Welcome

Please type your name and agency in the chat for attendance purposes.

This PowerPoint deck will be posted on the ORR Youth, Family and Seniors webpage within five business days.

This session will be recorded. A recording and Q&A will be posted on the ORR Youth, Family and Seniors webpage within five business days.
Agenda

Guidelines
• Timeline
• What does the NOFA fund?
• Highlights
• Eligible activities
• Who can apply?
• Rating criteria

Application
• Application checklist
• How to submit your application
• What happens after submissions?
• Tips
• Questions about the NOFA
• Q&A
# Timeline

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<th>Funding Process</th>
<th>Timeline</th>
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<tr>
<td>NOFA Announcement</td>
<td>November 15, 2022</td>
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<tr>
<td>Application Workshop</td>
<td>December 6, 2022, 1:00 to 3:00 p.m.</td>
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<td>Application Deadline</td>
<td>January 13, 2023, at 4:00 p.m.</td>
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<td>Office of Recovery &amp; Resilience Committee Review</td>
<td>Quarter 1, 2023</td>
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<td>Planned Award Notification</td>
<td>Quarter 1, 2023</td>
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<td>Contract Negotiations Begin</td>
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What Does the NOFA Fund?

Snohomish County announces the availability of American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Relief (CLFR) funds for Licensed Child Care Facilities Capital projects. Projects awarded funding must increase the number of licensed child care slots available in Snohomish County.

All applicants meeting eligibility requirements are encouraged to apply but the following programs and projects will be prioritized for funding:

- Projects located in a Qualified Census Tract
- Projects located in child care deserts
- Programs that primarily serve low- and moderate-income participants (families at or below 65% of area median income)
Example Projects (Not Exhaustive)

Building a new child care facility.

Adding rooms in an existing facility to increase the number of children served at that facility.

Partnering with a government or private business to convert unused space into a child care facility.
Highlights

• Awards will range from $500,000 to up to $2,000,000
• Open and competitive funding process
• Sites must be located within Snohomish County limits
Applicant Eligibility Requirements

All applicants must meet the following criteria to be eligible for Licensed Child Care Facilities Capital Projects funding:

• Currently licensed to operate a center or family home child care program or have a plan to be licensed subsequent to completion of capital project;
• Can be a preschool, child care center, or family child care provider providing full day services to children aged birth to five. Providers may serve children beyond the age of five, but eligible capital activities must be used by children aged birth to five;
• Companies must be licensed, report and pay revenue taxes for the Washington State Business License (UBI#) and any licenses required by the laws of jurisdiction;
• Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from Snohomish County to the provider; and,
• For applicants with fiscal sponsors, eligibility requirements may be met by either the applicant, the fiscal sponsor, or a combination of both.
Project Eligibility Requirements

All projects must meet the following criteria to be eligible for Licensed Child Care Facilities Capital Projects funding:

• Projects must be located in Snohomish County;
• Members of households served by the project should live, work, or attend school within Snohomish County limits;
• Projects must increase the total number of available licensed child care slots in Snohomish County;
• Projects must meet all zoning requirements of the jurisdiction in which the project is located;
• All project activities must meet the definition of “eligible activities”;
• The proposal must demonstrate the agency has the legal authority to undertake the proposed project on the proposed property by meeting the Site Control requirements;
• Recipients of funds are required to pay state prevailing wages for all capital-related activities;
• Providers applying for other funds are also eligible to apply to this NOFA, but duplication of funding is not allowed. Project budgets should be aligned yet not duplicative; and,
• Recipients must dedicate improved facilities to licensed child care operations for 20 years after project completion.
Eligible Activities

• Construction, renovation, or rehabilitation of facilities that increase the licensed capacity of direct service delivery space. “Direct service delivery space” means physical space which has as its primary purpose the delivery of in-person services. In some cases, non-direct service space may also be eligible when associated directly with eligible space and the related social services, such as kitchens, bathrooms, storage, or other space associated to the instructional space (classroom or home-based).

• Construction of new facilities that expands licensed capacity to serve children, either from the ground up or by substantially remodeling existing buildings.

• Design, construction, renovation, or rehabilitation of outdoor play space in accordance with state licensing regulations and best practice that expands licensed capacity to serve children.

• “Soft costs” or any project costs that are not construction but directly related to the development of an eligible facility (which may include design, project management, and permitting costs).

• Improvements that provide accessibility to persons with disabilities that are related to expanding licensed capacity to serve children.

• Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.

• If the project serves multiple uses, only activities and costs directly related to delivering early learning or child care services are eligible for funding.
Ineligible Activities

The following projects and activities are explicitly ineligible for funding under this Licensed Child Care Facilities Capital Projects NOFA:

- Deferred maintenance or repairs which do not directly contribute to making the project or property suitable for use as an early learning space.
- The purchase of equipment or furniture that is not permanently affixed to the property.
- Fundraising costs.
- Agency staff time.
Rating Criteria – Organizational Capacity (10 points)

• History of Project Management
  • Organization demonstrates the ability to successfully implement and manage federally funded projects in a timely manner, within budget, and consistent with funding requirements

• Financial Management Capacity
  • Organization has appropriate financial management capacity as indicated by audited financial statements. Any audit findings of the organization have been resolved prior to submission of application.
Rating Criteria – Readiness to Proceed (25 points)

• Ability to Meet Pre-contract Obligations
  • Applicant demonstrates the ability to fulfill its pre-contract obligations in a timely manner, including but not limited to: environmental requirements, land use issues, acquisition and/or relocation requirements, other committed funding sources, etc.

• Project Timeline (Weighted 2x)
  • The project is “shovel ready” so organization can fully obligate funds by September 2024 and spend all funds by December 2026.
Rating Criteria – Readiness to Proceed (25 points)

• Environmental and Land Use Issues
  • The organization has recognized and planned for possible environmental and land use issues that could delay the project.

• Additional Funding
  • The organization has submitted a clear, documented, fully-funded budget that demonstrates support from additional resources.
Rating Criteria – Project Soundness (15 points)

• Related Project Areas
  • Organization includes complete and detailed descriptions of all geographically or functionally related parts of the project including sections not funded with ARPA-CLFR, and descriptions of the project site and surrounding area.

• Impact
  • When completed, the project will directly contribute to a net increase in the licensed capacity served by the Organization at the new or improved facility.

• Budget
  • Project budget estimates and costs are reasonable and well supported or justified. Budget forms are consistent, accurate, and thorough (i.e., explanation of how project costs were determined).
Rating Criteria – Community Needs and Benefit (30 Points)

• Providing Culturally Relevant Services (Weighted 2.5x)
  • Applicant clearly describes how they are identifying and challenging child care access disparities through their work. Racial equity is incorporated into their work and specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrates a commitment to racial equity have been provided.

• Serving Individuals Most Impacted by COVID-19 (up to 15 points)
  • Project is located in a child care desert
  • Project is located in a Qualified Census Tract
  • Project will primarily serve individuals at or below 65% AMI
Determining Eligibility for Funding Priority Points

Qualified Census Tracts (Attachment A)  Child Care Deserts (Attachment A)
## Determining Eligibility for Funding Priority Points

<table>
<thead>
<tr>
<th>Size of Household</th>
<th>Disproportionately Impacted</th>
<th>Impacted</th>
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<tr>
<td></td>
<td>40% AMI</td>
<td>185% FPG</td>
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<tr>
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Application Checklist

• To be considered complete, applications **MUST** include the following:
  • Applicant Authorization and completed application Sections 1 through 4
  • Project Budget form
  • Non-profit organizations, governments, and municipal corporations: Copy of Board/City Council minutes or Board/City Council Resolution approving submission of the application for funding and designating authorized individual to negotiate and contractually bind agency or Copy of written authorization from Robei Broadous for late submission of Board/Council resolution no later than January 6, 2023.
Application Checklist

• To be considered complete, applications **MUST** include the following:
  • For non-profit and for-profit organizations: Complete Organizational Document Certification (Attachment C) and email the following documents electronically to OCHS.Mailbox@co.snohomish.wa.us:
    • Proof of 501 (c) (3) Status with IRS (Non Profits only)
    • Current Articles of Incorporation & Amendments (Non Profits only)
    • Current By-Laws, as amended (Non Profits only)
    • IRS notification letter of tax identification letter (For Profits)
    • Washington State Secretary of State Certification of Ownership entity (For Profits)
    • Organizational mission statement and length of time in existence
    • Current Owner/ownership structure, Board of Directors information or other governing body; include name, occupation, or affiliation of each member and identify the principal officers of the governing body or ownership structure.
    • Current Organizational Chart, including related or subsidiary entities and to-be-established entities
    • Current Management Team information, including resumes of Executive Director/Owner, Chief Fiscal Officer and Chief Program Administrator
    • Current year operating budget
    • Most recent two years of Audits with management letters, or financial statements
    • Tax returns for last two years
    • Completed and signed Organizational Document Certification Form
Application Checklist

• To be considered complete, applications **MUST** include the following:
  • Evidence of site control
  • Letters of funding commitment (if applicable)
  • Architectural drawings (if available)
  • Construction specifications (if available)
  • Title Report (if applicable)
  • Appraisals (if applicable and available)
  • Cost estimates (if available)
  • Relocation Plan (if applicable)
  • Copy of DCYF license or name business is licensed under or plan outlining key activities towards licensing capital project
  • Business plan including current and/or planned hours of child care
Application Checklist – Environmental Supplemental Application

• To be considered complete, applications **MUST** include the following:
  • Completed Environmental Review Supplemental Application with the supporting documentation for questions in Part II, sections A through G
  • Copy of Thomas Guide or similar map with site location clearly marked
  • County Assessor Property Record (http://www.snohomishcountywa.gov/assessor)
  • Copy of current Unanticipated Discovery Plan (if project includes ground disturbance of any kind)
  • FEMA Flood Map with site location marked (https://msc.fema.gov/portal/search)
  • Environmental Protection Agency Map with site location clearly marked (www.epa.gov/enviro/)
  • Department of Ecology Map with site location marked (www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html)
  • Maps showing measurements from site (per section E. 1, 2, & 3)
Application Checklist – Environmental Supplemental Application

• To be considered complete, applications **MUST** include the following:
  • Signed zoning confirmation letter (if the project requires a zoning change)
  • Detailed history of the property use
  • All available project and site studies
  • Photographs or aerial photos of existing site
  • Site Plans and drawings (no larger than 11 x 17). If the project consists of new construction or rehabilitation, include the original total square footage of the site plus square footage of new impervious surface to be added
  • If available, Phase I Environmental Site Assessment for acquisition of land, new construction, or substantial rehabilitation. If not available, OHCD staff will advise if required
  • Hazardous materials survey/assessment summary (if applicable)
How to Submit your Application

• Submit one (1) original completed application, including all attachments
• Submit one (1) hard copy of the completed application, including all attachments
• Submit one (1) complete electronic copy of the application with all attachments on a USB drive.
• Submit one (1) electronic copy of the Organizational Document Certification Form (Attachment C) with all appropriate attached documents, to OCHS.Mailbox@co.snohomish.wa.us marked as “Organizational Documents.” Applicants need only submit once for all applications in the NOFA. (Note: Specific applications may have additional submittal requirements to be enclosed with that particular application.)

Submit all physical documents to: Snohomish County Human Services Department, Office of Housing and Community Development, 3000 Rockefeller Avenue, M/S 305, Everett, WA 98201

Applicants must submit one copy of the NOFA Application in-person or by US mail, Fed Ex, or UPS, etc. Applications must be received no later than 4:00 p.m., Friday, January 13, 2022, or earlier, to demonstrate that the application was submitted by the NOFA deadline.
What Happens After Submissions?

• Office of Housing and Community Development staff complete eligibility review

• Office of Recovery and Resilience Review Committee receives copies of project materials, compliance and feasibility summaries, and threshold review and evaluation criteria for each project

• ORR develops a prioritized list of funding recommendations to send to Snohomish County Council for approval

• The Snohomish County Council makes the final funding awards
Tips

• Follow the required format
• Not required to retype questions or rating criteria in narrative
• Be specific and answer all parts of the questions
• Use scoring criteria
• Double check your budget numbers (use Excel template)
• Have someone review your application
• Start early and allow lots of time for submission process
• Submit all required attachments (use Attachment 1 – Application Submission Checklist)
Questions about the NOFA? Looking for help?

• Submit NOFA questions: (via email only)
  • SnohomishCounty.Recovers@snoco.org
• All Q&A will be posted on ORR Youth, Family and Seniors Page
• Only written answers are official responses
Questions?