

**Child Care Facilities Improvement Pilot Program
Program Specifications
May 11, 2022**

Funding Source	<ul style="list-style-type: none"> • Up to \$20,000,000 in American Rescue Plan State and Local Fiscal Recovery Funds (ARP CSFRF) • \$4,450,000 in fiscal year 2022 state funds transferred to EDA via MOU with NJ Department of Human Services (DHS) • 40% of total grant funding made available in Phase 1 of the Program will be reserved for eligible applicants in Opportunity Zones.
Program Purpose	<p>A program that provides grant funding to licensed child care centers in New Jersey for facilities improvements that will contribute to high quality early childhood learning environments.</p>
Eligible Applicants	<ul style="list-style-type: none"> • Child care centers licensed by the New Jersey Department of Children and Families (DCF) as of June 4, 2021 • Applicants must currently enroll, or have enrolled in the 12 months prior to the date of application, at least one (1) child receiving support through DHS' Child Care Assistance Program • Applicants may be for-profit businesses or non-profit organizations • Can own or lease space <ul style="list-style-type: none"> ○ Landlord certification required if leased property (landlords are not eligible to apply directly) ○ Deed, property tax statement, or proof of mortgage payment required if property is owned • Applicants must be in good standing with: <ul style="list-style-type: none"> ○ NJ Department of Labor and Workforce Development (DOL) ○ NJ Department of Environmental Protection (DEP) ○ NJ Division of Taxation, as evidenced by a Tax Clearance Certificate ○ DCF ○ DHS • Applicant must not be debarred from receiving federal funds, as indicated through System for Award Management (SAM)

- Applicants who are not currently enrolled in DHS' Grow NJ Kids (GNJK) quality rating system must commit to enroll within one (1) year of executing a grant agreement with the EDA.
- Grantees must commit to maintaining their licensure with DCF to provide child care for four (4) years following execution of the grant agreement at the location of the facility improvement project.
- Applicants are limited to one (1) application per DCF-licensed child care center location, and two (2) applications per Employer Identification (EIN).
- Total project costs must be between \$50,000 and \$200,000. Grant awards will include additional 15% of eligible project costs to account for cost overruns.
- Contractors conducting facility improvements must be a DOL Public Works Registered Contractor and abide by state prevailing wage and affirmative action requirements.
- As part of the application, applicants must submit:
 - A detailed description of proposed project(s), to ensure consistency with eligible uses with proposed project cost between \$50,000 and \$200,000.
 - At least one quote per DCF-licensed child care center location that details the full cost of proposed project(s) to occur at that location. All quotes must be from contractors that are registered with DOL as a Public Works Registered Contractor and are consistent with New Jersey state prevailing wage rates.
 - If purchasing FFE, quotes for the proposed cost of FFE purchases, which can be a formal bid from a vendor and/or printouts/screenshots with prices from online retailer(s) for item(s) to be purchased.
 - Photos of the space(s) where the proposed project(s) will take place.
 - If available at the time of application, project design documents (e.g., architectural renderings or drawings made by a contractor).
 - If applicants lease space, a copy of their lease and a certification from the landlord that they have reviewed and approved the proposed facility improvement(s).
 - If applicants own space, a deed, property tax statement, or proof of mortgage payment.

	<ul style="list-style-type: none"> ○ Proposed budget and timeline for the facility improvement project
<p>Eligible Uses</p>	<ul style="list-style-type: none"> ● Labor and materials for <i>interior</i> building improvements to: <ul style="list-style-type: none"> ○ Create additional classroom space in existing location by converting or adapting other rooms to classroom space (e.g., demolition of partitions and infilling existing wall construction, modifying existing exits for sufficient egress, installing diaper change area for new infant/toddler classroom) ○ Create or improve areas to serve as indoor gross motor and/or multi-purpose space ○ Improve egress and access within the facility (e.g., ramps, sinks with knee clearances) as well as egress and access to the outdoors for children with no or limited mobility ○ Install, repair, replace, and/or improve: <ul style="list-style-type: none"> ▪ Bathrooms with age-appropriate plumbing and child height fixtures (e.g., toilets, sinks) that are in or adjacent to classrooms, including touchless fixtures, toilet partitions and doors, ceiling tiles, light fixtures, flooring, paint ▪ Child height handwashing sinks in classrooms, including touchless fixtures ▪ Windows in classrooms and common areas (e.g., install child height windows to allow for more natural light, repair window with ventilation issues, replace window that is unable to open, replace windows with energy efficient model, install blinds or glass glazing systems, install banisters or window guards) ▪ Flooring (e.g., carpets in poor condition, new flooring for bathrooms) ▪ Fire safety and fire protection systems e.g. sprinklers, smoke detectors ▪ Indoor air quality systems (e.g., HVAC systems upgrades and maintenance, mechanical air exchange system with individual classroom controls, air purifiers) ▪ Doors, entrances and exits including locking mechanisms ▪ Remediation of environmental issues (e.g., lead pipes, asbestos, including environmental site and remedial investigation) ▪ Diaper changing areas ▪ Nurse area, sick child area

	<ul style="list-style-type: none">▪ Electric and lighting systems▪ Security systems including security cameras▪ Furniture, fixtures, and equipment (FFE)▪ Kitchens and food preparation areas▪ Plumbing (e.g., leaking pipes, drainage issues)▪ Acoustics (e.g., absorptive materials, acoustic panels, ceiling tiles)▪ Secure storage areas (e.g., wall cabinets, cubbies, closets, cot storage, storage for hazardous materials)▪ Stable partitions and/or floor-to-ceiling walls to separate classrooms and improve acoustics <ul style="list-style-type: none">• Labor and materials for <i>exterior</i> building improvements to:<ul style="list-style-type: none">○ Install, repair, replace and/or improve equipment to provide children with age-appropriate, safe, engaging outdoor play areas:<ul style="list-style-type: none">▪ Climbing structures (e.g., adding more cushioning)▪ Creating a separate space for infants▪ Bollards for parking lots and/or playgrounds▪ Covered enclosures, shade structures, awnings, outdoor furniture, storage shed○ Increase accessibility or to meet code enforcement requirements, e.g. installing or replacing ramps○ Address exterior drainage issues○ Install, repair, replace and/or improve:<ul style="list-style-type: none">▪ Exterior fencing, including security gates▪ Roofing (e.g., addressing leaking or mold)▪ Decking (e.g., wood that has been deemed a hazard)▪ Sidewalks connecting classrooms▪ Parking areas (e.g., short-term parking for drop-off) <ul style="list-style-type: none">• Eligible soft costs (capped at up to 20% of total grant) are limited to:<ul style="list-style-type: none">○ Architect fees○ Permit fees○ Construction management○ Freight and shipping delivery○ Environmental assessment <ul style="list-style-type: none">• All work must be conducted in accordance with NJ prevailing wage and affirmative action requirements.
--	---

	<ul style="list-style-type: none"> • All proposed projects are subject to third-party review for cost reasonableness. • Facility improvement projects must commence within one (1) year of contract execution and be completed within one (1) year of construction start, with possibility for extension at the request of the child care provider and at the discretion of the Authority.
<p>Application Process and Board Approval/ Delegated Authority</p>	<ul style="list-style-type: none"> • Online application. Applications will be reviewed on a rolling basis, based on the availability of funding, until all funds are fully committed. • Delegation to the Chief Executive Officer with authority to subdelegate to staff to approve individual applications to Phase 1 of the Child Care Facilities Improvement Pilot Program that are consistent with the terms set forth in the memo and program specifications. These approvals are appropriate for delegated authority because the maximum financial assistance under this program is comparable to financial assistance amounts approved under delegated authority in other programs and the specifications are generally based on non-discretionary criteria. Additionally, this program is not competitive; each application will be reviewed on its own. • Delegation to the Chief Executive Officer with authority to subdelegate to staff to enter into a Memorandum of Understanding (MOU) with the New Jersey Department of Community Affairs (DCA) to accept and use up to \$20,000,000 in American Rescue Plan (ARP) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) that was appropriated pursuant to P.L. 2021, c. 144 for the purposes of funding eligible grant requests under Phase 1 of the Child Care Facilities Improvement Pilot Program, in accordance with federal requirements for the use of those funds; • Delegation to the Chief Executive Officer with authority to subdelegate to staff to enter into a Memorandum of Understanding (MOU) with the New Jersey Department of Human Services (DHS) to accept and use \$4,450,000 in state funds allocated in the Fiscal Year 2022 state budget for purposes of facilities improvements for child care providers for Phase 1 of the Child Care Facilities Improvement Pilot Program and for EDA administrative costs related to implementation of the program.
<p>Grant Amounts</p>	<ul style="list-style-type: none"> • Minimum Grant Amount: \$57,500 • Maximum Grant Amount: \$ 230,000

	<ul style="list-style-type: none"> • Grant awards will include additional 15% of eligible project costs to account for cost overruns.
<p>Funding Disbursement</p>	<ul style="list-style-type: none"> • EDA will provide notification to approved applicants stating the level of funding available for the proposed project. After notification is issued, the child care provider will execute an agreement with the EDA. • The child care provider will have 90 days from the date of the fully executed agreement with the EDA to enter into a separate agreement with the New Jersey Registered Public Works Contractor(s) that provided quote(s) during the application to complete the approved facility improvement project, with possibility for extension at the request of the child care provider and at the discretion of the Authority. If the contractor is no longer able to complete work for the approved project, the child care provider may identify a new contractor for the work, so long as the contractor is a New Jersey Public Works Registered Contractor and is able to complete the work at or below the approved grant amount. • When necessary to start construction, EDA will disburse deposits prior to the start of construction to the contractor directly upon receipt of invoices signed by the child care provider. • Prior to the start of construction, EDA will schedule a pre-construction meeting with the grantee and their contractor to re-affirm prevailing wage and affirmative action requirements, among other requirements, under this grant. • EDA will disburse subsequent payments directly to the contractor for the duration of the project upon receipt of invoices that include photos demonstrating construction progress and signature from the child care provider affirming that work has been completed to their satisfaction. Payments will be disbursed no more than once per month per location. • With the exception of the initial deposits, no payment will be disbursed without confirmation that work has been conducted in accordance with prevailing wage and affirmative action requirements. • Final payment will not be disbursed until EDA has conducted a site visit to confirm the work has been completed and is in compliance with prevailing wage and affirmative action requirements.

	<ul style="list-style-type: none">• EDA reserves the right to also conduct site visits during construction to confirm that work is being completed in accordance with eligible uses for the Program, federal guidelines, and all prevailing wage and affirmative action requirements.
Fees	Due to financial hardship experienced by child care providers during the pandemic, the Authority will collect no fees from the applicant for this program.
Appeal Process	<p>Applicants whose applications are denied will have the right to appeal. Appeals must be filed within the timeframe set in the declination letter. For appeals based on non-discretionary declines, Director, Legal Affairs, will designate Hearing Officers who will review the applications, appeals, and any other relevant documents or information. The Hearing Officer will prepare a recommended decision, which must be approved, and a Final Administration Decision issued, by staff in accordance with delegated authority.</p> <p>For declines based on discretionary reasons, Director, Legal Affairs, will designate Hearing Officers who will review the applications, appeals, and any other relevant documents or information and prepare a Recommendation to the Board. The Board is the final decision-maker for discretionary appeals.</p>

