



Division of Childcare and Early Childhood Education

P.O. BOX 1437, SLOT S160 · LITTLE ROCK, AR 72203-1437
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Child Care and Early Childhood Education Center Construction/Renovation Grant Overview

- All entities requesting Arkansas Community and Economic Development Program (ACEDP) assistance for their early childhood education and child care center project must complete and submit their proposal to the:

Division of Child Care and Early Childhood Education
Attn: Paige Cox
P.O. Box 1437, Slot S160
Little Rock, AR 72203

- Each proposal will be submitted as an application to the Division of Child Care and Early Childhood Education (DCCECE). **APPLICATIONS ARE DUE IN THE DCCECE OFFICE NO LATER THAN 4:00 PM ON SEPTEMBER 21, 2015, FOR CONSIDERATION OF FUNDING BEGINNING IN NOVEMBER 2015, PENDING FEDERAL GRANT AWARD TO THE STATE.**
- The process is as follows:
 1. An original request for funds proposal and four (4) copies are submitted to the DCCECE.
 2. An external panel of expert reviewers will review, evaluate and approve/reject the request for funds as being a viable project. The recommendation by DCCECE as viable does not guarantee funding by the Arkansas Economic Development Commission (AEDC). If the request is rejected, the proposal will be eliminated from AEDC grant consideration.
 3. DCCECE will confirm eligibility as:
 - a. Applicant states that construction funds are required in order to house the children and provide child care and early childhood education services.
 - b. A minimum of 51% of facility's slots must be guaranteed for low and moderate income families based on HUD Section 8 guidelines (attached). AEDC will also require grantees to provide income certification information at project completion to verify the provision of child care services to at least 51% Low/Moderate Income (LMI) beneficiaries.
 - c. Applicant demonstrates that no, or extremely limited, child care and early childhood education services exist in the applicant's jurisdiction. This is measured by determining the presence (or absence) of providers within the service areas defined by the applicant. A needs assessment must be conducted prior to application. The results of this assessment must be documented in the application. DCCECE will validate with agency data systems.

- Applicants with no access or limited access to services and/or large waiting lists for services are normally considered to be economically viable for grant financing.
- Eligible entities may use grant funds to assist with the construction or renovation of child care facilities. The child care and early childhood education center must be operated by a nonprofit organization for the purpose of full service child care (infant/toddler, preschool, and school-age care). Maintenance costs, operation costs, and the purchase of moveable (non-permanent) equipment are specifically ineligible.

d. Applicants must be either a city or county governmental entity.

e. An applicant may request up to a maximum of \$500,000. This maximum grant includes any construction, administrative, design or other eligible costs.

f. A minimum of 30 children in full day slots must be served by the facility. Programs are to be in operation for a minimum of 8 hours per day for 240 days per calendar year.

4. The DCCECE will refer viable proposals to the AEDC for further action.

- All proposals must agree to obtain Better Beginnings status within one year of the opening of the child care and early childhood education facility. If program is existing, current sites must be in Better Beginnings.
- All parties to the proposal should be aware that if AEDC contributes grant assistance for the construction of a child care center, the building must remain for that use or other eligible uses for at least five years from grant close out. Should it ever be used to house offices of general local government or other ineligible activities under the federal legislation, the grantee will be required to repay grant funds.
- It is the responsibility of prospective grantees to demonstrate efforts/provisions for use of the facility which will ensure that low and moderate income persons have equitable and easy access to the facility. The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of applicable federal laws which may affect the operation of the facility, such as, (ADA). (101: Related Laws and Requirements)
- The presence of lead-based paint and/or asbestos materials in public buildings represents a potentially significant health issue as well as a potential liability for the owners of such buildings. The proposal does not request any information about the presence of lead-based paint and/or asbestos in an existing facility nor will the presence of lead-based paint and/or asbestos be rated when determining need. However, if you propose to occupy or renovate an existing building, the lead-based paint and/or asbestos issue will be examined in detail prior to the ACEDP application process. The applicant will be responsible for complying with all federal requirements utilizing their own funds. The Arkansas Economic Development Commission has the authority to investigate lead-based paint and/or asbestos existence.

Therefore, you should pay special attention to the section entitled “Asbestos and Lead-Based Paint in Public Buildings”.

- The following conditions must be fulfilled to submit an ACEDP application:
 1. The proposal must be recommended as a viable project by DCCECE.
 2. The entity must be an eligible city or county that is not under any sanction prohibiting the receipt of federal funds.
 - a. A City is eligible if it is not a major party to an active grant, a pre-application, or any application under development for the Categorical Program with AEDC. This means a City can have only one pre-application, application or grant in process at any time. This does not include Economic Development Set-Aside pre-applications, applications or grants.
 - b. A County is eligible if it is not a major party to two or more active grants or more than two pre-applications or applications under development for the Categorical Program with AEDC. This means a County can have, at most, two pre-applications, applications, grants or a combination of these in process at anytime. This does not include Economic Development Set-Aside pre-applications, applications or grants.
 3. It is AEDC's policy that all potential grantees maximize the utilization of other resources in financing a project. A critical review of efforts to utilize other resources will be conducted.
 4. If a grant is awarded by AEDC for child care and early childhood education construction or renovation, the grantee must expend the funds in a timely manner as established by the AEDC or grant funds may be de-obligated.
 5. Private for profit programs are ineligible.
 6. The grant is awarded to Government operated and non-profit organizations.
 - Applicants will be required to formally apply through ADEC and follow all administrative procedures of the ACEDP.

Contacts

Arkansas Division of Child Care and Early Childhood Education
Contact: Paige Cox
700 Main Street
Little Rock, AR 72201
(501) 320-8983

Arkansas Economic Development Commission
Contact: Jean Noble
900 W. Capitol, Suite 400
Little Rock, AR 72201
(501) 682-1211

ASBESTOS AND LEAD-BASED PAINT IN PUBLIC BUILDINGS

Entities should be aware of the potential liability associated with the presence of lead-based paint and/or asbestos-containing building materials in existing structures. The presence of lead-based paint and/or asbestos in existing buildings is recognized as a serious public health hazard. Congress has already mandated that school facilities identify the presence of lead-based paint and/or asbestos and undertake a stringent process to abate or remove such materials. In addition, the Occupational Safety and Health Administration has certain authority in dealing with worker protection regarding lead-based paint and/or asbestos exposure.

The fact that lead-based paint and/or asbestos represent a significant health hazard poses a potential liability for the owner of any facility which contains it. This potential liability extends to:

- The occupation and use of a current facility (even if no improvements are undertaken)
- Relocation to another building (for which you may assume liability)
- Renovation or rehabilitation of an existing facility

If your proposed solution to the problem is to renovate or rehabilitate an existing building, you will be required to do the following:

- Have an accredited lead-based paint and/or asbestos inspector/management planner conduct a comprehensive inspection of the building according to AHERA guidelines, which will include sampling and laboratory analysis procedures. The cost of this procedure will depend on the size and complexity of the building, and will be borne by the entity. No costs associated with lead-based paint and asbestos identification, testing and abatement are eligible for reimbursement with ACEDP grant funds.
- Sign a waiver releasing and holding harmless the AEDC and all AEDC employees individually of any liability, claims, judgments or action whatsoever as a result of the renovation of a building containing lead-based paint and/or asbestos.
- Provide adequate justification that the cost and time associated with renovating a building containing lead-based paint and/or asbestos materials is more cost effective than either renovating a building that does not contain lead-based paint and/or asbestos or considering new construction.

DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION PROGRAM FUNDING PRIORITY CRITERIA

To determine, identify and target areas of greatest need for funding.

New/expanded services in communities with an identified shortage of services or no services available for:

- Infant/Toddler care (birth to 3 years of age)
- Arkansas Better Chance, Head Start and other early childhood programs that offer full day (more than 8 hours)
- After-school, before-school or summer services
- All programs must be inclusive of children with and without special needs

Preference will be given to proposals which:

- Provide a documented need for expanded or new services in the community to ensure that all children have access to a facility in their community that services full day, full year programs to meet the needs of working parents (verified by DCCECE)
- Provide service in low-income areas
- Define a clear collaborative effort in offering quality child care and early childhood services to the community which involves other programs such as health services, local government, public schools, Arkansas Better Chance programs, Head Start and Early Intervention Services for young children
- Clearly establish a program operation which provides a quality child care and early childhood setting offering a developmentally appropriate, comprehensive program for children

**PRELIMINARY PROPOSAL FOR FUNDING
DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION
Arkansas Community and Economic Development Program for
Construction/Renovation of Child Care Facilities**

Applicant _____ City or County (circle one)

Address _____

City/Zip _____

County _____ Phone Number _____

Contact Name _____ Phone Number _____

.....
Name of Project _____

Contact Name _____ Phone Number _____

Address _____

City/Zip _____ County _____

Current Operation _____ Proposed Operation _____ License # _____

.....
Congressional District _____

State Senate District _____

State Representative District _____

.....
Project Summary (a brief synopsis of the project)

Total construction/renovation cost estimate _____

Funds requested from AEDC _____

Budgets should comprise more than this funding amount and/or expenses. Applicants should acquire additional funding amounts for their projects from additional sources.

If a program requests funding of \$500,000 and the builder estimates construction/renovation costs to be one million, the program must show matching funds. No phases will be allowed. Construction/Renovation is to be completed at one time.

Are you willing to accept a partial funding amount? Yes ___ No ___

PROPOSED ACEDP APPLICATION BUDGET FOR CHILD CARE BUILDING/RENOVATION PROJECTS

Applicant: _____ Project Type: _____

Description	ACEDP Costs	Names of Match Funding Sources	Indicate if Current, Proposed or Applied For	Amount
Engineering/Architectural				
Basic Fee				
Inspection				
Additional Services (attach list)				
Construction				
Contingency (Maximum of 5%)				
Other				
Fees				
Permits				
Testing				
Other (attach list)				
Acquisition: (attach itemized list)				
Land				
Abstractor				
Appraiser				
Legal				
Survey				
Equipment (attach list)				
Other (list below)				

PROPOSED 1-YEAR BUDGET FOR PROGRAM AFTER CONSTRUCTION

(To be submitted by child care program for program expense/income after construction and occupancy)

Budgeted Expenses	Expense Amount	Income Amount	Income Description	Source of Income
Salaries			Weekly Fees	Parents
Fringe			Weekly Fees	Vouchers
Food			Weekly Fees	ABC Program
Classroom Materials/Supplies			Weekly Fees	Head Start
Other Materials/Supplies			Weekly Fees (other)	
Equipment/Furniture			Registration Fees	
Rent/Lease			Transportation Fees	
Utilities			USDA Food Program	
Insurance			Fund Raising	
Fees/Licensing			Donations	
Repairs/Improvement			Grants	
Curriculum				
Parent Involvement				
Bus (if children are transported)				
Gas/Maintenance				
Staff Professional Development				
Health/Developmental screenings for children				
Other (specify)				

Program Information (check all that apply)

Center-based _____ School-based _____

Before/after school _____ Infant/Toddler care _____ Preschool (3-5 year) _____

Age range of children to be served _____

Maximum number of children to be served in each age range:

Infant: _____ Toddler: _____ Preschool: _____ School-age: _____

.....
The information listed below must comply with Licensing, Better Beginnings and the Environment Rating Scale Requirements for Child Care Centers.

Square footage of proposed center _____

Number of toilets _____ Number of sinks _____

Square footage of enclosed outdoor play space _____

Attach a diagram/floor plan of the proposed structure to include both the size and proposed use of each room. Include a diagram of the proposed playground in relation to the building.

Site location (street address) and description of location in relation to population being served:

Documentation of status of ownership of the property (Choose one and explain)

City/County owned (attach copy of deed)

Documentation indicating intent to transfer ownership to the city/county, signed by current owner and prospective grantee, or formal agreement with city/county to operate facility on a non-profit basis

Attach verification that property will have water and electricity and an acceptable sewage disposal system available.
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STAFFING/PERSONNEL

Position

of full-time staff

of part-time staff

If the project is a joint application, list all agencies/organizations involved and identify the type of support provided by each agency.

LMI Certification – The program must certify that 51% of the slots be reserved for low-to-moderate income persons, and it is expected that those children will receive publicly subsidized child care.

CAPACITY/SUBSIDY

Identify the source and number of publicly subsidized child care slots anticipated:

Funding source

full day slots

part-time slots

PROGRAM ABSTRACT

Describe in ten (10) pages or less the proposed program. This abstract should address the overall project and proposed program and must include, at a minimum, the following information:

1. Statement of Need – a description of the community and population to be served. Define the need for funding for development of a child care early childhood facility. Justify the need for the project and present the data used to determine the need. The results of your needs assessment must be included. Data will be verified with census and DCCECE databases.
2. Overall objectives of the project.
3. Description of the proposed program, site, number and ages of children to be served, and curriculum/program model. Who will operate the program, if other than the city/county (as applicants)? Provide specific information regarding the “proposed operators/managers” of the program. Describe the operational relationship of the city/county entity and the public/private agency which will operate the program.
4. Collaboration with other service/public/private agencies. Must include partnerships with other early childhood programs and public school. Explain specific collaboration activities with each partner. Describe how other funding sources have been and will continue to be generated and integrated into the overall program to ensure a comprehensive program. Provide verification and a listing of other resources for financing the project which have been approved, those which are pending and those which have been denied.
5. Justification of grant request including line items of design and construction. Identify all other eligible costs.

Programs must include a letter from the Child Care Licensing Specialist regarding the facility and whether the program, as proposed, is eligible to receive a child care license. If the program (or the proposed program operator) is currently licensed, a letter from the Licensing Specialist must not only address the new proposal but also the current status of the child care license held by the applicant. Verification of appropriate approval (or preliminary contacts) from the City Planning Commission, Health and Fire Departments must also be attached.

Include appropriate information (including specific time lines and projected goals) regarding the plans this program will implement to obtain Child Care Better Beginnings Quality Approval status by the Division of Child Care and Early Childhood Education for the developmentally appropriate educational program provided to children. **If you are currently Better Beginnings, please provide information on how you will maintain Better Beginnings status and/or plans for advancement. Include Implementation Plan and Scope of Work.**

CERTIFICATION OF CHIEF ELECTED LOCAL OFFICIAL

To the best of my knowledge and belief, all data contained in this proposal is true and correct and its submission has been duly authorized by the governing body. I am fully aware that the project will be city/county owned as long as usage of the building is used appropriately. I, as city mayor/county judge, will commit to fully supporting the project now and after completion. The timelines and projected goals will be honored and achieved to the best of my ability. I understand that if the proposal is found to contain significant misinformation or deviates significantly from the site visit recommendation, this proposal will be automatically eliminated from further consideration for funding.

Name/Title

Signature of Mayor of County Judge

Date

CERTIFICATION OF LMI BENEFIT FOR CHILD CARE APPLICATION

A. LICENSED CAPACITY

Licensed capacity of proposed facility_____

Attach a copy of your child care license or letter from the Department of Human Services.

.....
B. SUBSIDIZED SLOTS

List the source of subsidy and number of slots subsidized by each.

Source of Subsidy	Number subsidized
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Total number of subsidized slots_____

Attach documentation confirming the subsidy for all sources listed.

.....
C. CALCULATION OF LMI BENEFIT:

- Licensed capacity of facility_____
- Number of subsidized slots reserved for LMI children_____
- LMI Percent or HUD census LMI% _____
(Subsidized slots divided by capacity equals percent LMI benefit)

NOTE: Grantees will be required, as a grant condition, to provide documentation indicating that the percentage of child care slots filled by children of low to moderate income parents exceeds 51% at project completion.

.....
D. CERTIFICATION

I certify that the LMI benefit indicated above is an accurate and valid calculation. To the best of my knowledge, all data contained in documentation is true and correct.

Signature_____ (Chief Elected Official or City Manager)

Name/Title (typed)_____ Date_____

PROGRAM FUNDING RATING CRITERIA

The maximum score for any proposal is 300 points.

I. Priority Status of Need (40 points maximum – based on number of services offered)

Program must be full day/full year to qualify. Programs are to be in operation for a minimum of 8 hours per day for 240 days per calendar year.

1. Infant/Toddler care/full day/full year (20 points)
2. Preschool care/full day/full year (20 points)
3. Full day/full year not planned or no documentation (0 points)

II. Documentation of Need (20 points maximum)

DCCECE will review all available data including census information to support need.

1. No programs available in service area. (20 points)
2. Programs offering full day/full year services with 0-15% of area slots available. (15 points)
3. Programs offering full day/full year services with 15-25% of area slots available. (10 points)
4. Over 25% of area slots available or no documentation of need. (0 points)

III. Low/Moderate Benefit (20 points maximum)

This is based on the number of slots reserved for LMI families.

1. 91 to 100% LMI (20 points)
2. 81 to 90% LMI (16 points)
3. 71 to 80% LMI (12 points)
4. 61 to 70% LMI (6 points)
5. 51 to 60% LMI (2 points)
6. 50% or less LMI or no documentation (0 points)

IV. Collaboration with Other Agencies (35 points maximum)

Must include early childhood programs and school districts. This can be cash match, in-kind or a combination of the two.

1. Collaboration with more than 4 agencies (35 points)
2. Collaboration with 3 to 4 agencies (25 points)
3. Collaboration with 1 to 2 agencies (10 points)
4. No collaboration documentation (0 points)

V. Quality Services (25 points maximum)

Better Beginnings Status will be verified.

1. Better Beginnings Quality Accreditation Approval Status is level 3. Documentation is included. (25 points)
2. Better Beginnings Quality Accreditation Approval Status is level 2. Documentation is included. (20 points)
3. Better Beginnings Quality Accreditation Approval Status is level 1. Documentation is included. (15 points)

4. Detailed plan for meeting Better Beginnings Quality Accreditation/Approval status is included. At a minimum this plan should address staff qualifications, plan for professional development, plan for parental and community involvement and plan for program/educational standards. (5-10 *points*)
5. Plan for meeting Better Beginnings Quality Accreditation/Approval status is incomplete or not included. (0 *points*)

VI. Attachments Required (30 points maximum)

1. Property ownership (3 *points*)
2. Readiness to begin construction (3 *points*)
3. Applicant's commitment letter(s) to project (3 *points*)
4. LMI certification (3 *points*)
5. Licensing approval letter (3 *points*)
6. Utility certifications (3 *points*)
7. Location map/Service area (3 *points*)
8. Indoor/Outdoor diagrams (3 *points*)
9. Planning Commission/Zoning approval (3 *points*)
10. Health and fire approval (3 *points*)

VII. Budget (50 points maximum)

1. Budget included and complete (15 *points*)
2. Program sustainability (20 *points*)
3. Matching funds for building center (10 *points*)
4. Funding amount within guidelines (5 *points*)

VIII. Other (20 points maximum)

1. All areas of proposal included and complete including age-appropriate staff/program plans (20 *points*)
2. All areas of proposal included but incomplete age-appropriate staff/program plans (10 *points*)
3. No documentation included (0 *points*)

IX. Number of AEDC Child Care Projects in County (60 points maximum)

1. No AEDC early childhood education child care projects in County (60 *points*)
2. One (1) AEDC childcare project in County (25 *points*)
3. More than one (1) AEDC childcare project in County (0 *points*)

**Child Care and Early Childhood Education Center
Construction/Renovation Grant**

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Certification/water, sewage disposal & electricity availability	Page ____
Non-profit status of proposed building occupant	Page ____
Program Abstract (not to exceed 10 pages)	Page ____
Needs Assessment	Page ____
Service area/Site location map (8 ½" X 11")	Page ____
Letter(s) from funding agency(ies) regarding the status of application and/or funding commitments	Page ____
Diagram/Floor plan for structure (8 ½" X 11") including square footage	Page ____
Diagram/Proposed use of outdoor space including square footage	Page ____
Budget for proposed project	Page ____
Licensing approval letter/Copy of current license	Page ____
Planning Commission/Zoning approval	Page ____
Health approval/Confirmation of contact	Page ____
Fire approval/Confirmation of contact	Page ____
Confirmation letters regarding collaboration	Page ____

Instructions: Service Area/Site Location Map – Provide a legible letter sized map locating the site of the proposed and/or current facility. This map should also indicate the area of need. This is the geographic area served by this center. It is imperative that the map provided clearly marks proposed and/or current facility.

Table of Contents: Use this table of contents as a checklist of the items required to submit a Child Care Proposal. Number the pages consecutively in the order listed.