds remaining at the end of the grant agreement or at the expiration of the period of time grant funds are available for expenditure or obligation by the grantee must be returned to the State within forty-five (45) calendar days.

If you have any questions, please contact Elizabeth Smith, Illinois Capital Development Board, at (217) 524-7656 or by e-mail at elizabeth.smith@illinois.gov.

REQUEST FOR APPLICATIONS

Early Childhood Construction Project Grants

Maximum Grant Award: \$5,000,000

All grant applications require a ten (10) percent local match and all grant applicants must demonstrate proof of local match.

Application Due: November 30, 2011

For more information contact:

elizabeth.smith@illinois.gov

PROGRAM GUIDE

EARLY CHILDHOOD CONSTRUCTION ACT GRANTS

PURPOSE OF PROGRAM

Pursuant to Public Act 96-1402, the implementing statute for the Early Childhood Construction Grants program, the Capital Development Board (“CDB”) in consultation with the Illinois State Board of Education (“ISBE”) is authorized to make grants available to early childhood centers and early childhood providers as defined in the CDB Early Childhood Construction Grant Rules. Such grants shall be issued to increase early childhood services in underserved areas and include the following purposes:

1. Constructing an addition onto an existing building;
2. New construction of a facility or renovations to an existing facility in order to create a new early childhood center;
3. Acquisition of a facility;
4. Purchase or replacement of equipment;
5. Safety improvements; and
6. Classroom conversions.

ELIGIBLE APPLICANTS

Applicants for funding in response to this Request For Application (RFA) must meet the following requirements:

1. Eligible applicants for Early Childhood Construction grants include any public school district or private not-for-profit entity with experience in providing educational, health, social and/or child development services to young children and their families. A broad range of eligible providers may apply for these grants, including public school districts or Preschool for All programs, and licensed and licensed-exempted private nonprofit childcare centers. Licensed family childcare residences are ineligible for these grants, but are encouraged to apply for other programs.
 - A. If an early childhood center is operated in or by a child care center subject to the licensure requirement of the Illinois Department of Children and Family Services (DCFS), then that child care center must hold the appropriate licensure in accordance with rules promulgated by DCFS (see 89 IAC 403) (Licensing Standards for Group Homes), 405 (Licensing Standards for Day Care Agencies), 406 (Licensing Standards for Day Care Homes), 407 (Licensing Standards for Day Care Centers) and 408 (Licensing Standards for Group Day Care Homes).

AVAILABILITY AND USE OF FUNDS

Funding Level and Term

All grant applications require a ten (10) percent local match. The maximum grant award will be \$5 million. Grant applicants must demonstrate the ability to obtain the match. If projects require more than \$5 million to complete, grant applicants must demonstrate the ability to obtain the balance of the funds for the project.

Future grant application cycles will be based on the availability of grant funds.

New or improved facilities must be used for early childhood or other related programs for a period of at least ten (10) years.

Use of Grant Funds

A recipient of a grant from the Early Childhood Construction Grants program may use grant funds to do one or more of the following:

1. Construct an addition onto an existing building;
2. New construction of a facility or renovations to an existing facility in order to create a new early childhood center;
3. Acquisition of facility;
4. Purchase or replacement of equipment;
5. Safety improvements; and
6. Classroom conversions

Grant funds may **not** be used to:

1. Offset existing debt;
2. Supplant existing funds that support a service, program or activity for which grant support is requested;
3. Fund expenses associated with the operations of the Early Childhood Center;
4. Lease/rent space for occupancy;
5. Use for sectarian instruction, religious worship or a school or department of divinity;
6. Use for the proportional share of joint use facilities that either provide personal residential space for those who are not students or provide space for business activities unrelated to the educational mission of the early childhood center; and
7. Fund entities providing services within private residences

Priority will be given to projects located in those communities in the State with the greatest underserved population of young children.

REPORTING

Pursuant to 30 ILCS 705/4 (b) (2) of the Illinois Grant Funds Recovery Act, the grant recipient must submit quarterly reports for grants in excess of \$25,000 to CDB describing the progress of the project, use of the funds and the expenditure of the grant funds related to the project. Grantees receiving \$25,000 or less must submit an annual report to the CDB describing the progress of the project, use of the funds and the expenditure of the grant funds related to the project.

First Quarterly report will be due three (3) months or ninety (90) days after execution of the agreement.

Failure to submit these reports by the deadline will result in grant funds being returned to the State of Illinois ten (10) days after the report was due.

SUBMISSION OF APPLICATION

The grant application, signed by an authorized individual of the organization, can be sent via U. S. mail, fax or e-mail to the following address:

Elizabeth Smith
Illinois Capital Development Board
Stratton Office Building
401 South Spring Street – 3rd. Floor
Springfield, IL 62706
Fax: 217-782-4938
elizabeth.smith@illinois.gov

Grant applications will be considered on time if received by CDB no later than 4:30 p.m. on November 30, 2011.

APPLICATION REVIEW PROCESS

CDB will review grant applications for eligibility. Those providers whose applications are determined to be ineligible will be notified and ineligible for further review. Providers may apply for future funding if future grant cycles become available.

GRANT AWARD PROCESS

Grants will be awarded by CDB based on a prioritization process which determines the ability of the applicant to serve communities with the greatest underserved population of young children.

Grant applicants may apply for up to \$5 million per application period and must demonstrate the ability to obtain the balance of funds for the project if the total expenses are more than \$5 million.

Grants will be awarded based on the availability of grant funding within a given application period.

Grant applications will be prioritized based on the following:

- Community Need
- Proposed Program
- Project Readiness

Grant recipients will need to comply with the provisions included in the Illinois Compiled Statutes (30 ILCS 575/), the business enterprise program practices for minority-owned businesses, female-owned businesses, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

APPLICATION FORMAT

EARLY CHILDHOOD CONSTRUCTION GRANTS

Required Information

1. Grant applicants must demonstrate the ability to provide an increase in early childhood capacity within the community for which the grant is being requested or they must demonstrate the ability to improve the quality of space within the proposed project.
2. Grant applicants must be willing to enter into a Grant Agreement with CDB which outlines the roles, responsibilities, and obligations of each party. The Grant Agreement will include the terms of the grant, disbursement policies and procedures, and default and recapture provisions.
3. Grant applicants must demonstrate the utilization of an architect/engineer to oversee all work completed.
4. Grant applicants must certify an ability to provide sufficient start-up costs for operating the new program or increased capacity. See Form C.
5. If grant applicants are requesting grant funds for a portion of the total project costs, grant applicants must demonstrate that they have or will be able to secure sufficient sources of funding for costs associated with the project.
6. Grant applicants must demonstrate how the proposed new or expanded program meets a need in a community with an underserved population of young children that is among the greatest in the state.
7. Grant funds are to be used for facilities and equipment that are developmentally and age appropriate for the children to be served.

Community Need

1. Location of the Center
 - a) Describe the geographic boundaries of the community area to be served by the new or expanded capacity.
 - b) Explain the rationale for selecting the proposed program location. How will most families get to the location? How does the location reflect target population needs in terms of access to public transportation and/or close proximity to the geographic area where the target population is concentrated.
 - c) What other providers within the proposed community provide the same services as those the agency proposes to expand or add? Are all of these programs full? Do they have waiting lists? If programs are not full, or if this program is a new service to be provided by your agency, please provide the rationale for adding these programs at your location or a new location instead of expanding capacity of existing programs.
 - d) If the proposal is for a part-day program, please describe any partnerships or other measures planned to ensure that children needing full-day services are able to access the program.
 - e) Describe any other community partnerships that will support the program. Attach letters of agreement and/or support as applicable.

Early Childhood Center/Early Childhood Provider Characteristics

Applicants must document a successful track record of providing early childhood services.

1. Current Early Childhood Program (If more than one facility, please attach copies of this table).

Please complete the following:

- a) Site Name
- b) Location
- c) Total Capacity
- d) Total number of children currently served
- e) Total number of children on the waiting list
- f) Number of children attending 8 + hours per day and at least 5 days per week

g) What is your Quality Counts Quality Rating System rating?
<http://www.inccrra.org/quality-rating-system>)

h) Please fill out the following table with your current capacity information.

	Total # of Children Served	Total Capacity	# of Children in Full-Day Care	# of Children Receiving CCAP	# of Children in Head Start/Early Head Start	# of Children in Pre-K/Preschool for All
Infants						
1-2 year olds						
3-5 year olds						
School age						

Site and Project Parameters

Site and project parameters must confirm the viability of the proposed project. Suggested grant application components and questions include:

1. Project Site/Name:

- a) Location of new/expanded/quality improvement to early childhood capacity.
- b) Describe the nature of the existing site and the proposed construction and/or renovation at this site including the increased capacity at each space. Please include the following:
 - 1) Square feet of site and building, if applicable
 - 2) Due diligence information such as: zoning, building code compliance, environmental studies or other reports on the sites appropriateness for early childhood education.
- c) Do you or will you own or lease the proposed site?
- d) Describe how the increased capacity would come into compliance with applicable licensing standards and achieve other accreditations (such as Americans with Disabilities Act guidelines) after the capacity expansion.

2. Project Budget and Timeline

- a) Include a detailed development budget for the project. See Form A1.
- b) Include a detailed explanation of the funding sources that you will be utilizing as revenue to operate the expanded facility. See Form A2
- c) Please provide a project schedule or timeline, the name of the professional design firm and the name and license number for the architect or engineer. See Form B.
- d) Please describe any plans for LEED certification or developing an environmentally sustainable facility.

The application must not exceed 20 double-spaced, single-sided pages.

CAPITAL DEVELOPMENT BOARD
EARLY CHILDHOOD CONSTRUCTION GRANTS

PROJECT TITLE:	
AMOUNT REQUESTED FROM CDB:	
NAME OF APPLICANT:	
MAILING ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	
APPLICANT FEIN NUMBER:	
APPLICANT IDHR NUMBER:	
PROJECT CONTACT NAME: ADDRESS: TELEPHONE: E-MAIL ADDRESS:	
PROJECT CONTACT SIGNATURE	DATE
GRANT APPLICANT SIGNATURE	DATE

BUDGET PROPOSAL – FORM A1

A. CAPITAL PROJECT EXPENDITURES

Expenditure Category	Total Required	Amount Provided by Applicant or Others (Minimum 10% match)	Amount Requested from Capital Program
Equipment			
New Facility Construction			
Renovation			
Design Services			
Other			
TOTAL			

REVENUE PROPOSAL – FORM A 2

B. PROJECTED REVENUES

	Total	Private Pay	Child Care Assistance Program (CCAP)	Preschool For All	Head Start	Early Head Start	Other (Example: Donor, Foundation, University)
# of Part Day Slots							
# of Full Day Slots							
Amount and Source of Funding for Part Day Slots	\$	\$	\$	\$	\$	\$	\$
Amount and Source of Funding for Full Day Slots	\$	\$	\$	\$	\$	\$	\$
Total							

FORM B

EARLY CHILDHOOD CONSTRUCTION GRANTS PROJECT SCHEDULE AND TIMELINE

I. Project Title: _____

II. Name of Applicant: _____

III. Mailing Address: _____

IV. Telephone Number: _____
Fax Number: _____
E-mail Address: _____

V. Project Scope - On the lines below, please provide a brief scope of work for the proposed project. Attach additional sheets if needed.

VI. Project Status - Please check the appropriate box that describes the status of your project at this time.

No Design In Design Equipment Only

**If no design, or purchasing equipment only, skip to section VII.
If in Design, please provide the following:**

Name of Architect/Engineer: _____
Architect/Engineer License Number: _____
Stage of Design:

AE Contract in Place /
Initial Design Phase
 50% Design
 100% Design

VII. Estimated Project Cost: _____

VIII. Grantee Matching Funds
If additional funds are required, have they been secured? Yes No
If yes, what is the source of the additional funds? _____
If no, how and when do you plan to secure the funds? _____

IX. Project Timeline
Please provide the projected bid date for the proposed project. _____
Please provide the expected completion date for the proposed project. _____

FORM C
Early Childhood Construction Grants

(Required for all grants)

(Insert Applicant's Name Here)

The applicant/award recipient hereby certifies to the Capital Development Board that the applicant/award recipient has sufficient start-up funds for operating the new program related to the increased capacity created.

Signature of Authorized Official

Title

Date

Name of Authorized Official (type or print)