



California Department of Social Services (CDSS)
Child Care and Development Division (CCDD)

Infrastructure Grant Program (IGP)
Request for Applications (RFA)

IGP RFA 1: Minor Renovation and Repairs Grant Program

Announcement Date: February 7, 2022

Informational Webinar: February 15, 2022

Application Due Date: March 25, 2022

Application Administered by:
Child Care and Development Division
California Department of Social Services
744 P Street
Sacramento, CA 95814

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, REVIEWED, OR
CONSIDERED FOR AN AWARD.

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Section I: General Information - Background and Purpose

Child care and development environments are essential for promoting healthy child development. Developmentally appropriate environments for playing and exploring are all critical to contributing to a child's cognitive and physical development. However, most families and children in California do not have access to high quality early learning environments due to lack of child care facilities in their neighborhood, an issue that is especially true for communities of color. The need for child care has been heightened by the COVID-19 pandemic. It is important to mitigate closures, stabilize child care, and increase the supply of and access to quality child care programs through a diverse delivery system wherein the State assists with getting families back to work and providing economic stimulus to communities.

On July 23, 2021, the Legislature enacted the Child Care and Development Infrastructure Grant Program (CCDD-IGP), detailed in Welfare and Institutions Code (W&IC) section [10310.1](#). This is a \$250 million investment in child care infrastructure across California that the California Department of Social Services (CDSS) shall administer by grants. The purpose of the Infrastructure Grant Program (IGP) is to preserve, enhance, and expand access to child care and development and preschool opportunities for children up to five years of age by providing grants to renovate, repair, modernize, retrofit, or build new licensed child care centers and family child care homes (collectively referred to as “child care facilities”) (Health and Safety Code sections [1596.750](#), [1596.76](#), and [1596.78](#); and W&IC [10310.1](#)).

To administer the CCDD-IGP, the CDSS, or a third-party administrator at CDSS' discretion, shall administer two grant funds awarded through separate Requests for Applications (RFA) processes:

1. **The IGP RFA 1:** Minor Renovation and Repairs Grant - \$100 million appropriated in grants for minor renovations repairs, modernization, or retrofitting of existing child care facilities to increase or recover capacity due to a declared disaster, mitigate future disasters, address needs related to health and safety, licensing, or the COVID-19 pandemic, and for other existing facilities for use as child care facilities. Funds shall be used to preserve, enhance, or expand existing child care spaces.
2. **The IGP RFA 2:** New Construction and Major Renovations Grant- \$150 million appropriated in grants for construction or major renovation of child care facilities. Funds shall be used to make structural changes to, extensive alterations of, or build new child care spaces. The RFA 2 shall be released in the Spring of 2022.

For application purposes, this RFA is ONLY for the Minor Renovation and Repairs Grant. The IGP RFA 1 shall open on February 7, 2022 and close on March 25, 2022. Grant funds must be spent and projects must be completed by June 30, 2023.

Section II: Minor Renovation and Repairs Grant General Information and Requirements

Eligibility

Eligible project sites shall:

- Be located in the State of California and serve children and families in California.
- Operate as a California licensed child care center or licensed family child care home for at least one year prior to August 1, 2021.
- Demonstrate that funds shall be used for any of the following purposes:
 - Renovation, repair, modernization, or retrofitting of existing child care and development and preschool facilities to increase capacity or recover lost capacity as a result of a state or federally declared disaster, or make existing child care and development and preschool facilities more resilient for future natural disasters.
 - Renovation, repair, modernization, or retrofitting of existing facilities for use as child care and development and preschool facilities
 - Renovation, repair, modernization, or retrofitting of existing child care and development and preschool facilities to address needs related to the COVID-19 pandemic and other health and safety or licensure needs.

Eligible Applicants

As identified in W&IC [10310.1](#), eligible applicants are limited to child care providers who offer child care and development and preschool program services in licensed child care centers and licensed family child care homes, as defined in HSC sections [1596.76](#) and [1596.78](#).

Applicants may be non-profits, for-profit businesses, or Tribes. Faith-based organizations may also apply if the child care curriculum is not faith-based. Umbrella organizations who are co-located with a child care and/or non-profit Housing and Community Developers may apply on behalf of licensed child care operators if leasing to them. Local Education Agencies (LEAs), school districts, and community colleges are not eligible for this funding.

Applicant sites shall serve children from low-income families (defined as those who receive federal, state, or local subsidies) and shall provide or plan to provide subsidized child care and development and preschool program services funded through one or more of the programs listed below. According to subsections (A) and (B) of W&IC section [10310.1\(b\)\(1\)](#), the following programs are eligible for this funding:

- California State Preschool Program (CSPP)

- General Child Care and Development (CCTR)
- Migrant Child Care and Development (CMIG)
- Child Care and Development Services for Children with Exceptional Needs (CHAN)
- CalWORKs Stage 1
- CalWORKs Stage 2 (C2AP)
- CalWORKs Stage 3 (C3AP)
- California Alternative Payment Program (CAPP)
- California Migrant Alternative Payment Program (CMAP)
- Emergency Child Care Bridge for Foster Families (Foster Bridge)
- Federal Head Start/Early Head Start
- Programs funded through local subsidies
- Programs with spaces funded through documented internal scholarships to families who would otherwise qualify as low-income under one of the above programs.

Non-Eligible Agencies

The following types of agencies are not eligible to apply for CCDD-IGP funding:

- Local Educational Agencies (LEAs) – such as county offices of education, school districts, charter schools and community colleges
- Public or government entities
- Family, Friend and Neighbor (FFN) programs or unlicensed programs
- Applicants who do not serve children from low-income families
- Applicants who do not meet experience and tenure requirements of being in operation prior to August 1, 2021.
- Applicants/organizations who have been suspended or debarred or are on the federal excluded parties list on the [System of Award Management \(SAM\) website](#).

- Child care and development and preschool program contractors who meet any of the conditions:
 - The applicant is on conditional status because of fiscal or programmatic non-compliance as described in [Title 5 California Code of Regulations \(CCR\) section 18304](#).
 - If holding a State contract under which the California Department of Education (CDE) or the CDSS has conducted a compliance review pursuant to [5 CCR Section 18023](#), and the applicant has failed to clear items of fiscal and programmatic non-compliance identified in the review within 12 months of the issuance of the compliance review report.
 - At the State's discretion, an application may be declined due to confirmation or suspicion of criminal activities (including fiscal crimes by agency officers); or a notice of deficiency issued by the CDSS Community Care Licensing Division (CCLD) relating to a serious risk to the health and safety of children; or if a grantee is operating with a provisional license, suspended or revoked license, or never obtained a license.
- Current and former CDE and/or CDSS child care and development and preschool program contractors who meet any of the following conditions:
 - The applicant has an outstanding accounts receivable balance with the CDE and/or the CDSS.
 - The applicant has a delinquent audit with the CDE and/or the CDSS pursuant to [5 CCR Section 18073](#).
 - One or more of the applicant's prior the CDE and/or the CDSS child care services contracts was terminated within three years preceding the date this RFA was posted.
 - The CDE and/or the CDSS did not make an offer of continued funding as to one or more of the applicant's prior the CDE and/or the CDSS child care services contracts within three years preceding the date this RFA was posted.

Criteria for Funding

In order to be considered for funding, the Application shall demonstrate that the:

- Project shall preserve/enhance/expand spaces for children ages birth to 5;
- Grant funds are necessary to undertake or complete the project;
- Applicant has proof of site control for the entire term of the grant (lease, rental agreement, deed, property tax statement, or mortgage payment coupon);

- Project has no funding gaps and can be completed within 120 days following grant award;
- Financial and organizational viability for the child care program operation for the term of the grant; and
- Applicant shall apply for and obtain all necessary approvals and permits for the proposed project.

Funding Determinations

Applicants may apply for the funds needed for their project. Applicants shall demonstrate that with this funding, they shall have completed fundraising and be able to start and complete the project within the required timeframe. Applicants shall also demonstrate in the application that they have taken into account any other resources they may have. The CDSS shall evaluate the remaining amount needed to make the project successful with the goal of fully funding applicant projects. However, in consultation with other state partners, the CDSS may reduce award amounts based on availability of funds, unmet need for subsidized child care and development and preschool programs across the state.

The CDSS shall determine the appropriate grant amount for each grantee, based upon factors that include, but are not limited to, the scope of the project, regional costs, the use of universal design to provide inclusive environments, the need to meet licensing requirements or health and safety standards, and the proportion of children receiving subsidies to be served.

The CDSS reserves the right to review and request budget adjustments prior to the final grant award. Funding is contingent upon demonstrated eligibility, ability to identify full funding for the project, project completion within required timeframe, and applicant's ability to provide services and be fiscally solvent through entire term of grant.

Award Amounts

Minor Renovation and Repairs Grant award sizes will vary at CDSS' discretion based on the scope of each project, regional costs, the use of universal design to provide inclusive environments, the need to meet licensing requirements or health and safety standards, the proportion of children receiving subsidies to be served, the total number of children served or to be served and the percentage of space used for child care.

Use of Funds

Funds shall be used to preserve, enhance, or expand existing child care spaces. The funds allocated to this grant program shall be distributed among licensed child care centers and licensed family child care homes that are not LEAs and may be used for:

- Minor renovation, repair, modernization, or retrofitting of existing child care and preschool centers and family child care homes to increase or recover lost

capacity resulting from a state or federally declared disaster, to make existing child care and development and preschool facilities more resilient for future natural disasters, to address needs related to the COVID-19 pandemic and other health and safety or licensure needs, and for renovations, repairs, modernization, or retrofitting of existing facilities for use as child care and development and preschool facilities. Please note that reimbursement for work already completed prior to August 1, 2021 shall not be allowed.

An awardee/grantee that receives funds under this RFA shall supplement, and not supplant, federal, state, and local public funds expended for these purposes (W&IC [10310.1\[i\]](#)).

Allowable Grant Expenditures

The following list provides examples of allowable uses of grant funds. This is not a comprehensive list.

Examples of Minor Renovation and Repair

- Classroom upgrades/refresh such as new painting
- Project management costs
- Fixed equipment (washers, dryers, refrigerators, dishwashers, stoves)
- Non-fixed equipment (portable dishwashers/sanitizers, air purifiers)
- Plumbing and/or water filtration systems (sinks, portable sinks, automatic dispensers)
- Architectural plans/drawings/design costs
- Water leak mitigation (windows, roof leak, drywall repair)
- Retrofitting to meet licensing requirements
- Hazard Testing and mitigation
- Security Systems
- Construction Inspections
- Plan checking
- Green building standard upgrades
- Department of State Architect (DSA) fees if applicable (e.g., if leasing a facility on a school district site)

- Evaluation and response action costs relating to hazardous substances
- Demolition
- Landscaping
- Plumbing; heating, ventilation, and air conditioning (HVAC)
- Electrical
- Flooring
- Ventilation systems and window replacement
- Fire safety (Inspection, system installation, upgrades, sprinklers, fire rated doors, Underwriters' Laboratories (UL) 300 stove hoods for commercial stoves)
- American Disabilities Act (ADA) for indoor and outdoor spaces
- Playground/outdoor upgrades (fixed equipment, shade, surfacing, fencing/hazard enclosure, gates, landscaping, misting systems, irrigation, garden/green upgrades)
- Kitchen upgrades and equipment
- Child sized fixtures
- Storage (Indoor and outdoor)
- Sound proofing

Examples of Emergency Mitigation

- Fire safety, prevention, and property clearance
- Air purifiers
- Earthquake retrofits for furnishings/cabinets
- Disaster bins, batteries, etc.
- Generators

Examples of COVID-19 Related Modifications

- Room dividers for classrooms

- Bathroom modifications including adding partitions or motion-controlled sinks/appliances
- Permanent or portable sinks/handwashing stations
- Portable high-efficiency particulate air (HEPA) or ultraviolet (UV) light air purifiers
- HVAC sanitation upgrades including UV light
- Fixed equipment for sanitation (dishwashers/ washers/dryers)
- Extra cribs (additional requirements regarding cribs can be found at Title 22, California Code of Regulations (CCR), sections [101439.1](#) and [102425](#))
- Security systems to monitor pick up and drop off
- Upgrades to outdoor space to encourage outdoor learning
- Physical upgrades to outdoors: shade, sinks, other improvements to maintain social distancing
- Other upgrades may be considered if suggested or required by the CDSS Community Care Licensing Division or Department of Public Health (DPH)

Unallowable Grant Fund Expenditures

The following costs are not allowable uses of CCDD-IGP grant funds:

- Major renovation that includes structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such a renovation does not include any structural change
- Acquisition of buildings
- Administrative or indirect costs
- Bonus payments for early completion of work
- Contingency costs
- Classroom furnishings (unless COVID-19 related)
- Costs connected to contractor claims against the grantee
- Consumables or items with short lifespans (food, drinks, paper, etc.)

- Costs incurred prior to issuance of the grant award (reimbursement)
- Remediation of environmental contamination as result of negligence during project
- Grant writing or expenses incurred in the writing or development of the CCDD-IGP Program application
- Extended warranties for items not included in project proposal
- Fines or penalties incurred by the violation of federal, state, or local laws, or ordinances or regulations
- Freestanding equipment or supplies such as books and materials for the dramatic play areas to meet curriculum needs
- In house labor
- Insurance
- Interest charges or payments on bonds or indebtedness required to finance project costs
- Internet provider service costs
- Lease and/or rental payments
- Legal fees and costs
- Libraries, staff rooms, or other areas of renovation that do not directly serve children
- Marketing
- Meeting, workshop, training, food, or beverage expenses
- Relocation/Moving costs associated with projects
- Out-of-state travel
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous project costs
- Purchase or lease of vehicles
- Tax consultant
- Technology systems (Computers, phones, media devices, internet services)

- Travel or per diem expenses

Service Requirement

Awardees shall be required to continue providing child care and development or preschool services at the location site where the CCDD-IGP grant is being used for a period of years following grant award as described below:

- Child Care Centers shall provide services for four years following notification of the grant award
- Family Child Care Homes shall provide services for two years following notification of the grant award

Section III: General Application Information

Application Timeline

- Informational Webinar: February 15, 2022
- Application due to CDSS: March 25, 2022

Applications will be reviewed and approved as they are received. Once a decision has been made, the applicant will receive an email regarding their award status. If the applicant has been chosen to receive an award, the award will be contingent upon the CDSS' receipt of documents including, but not limited to, administrative/financial information.

If an applicant chooses to appeal, that appeals must be received within 10 business days.

The award process will begin in March 2022 and the final award date is September 30, 2022.

Directions for Submitting Application

Applications shall be accepted electronically through a third-party online platform. When the application opens, a link to that platform shall be posted to the [Child Care and Development Infrastructure Grant Program web page](#). Applicants shall be instructed to enter application data, narratives, budgets, and attachments through this online portal. Attachments should be legible and converted to PDF format if possible.

Applications can take time to complete and applicants should start applying early. Once applications are started, they may be accessed and edited until submitted. Once submitted, applications shall be locked and no changes, modifications, corrections, or additions may be made. It will be very important not to submit the application until the application is complete and all PDF attachments are uploaded. It will be important to ensure that all required attachments are then submitted with the application. Once the

required documents are submitted, the third-party online portal will generate a message to confirm submission.

If an applicant mistakenly submits their application before all the documents are submitted, the applicant shall notify the CDSS by email to CCDDFacilities@dss.ca.gov and indicate the reason the application should be reopened before the deadline to accept applications. All applicants agree that by applying, they authorize CDSS to verify all information (including any referenced names) claimed in the application.

Applicants who have questions regarding an application should contact CDSS through the technical assistance email listed below.

Please note that all applications and accompanying documentation submitted to CDSS in connection with this RFA become public record, which CDSS may legally have to disclose to third parties upon request. Therefore, applicants should not disclose confidential or proprietary information in their applications.

Applicants seeking funding for projects at multiple site locations shall submit a separate application for each site location.

Applications shall be available in English and Spanish.

Applications that are incomplete, missing attachments, or late shall not be considered for funding.

Technical Assistance Supports

Applicants shall have three resources for requesting technical assistance before submitting their application to the CDSS:

- 1. Webinar**

A webinar for prospective applicants will be scheduled and the prospective applicants shall be notified by Child Care Bulletin (CCB) of the date and time of the webinar. The webinar will provide information regarding the application and the application process. Webinar topics will include programmatic, fiscal, and contractual aspects of the grant and application. To register for the webinar and receive the required login information, check for scheduling and details on the [CCDD-IGP web page](#).

- 2. Frequently Asked Questions (FAQs)**

Based on stakeholder feedback and questions, the CCDD has developed FAQs as a resource for interested applicants located at the [CCDD-IGP web page](#).

- 3. Email Questions**

The CCDD will accept questions regarding this CCDD-IGP RFA 1 via email. Questions regarding the RFA that are not found on the CCDD-IGP web page or in the FAQs may be emailed to CCDDFacilities@dss.ca.gov. Please indicate "CCDD-IGP RFA 1 Question" in the subject line. The CCDD staff shall strive to

answer all questions promptly and shall periodically update the CDSS CCDD-IGP FAQs web page.

Applications Components

The application shall contain the following components and attachments:

- Collection of information on program, project, and impact.
- Narratives to describe agency mission/vision/history, project scope/timeline, and fund development/budget activities.
- Budgets for the program site, project cost, and fund development to cover entire project cost. Budget templates shall be provided. Applicants will have the option to upload their own budgets.
- Required Attachments (will vary based on project) and may include any of the following:
 - Project design (architectural renderings or drawings made by contractor or playground contractor).
 - Lease, rental agreement, deed, property tax statement, or mortgage payment coupon. If the lease or rental agreement is month to month, a letter from the landlord shall be required confirming intent to continue the lease or rental agreement through the term of the grant (two years for Family Child Care Homes, four years for Child Care Centers).
 - If leasing or renting the property, written approval from the property owner for renovations (waived for requests that are only equipment related or changes that don't impact property).
 - CDSS child care facility license for project site.
 - Annual audit or current unaudited financials or your most recent tax return (Schedule C).
 - Because the applicant is receiving federal funding, the applicant shall be registered with [SAM](#) and provide proof as part of their application.
 - If the applicant is a non-public entity, the applicant shall be registered with the [Secretary of State](#) and provide proof with their application. Please note the following:
 - Sole proprietors do not need to register with the Secretary of State.
 - A public agency is a state agency, city, county, special district, school district, community college district, county superintendent of

schools, or federal agency.

- A non-public agency is an organization that does not identify as one of the above entities.
- If the applicant is a non-profit, tax-exempt status, proof of 501(c)(3) or 501(c)(5) shall be provided.
- If the applicant is a non-governmental entity, a [Payee Data Record \(STD 204\)](#) shall be completed.
- Bids:

Contractor selection

Applicants are expected to conduct due diligence when obtaining bids and selecting contractors. Applicants should check references for contractors and select contractors that provide reasonable bids. Applicants should not sign contracts with contractors until funding is secured. Applicants shall be expected to manage contractor relationships through the completion of the project.

- *Fixed and non-fixed equipment and appliances (if not included in contractor bid)*
Two bids are required. They may be screenshots of items with the cost visible from retailer websites or screenshots of shopping carts of items from online retailers.
- *Construction*
It is recommended that applicants provide three construction bids; however, two bids are required for construction costs. All bids shall include a detailed cost breakdown of proposed work and include the contractor's contact information (name, address and phone number) and State of California contractor's license number. Contractors shall have current licenses and carry liability and workers compensation insurance if they have employees. Contractors may be searched on the [Department of Consumer Affairs Contractors State License Board web page](#) to review if license is current, what insurance they carry and if they have any complaints. Note: If application is approved, an insurance Certificate with your agency identified, as additional insured including workers compensation and professional liability insurance shall be required from the Contractor.
- Budgets (if not using template provided within application).
 - Operating budget outlining current revenue and expenses
 - Construction budget or equipment budget

- Budget to show funding sources and commitment status
- Before photos of the areas for which you are seeking funding.
- Site Evaluation (when applicable) – Analysis that includes physical characteristics of the property relevant to your project such as zoning, land use, licensing requirements.
- Site plan, floor plans, general scope of work and a preliminary estimate of probable development and construction costs.
- Proposed development and construction schedule/timeline.

Section IV - CDSS Application Review Process

Preliminary Screening Process

Applications shall be preliminarily screened for project readiness and to determine whether the applicant meets the eligibility criteria, and all required attachments submitted. The CDSS can request additional information or documentation from the applicant solely to determine eligibility.

Each applicant is responsible for carefully reviewing all RFA requirements and instructions before applying. Applications that are late, incomplete, or not properly completed may be disqualified. The CDSS reserves the right to accept submissions with minor discrepancies if those discrepancies do not impact the integrity of the submission in the RFA process.

The application shall contain all required certifications, assurances, and signatures uploaded to a third-party online portal.

If an application is disqualified, applicants shall be sent an email stating the reason(s) for the disqualification. Disqualification determinations cannot be appealed.

Prioritization Process

Reviewers shall read and evaluate each application that is not disqualified as part of the preliminary screening processes discussed above. Applications shall be screened against a priority matrix. Applications shall be assigned priority points based on the following factors:

Initial Priority Factors

Due to the short availability of funds, applications and projects shall be prioritized and may be awarded grants first based on the following prioritization:

- Projects with urgent timing issues or which can be completed within six months of the grant agreement. Applicants shall be asked about their project timeline, status, and estimated time for completion;
- Projects in advanced stages with permits;
- Projects ready to start minor renovations or have begun work but have funding gaps;
- Projects that do not have any permitting requirements;
- Projects with quick timelines/can begin immediately; and
- Those projects that are only requesting the purchase of equipment.
- Additional Priority Factors
 - Programs where minor renovations would prevent the revocation of a child care facility license.
 - Programs where minor renovations would mitigate health and safety issues or decrease the risk for licensing violations.
 - Programs that serve children with state subsidies.
 - Programs that serve higher numbers of low-income families.
 - Programs located in areas with a demonstrated shortage of licensed care (deserts, priority zip codes).¹
 - Programs serving infants and toddlers.
 - Programs that focus on serving children with exceptional needs, migrant or children who are unhoused or in CPS or foster care.
 - Programs that have been affected by declared disasters.
 - Programs operating as non-profits.
 - Projects co-located within affordable housing.

¹ The CDSS shall utilize the most recent Census data available, data held at the state-level on access to subsidized child care and development and preschool programs in each county, and information and data provided by applicants when determining how to prioritize applicants for receiving grant awards.

- Project where building is owned by the operator/entity providing care.
- Projects that can demonstrate long term financial sustainability.
- Programs with match funding (acceptable matches include operator reserves/cash on hand, loans from a lending organization lending organization such as Community Development Financial Institution (CDFI), Small Business Administration (SBA), bank loans, Foundation/Pledge commitments/other grants (non-federal or state), Tax Credits, equity on land and/or buildings purchased outside of grant or real property valuation/cash out refinance documented by appraisal.

Application Appeals Process

All applicants shall be notified via email of CDSS' decision, which shall include the applicant's score, whether they shall be awarded a grant, and the right to appeal the decision. Applicants wishing to appeal the decision shall submit a written Letter of Appeal via email to CCDDAppeals@dss.ca.gov. The Letter of Appeal shall be emailed no later than 10 business-days after the date CDSS emailed the decision to the applicant and shall include the appellants name, mailing address, and telephone number. The name(s) of the person(s) who will represent the appellant during the appeal hearing shall also be included. Late appeals shall not be considered.

Upon receiving a complete and timely appeal, the CDSS' Appeals Unit will send the appellant an email that confirms the CDSS is in receipt of the appeal request. Within 10 business-days of the CDSS receiving the appeal request, the CDSS' Appeals Unit will send the appellant an email that includes the date, time, and a link that will allow the confirmed agency representatives to access to the appeal hearing. All RFA appeals will be conducted through a third-party online platform (e.g., Microsoft Teams, Zoom, WebEx). The appeal will be limited to the application submitted in response to the RFA and the CDSS shall send an email notification of the results of the appeal within 10 business-days of the appeal conference. The CDSS' decision shall be the final administrative decision on the appeal.

Section V: Award Process

Notification of Award

Grants shall be competitively awarded based on the selection criteria described in this RFA, pursuant to W&IC Section [10310.1](#). The CDSS shall post awards on the CDSS funding results web page.

The CDSS shall email (or mail a letter to applicants that do not have an email) proposed funding award letters, additional instructions and required documents to the successful applicants. The CDSS reserves the right to ask follow-up questions or request additional documentation of successful applicants through email, mail, or on-site visits to ensure prior to the grant award notification that the grantee meets all eligibility and

legal requirements and can fulfill all grant requirements. No grant is final until the CDSS receives a completed and signed grant award notification and all other required documents from the grantee.

At the time of grant award notification, all grantees shall sign additional compliance certifications or agreements.

Grant Terms

By applying for and obtaining a CCDD-IGP grant under this RFA, grantees agree to adhere to all the RFA's terms and conditions, and all other applicable laws and regulations. Any variance from these requirements, laws and regulations is a breach of this grant agreement, entitling the CDSS to exercise appropriate remedies and to seek appropriate relief, up to and including possible termination of the grant and recoupment of grant funds.

In order to receive the funds, grantees shall agree to the following grant terms. Set forth below are terms and conditions that shall bind applicants that are awarded and accept the CCDD-IGP grant funds. By submitting their signed application and signed grant agreement documents, grantees agree to abide by, and be bound by all of the following terms and conditions:

- Grantees shall keep all grant funds segregated from all other funds in a separate, interest-bearing bank account, dedicated solely for purposes of this grant, and keep all unexpended grant funds in such account. Grantees agree to provide the CDSS with all requested information regarding such account (including but not limited to bank statements) upon request on an annual basis. All interest earned on such account shall constitute additional grant funds, which shall be maintained, used, reported, and accounted for like the CCDD-IGP funds received under this grant.
- Grant funds may only be expended for the CCDD-IGP purposes (as specified in the Background and Purpose section of the RFA) on allowable minor renovation, repairs, modernization, or retrofitting costs.
- Grantees shall timely and fully comply with all Reporting Requirements that shall be outlined in the grant agreement (including, but not all inclusive, the submission of Expenditure Reports to show how grant funds were spent, Annual Progress Reports and a Final Progress Report). The CDSS may withhold or cancel further grant disbursements, and/or recoup past grant disbursements, if the CDSS determines, in its sole discretion, that such action is appropriate considering the grantee's non-compliance.
- In addition to complying with the Reporting Requirements referenced above, grantees are subject to audit by the CDSS and other government auditing authorities for compliance with all grant terms. Consequently, grantees shall retain all records relating to grant expenditures and compliance with grant terms

for at least seven years following the completion of the proposed project. Grantees shall permit the CDSS, and any other government auditing authority, access to all relevant records and information through various means and formats, including but not limited to, physical site visits. The amount(s) of any expenditure(s) determined by the CDSS, or another auditing authority, to be unallowable or in contravention of grant terms (including those relating to competition/reasonableness set forth below) may be disallowed and recouped by the CDSS from the grantee.

- Grantees shall ensure, and document, that all transactions for goods or services made to complete the project are fair and reasonable in amount and otherwise. Grantees shall comply with all applicable laws bearing on such transactions (such as, for example, relevant sections of the California Public Contract Code for public agency grantees). Unless it conflicts with a law applicable to a particular type of grantee, for transactions in excess of \$5,000, grantees shall obtain and retain on file at least two (2) bids or estimates for the proposed work and shall award the work/transaction to the subcontractor who provided the bid with the best overall value and provide justification as to the selection, compared to other bids received. If the grantee is unable to obtain at least two (2) bids/estimates, then they shall maintain contemporaneous records adequately documenting reasonable steps to comply, the perceived reason for the inability to comply, and a basis for concluding that, notwithstanding the lack of two (2) bids/estimates, the transaction ultimately entered is fair and reasonable.
- In addition, for any grantee's proposed transaction in which the other party is an officer, director, stockholder, member, or employee of the grantee, or of an organization having a financial interest in the grantee, or a family member of any such individual, the grantee shall ensure that the transaction is fair, reasonable, and conducted at arm's length, such as by, for example and as applicable: ensuring that the interested parties make full disclosure of the material facts to the grantee's governing body prior to the grantee consummating the transaction; ensuring that interested parties abstain from approving the transaction; and complying with all applicable laws relating to interested party transactions (including but not limited to those contained in the California Corporations Code.)
 - This RFA is intended to fund "shovel-ready" projects, where physical construction/renovation work can be commenced relatively quickly, without a need for significant pre-work technical assistance or planning. Consequently, as a condition of accepting grant funds in response to this RFA, grantees agree that they shall commence physical infrastructure construction/renovation work (while complying with all applicable federal, state and local laws and regulations, including ADA requirements for indoor and outdoor spaces) upon submitting the signed grant agreement to CDSS. All work shall be complete (1) within 120 days of receiving grant funds or (2) by June 30, 2023, whichever is first, as required by the grant terms. Furthermore, no later than the 120th day (the day projects are to be completed) grantees shall submit an Expenditure Report. Grantees agree

that they shall complete their proposed project within the required timeframe.

- Grantees agree to use the facilities that are retrofitted, renovated, repaired or modernized through the grant to provide subsidized child care services, as proposed in the grantee's application, for a continuous period as outlined in this RFA following the grant agreement. Grantees agree that if they should fail to use such facilities for such services for such period, that they shall return or pay the CDSS the amount of grant funds they received under this grant. Furthermore, the CDSS understands that based on the current pandemic and other emergency situations, there may be circumstances that may impact the continuation of services to children and families. As such, the applicant shall notify the CDSS in writing (email or letter) of those circumstances and the CDSS shall review and decide whether a grantee shall return or pay the amount of grant fund they received.
- Grantees shall maintain all facilities retrofitted, renovated, repaired or modernized, in whole or in part through the grant, in good and safe condition for use as child care and development and preschool programs and in accordance with all applicable federal, state, and local laws, codes, rules, regulations, and all applicable licensing standards and requirements.
- The CDSS's disbursement of grant funds is conditioned upon grantees providing the CDSS with evidence satisfactory to the CDSS that the grantee has, or shall have, the right to use the proposed facilities and the real property at the subject facility site, as proposed in the grantee's application, for a period of at least 4 years for child care centers and 2 years for family child care homes, upon notification of the grant.. Satisfactory evidence may include, in appropriate circumstances, a deed or similar legal document evidencing ownership, an existing or proposed lease agreement, etc.
- Grantees shall make adequate progress toward project completion. If a grantee fails to timely commence actual physical construction/renovation work or to complete the proposed project, then the CDSS may withhold or cancel further grant disbursements, and/or recoup past disbursements, if the CDSS determines, in its sole discretion, that such action is appropriate considering the grantee's non-compliance.
- Grantees shall receive the funding after satisfactorily addressing all program and budget stipulations and submitting them with the signed grant agreement.
- All funding, including interest accrued, shall be expended no later than the date listed on the grant agreement. The end date for expenditure of funds on the grant agreement cannot be later than June 30, 2023.

Reporting Requirements

As a requirement for funding, all grantees shall agree to submit an Expenditure Report in an Excel spreadsheet and Annual Progress Reports. The first Expenditure Report shall be due within 120 days from the grant award date. Annual reports shall be due after that for the term of the grant.

Failure to submit the required deliverables by the established due dates may jeopardize a grantee's disbursements and may result in termination of the grant, with the CDSS withholding any undistributed funds and billing the agency for any funds already disbursed.

Agencies who have not complied with all program reporting requirements may be disqualified from eligibility for future grant funding.

Submission instructions for the Expenditure Report and Annual Progress Reports shall be provided to grantees upon completion of the grant agreement process. Reporting may require, final photos, building permits, inspection approvals, paid invoices, cancelled checks, copy of license and annual financials, audits, or tax statements.

Grant Terms and Conditions

Please note that terms and conditions will apply and will be provided during at the time of the grant agreement.

General Assurances

General assurances and certifications will be available on the Minor Renovation and Repair web page.

Program Assurances

Both the applicant and the individual signing and submitting the application on the applicant's behalf represent, acknowledge, and certify that:

- The individual signing and submitting the application on the applicant's behalf is fully authorized by the applicant to do so, thereby manifesting the applicant's agreement with the application's content and all the RFA's terms, conditions, and assurances.
- The applicant has fully reviewed, understands, and agrees with its application and all the RFA's terms, conditions, and assurances.
- By accepting CCDD-IGP grant funds, the applicant shall abide and shall be bound by, all the RFA's terms, conditions, and assurances.
- Based on appropriate research, experience, and professional consultation, the applicant has a strong, good-faith belief that, while always complying with all federal, state, and local laws, regulations, codes, and required processes; including ADA requirements for indoor and outdoor spaces, the applicant shall be

in a position to commence physical infrastructure construction/renovation work (while complying with all applicable federal, state and local laws and regulations, including ADA requirements for indoor and outdoor spaces) upon submitting the signed grant agreement to CDSS and that all work shall be completed (1) within 120 days of receiving grant funds, or (2) June 30, 2023, whichever is first, as required by the grant terms, without the need for any extensive technical assistance from the CDSS. Grantees agree that they shall complete their proposed project within the required timeframe. Based on appropriate research, experience and/or professional consultation, the applicant has a strong, good-faith belief that it shall be able to use the proposed facilities as proposed in the application, for a period of at least four (4) years for child care centers and two (2) years for family child care homes, upon signing the grant agreement as required by the grant terms.

- The applicant shall take all reasonable and appropriate steps to ensure that all subject facilities shall be retrofitted, renovated, or improved in accordance with all applicable federal, state, or local laws, codes, rules, regulations, and all relevant licensing standards and requirements, as required by the grant terms.
- The applicant does not have in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds or a crime involving moral turpitude.

Fund Disbursements

All awards are contingent upon grant approval, compliance, and the availability of state funds.

Section VI: Appendices

Appendix A: Key Terms and Acronyms

ADA: Americans with Disabilities Act. This Act prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications, and access to state and local government programs and services.

Administrative Costs are costs incurred for administrative activities where neither the family, the child nor the service providers directly benefit from the activity.

Applicant is a licensed child care center or family child care home requesting funding from the Child Care and Development Division Infrastructure Grant Program pursuant to W&IC section [10310.1](#), administered by the CDSS.

Bid(s) is an offer for a price for construction or equipment.

The CDSS is the California Department of Social Services.

Capacity is defined as follows:

For Child Care Centers: “Capacity” means the maximum number of children authorized to be provided care and supervision at any one time in any licensed child care center. ([22 CCR 101152\(c\)\(2\).](#))

For Family Child Care Homes: “Capacity” means the maximum number of children for whom care is authorized at any one time. ([22 CCR 102352\(c\)\(2\).](#))

Children with Exceptional Needs means, as set forth in W&IC Section [10213.5\(l\)](#) either of the following:

1. Infants and toddlers under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act (Title 14 (commencing with Section 95000) of the Government Code (GOV)) and its implementing regulations. These children include and infant or toddler with a developmental delay or established risk condition, or who is at high risk of having a substantial developmental disability, as defined in subdivision (a) of Section 95014 of the GOV. These children shall have active individualized family service plans, shall be receiving early intervention services, and shall be children who require the special attention of adults in a child care setting.
2. Children ages three (3) to twenty-one (21) years, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with Section 56000) of Division 4 of Title 2, and who meet eligibility criteria described in Section 56026, and Article 2.5 (commencing with Section 56333) of Chapter 4 of Part 30 of Division 4 of Title 2, and Sections 3030 and 3031 of Title 5 CCR. These children shall have an active, individualized education program, shall be receiving early intervention services or appropriate special education and related services, and shall be children who require the special attention of adults in a child care setting. These children include children with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbances (also referred to as emotional disturbance), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, who need special education and related services consistent with Section 1401(3)(A) of Title 20 of the United States Code.

CCDD is the Child Care and Development Division of the California Department of Social Services.

CCDD-IGP is the Child Care and Development Division Infrastructure Grant Program authorized pursuant to W&IC Section 10310.1 and administered by the CDSS.

CDSS is the California Department of Social Services

Enhance is to increase or further improve the quality, value, or extent of child care.

Enrollment is the total number children authorized to attend in a center-based program, or family child care home regardless of attendance.

Expand is to make larger or more expansive.

General Building Contractor is a contractor whose principal contracting business is in connection with any structure built, being built, or to be built, for the support, shelter, and enclosure of persons, animals, chattels, or movable property of any kind, requiring in its construction the use of at least two unrelated building trades or crafts, or to do or superintend the whole or any part thereof.

Grantee is an applicant who is funded pursuant to an approved Grant Award Notification.

High-need is based on county child care needs assessment to determine the additional settings for subsidized children including children with disabilities.

Indirect Costs are general and administrative costs that benefit the operations of the entire organization but cannot be identified to specific programs or activities.

Preserve is to maintain in its original or existing state.

Project Activities are specific items of work that contribute to the overall construction or renovation project. Examples of project activities include, but are not limited to, demolition, electrical, plumbing, HVAC, painting, flooring.

Retrofit is to add an accessory to something that was not part of the original item.

Subsidized Child Care Services are those services designed to meet a wide variety of needs of children and their families. Services include direct care and supervision that is funded by local, state, and/or federal dollars.

Appendix B: Rules on funding religious activities with Federal funding:

[Health and Human Services web page: What are the rules on funding religious activity with Federal Money?](#)