**FY2017 EARLY EDUCATION AND OUT OF SCHOOL TIME CAPITAL FUND GRANT**

**PROCUREMENT INFORMATION**

**Grant Application Due Date and Time: January 19, 2017, 4:00 PM**

**Number of Pages included in this Grant: 6**

**Application:** Fill out application package plus attachments

**Content Expert: Theresa Jordan- CEDAC/Children’s Investment Fund TJordan@childrensinvestmentfundma.org**

**Issue Date:** December 7, 2016

**Issuing Agency:**  Early Education and Care

**Funds Type:** Massachusetts Early Education andOut ofSchool Time (EEOST) Capital Fund.

**INSTRUCTIONS TO APPLICANTS**

**CAPITAL PROJECT READINESS:** ONLY THOSE ORGANIZATIONS THAT HAVE RECEIVED AN INVITATION TO APPLY FROM EEC MAY SUBMIT AN APPLICATION. **Please complete the Readiness Checklist below to determine whether your proposed project meets all the readiness criteria BEFORE you start to complete the application. If you do not meet all the criteria, your organization is not ready, and you should wait to apply in a subsequent grant round.**

* **Site Control:** Our organization has secured site control of the site for the proposed capital project.
* Our organization owns the site of the proposed project or has a signed purchase and sale agreement, OR
* Our organization is leasing a site and has a signed lease for a minimum of 15 years from the date of the award with a nonprofit or commercial landlord, or has a signed lease for a minimum of 25 years in a space owned by a municipality.
* **Pre-development and planning:** Our planning group has identified a development team (architect, attorney, development consultant, project manager, etc.) with the ability and experience to help move our project to completion.
* **Plans and specifications:** Our architect has developed preliminary architectural plans and initial cost estimates for the project.
* **Project financing:** We have a Sources and Uses Budget that shows the total development cost of the project (minimum cost $400,000) and a credible plan for assembling all financing. While the EEOST Capital Grant Program awards may be up to $1 million, we understand the grant will not cover 100% of the cost of any project.
* **Organizational finances:** Our organization’s finances are sufficiently strong to successfully complete a capital project. We understand the application will require a financial statement for the current year, 3 years of audited financial statements, and projected operating budgets and cash-flow budgets that show an ability to repay any loans that help finance the capital project.
* **Standing with EEC:** Our organization has a license in good standing, and we understand EEC will review Licensing Visit Reports or Investigations and Fiscal Monitoring Reports OR our organization is in the process of filing a license application with EEC and expects to be fully licensed within ninety days of project completion and understands that should our organization not receive a license from EEC within ninety days of project competition, the grant is subject to being rescinded and any funds paid to our organization will be recaptured by EEC and/or CEDCAC/Children’s Investment Fund.

**Please do not contact CEDAC/Children’s Investment Fund or the Department of Early Education and Care about your proposed project. Phone calls, emails, or other communications initiated by applicants with CEDAC/Children’s Investment Fund or EEC are prohibited.**

**Mail in Submission Information:**

One (1) original and three (3) copies must be sent to:

**Label Envelope/Package:**

Department of Early Education and Care

FY 2016 EEOST Capital Fund, Agency Name, Program Name

Attention: Cathy Kelley, Grants Administration

51 Sleeper Street, 4th Floor

Boston, MA 02210

**Grant Application Due Date:** January 19, 2017 **- 4:00 PM**

**THIS IS A FIRM DEADLINE AND LATE APPLICATIONS WILL NOT BE ACCEPTED**

**EEC MUST RECEIVE HARD COPIES OF THE APPLICATIONS; E-MAIL SUBMISSIONS**

**WILL NOT BE ACCEPTED.**

**Questions regarding this Grant Application must be submitted in writing to** [eec.eeost@massmail.state.ma.us](file:///C%3A/Users/agilmore/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/J11WVG59/eec.eeost%40massmail.state.ma.us) **by December 22, 2016,** at 4:00 PM**.**

EEC expects to post responses to written questions on or around January 11, 2016**.**

**Purpose of this Grant**

This competitive grant is funded through the Early Education and Out of School Time (EEOST) Capital Fund, created by “An Act Financing the Production and Preservation of Housing for Low and Moderate Income Residents”, St. 2013, c. 129. The statute authorizes the Department of Early Education and Care (EEC) to administer up to $45 million in general obligation bond funds for grants to develop eligible facilities for use as licensed Large Group and School Age Child Care Programs as defined in 606 CMR 7.00, Standards for Licensure or Approval of Family Child Care, Small Group and School Age, and Large Group and School Age Child Care Programs.

Funds may be used to acquire, design, construct, repair, rehabilitate and/or renovate facilities, for soft costs associated with the acquisition, rehabilitation, renovation, and construction, and for recovery from a natural or man-made disaster.

**Priorities**

In awarding grants, EEC will require that all Eligible Projects reflect cost-effective design, material and finish decisions consistent with good architectural and engineering practice, reflect high quality construction, and that satisfy the requirements of EEC. Eligible projects must also:

1. Demonstrate that they are ready to proceed, will raise all necessary capital funds, finalize plans and specifications, secure all necessary approvals, and be completed within 24 months of the date of the EEOST Capital Fund grant award.
2. Enable the Eligible Facility to progress to at least a level 3 in the MA Quality and Rating Improvement System (QRIS), or if already verified at level 4, then maintain the level 4 standards.
3. Provide full time year round care as a licensed Large Group program, or wrap around care as a licensed School Age Child Care program.

Preference will be given to Eligible Projects that:

1. Offer geographic balance to ensure Eligible Projects in different parts of the state, with emphasis given to Western Massachusetts, and Southeastern Massachusetts/ Cape Cod and the Islands Regions..
2. Exceed the 25% legally mandated minimum child care slots serving low income children who are eligible for public subsidy, with greater preference given to those exceeding 50% low-income families..
3. Help with recovery from a natural or man-made disaster.
4. Are located in Gateway Cities.
5. Will expand capacity to serve more low income families who are eligible for public subsidy, with emphasis on age groups that are currently underserved.
6. Are green and sustainable projects as defined in the EEOST Program Guidelines.
7. Solicit participation of minority-owned and/or women-owned businesses as part of the development team.

**Eligibility**

This is a competitive grant process.The following entities are eligible to apply:

Tax-exempt non-profit corporations, as defined by M.G.L. c. 180 or organizations in which a non-profit corporation has a controlling interest, provided that at least 25% of the slots in the facility shall serve low income families who are eligible for a public subsidy.

**For profit organizations, or any organization that is incorporated under a statute other than M.G.L. c. 180, municipalities and other government entities, including public school systems or public institutions of higher education, are not eligible to apply for this grant funding. .**

Please note: All applicants must have documentation of their not for profit organization status. All licensed programs must have a license in good standing with EEC. Eligible Facilities include sites that:

* Comply with M.G.L. c. 15D and all regulations and policies adopted thereunder;
* Comply with all other applicable Federal, State and Local statutes, regulations, and ordinances, including but not limited to the Americans with Disabilities Act (ADA)and the Massachusetts State Building Code (SBC), as may be amended from time to time;
* Is or will be a building, structure, or site that is or will be, owned or leased by one or more Eligible Organizations;
* If a building, structure, or site is leased, then the leased facilities shall have a lease term that is consistent with the scale of the capital investment, but shall not be less than 15 years;
* If a building, structure or site is or will be a municipally owned building that dedicates a single purpose space for licensed early education or out of school time programs, then the lease must be for not less than 25 years; and
* Demonstrate: (a) a need for such a project; (b) a benefit for the affected community; (c) a financial need for assistance in the form of such a grant; and (d) local support for the project.

**Funding**

EEC anticipates that up to $3.6 Million will be available for EEOST Capital Grants during this grant cycle. These grants are available to help fund significant capital improvements (total development costs of $400,000 or more). Applicants may request up to $1 million in funding, but in no event will the grant funds pay the full cost of a project. Projects must be completed within 24 months of grant award. Should additional grant funds become available, EEC reserves the right to make additional awards based on the responses received.

Applicants are required to submit a detailed budget including proposed sources of funding and uses.

Grant applications will be rated on the strength of the proposal and the applicant’s ability to achieve the grant goals. EEC reserves the right to prioritize grant applications according to the preferences in the Priorities section above.

**Eligible Uses:**

EEOST Grant funds may be used for:

* Acquisition of real property,
* Design, construction, repair, rehabilitation, and/or renovation of an Eligible Facility,
* Recovery from a natural or man-made disaster, and/or
* Soft costs directly related to the development of an Eligible Facility.

All grantees are required to acknowledge the Early Education and Out of School Time Capital Fund as a funding source on their brochures, flyers, or on their website.

**Reporting**

**EEC reserves the right to require grantees to report as specified by EEC.**

**Project Duration**

Construction must be completed within 24 months of the grant award. Grantees are also required to: maintain at least 25% of slots to serve low-income families who are eligible to receive receiving public subsidy; maintain the facility eligibility requirements listed in Section II of the EEOST Program Guidelines and the QRIS Standard for physical environment at level 3 or higher for a minimum of 25 years for owned facilities or leased space in a municipal building, or a minimum of 15 years for other leased facilities.

**Required Forms to be Submitted:**

In accordance with the submission requirements detailed below, all required documents **must be received at EEC’s Central Office by** **4:00 PM on January 25, 2016**. Late applications will not be accepted.

**All of the following documents below must be submitted** by **mail** with **one (1) original**

(All signatures must be in blue ink) and **three (3) copies**,

1. FY2017 Checklist for Grant Application
2. FY2017 Application
3. FY2017 Attachments

**EEC may disqualify any incomplete grant applications from consideration/review. E-mail submissions will NOT be accepted.**

**Additional Information (posted on EEC website):**

The following documents are for reference only; they do NOT need to be completed by the Applicant or included in any response submitted.

* EEOST Procurement Information
* EEOST Statute
* EEOST Regulations
* EEOST Guidelines
* Information Session PowerPoint

**Grant Application Release/Posting: December 7. 2016**

**Submission of written inquiries:** December 22, **2016**

* Email inquiries to [eec.eeost@massmail.state.ma.us](file:///C%3A/Users/agilmore/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/J11WVG59/eec.eeost%40massmail.state.ma.us)

**Response to written inquiries: January 11, 2017 (est.)**

**Submission Deadline: January 19, 2017 by 4:00 p.m. Late applications will NOT be accepted**

Applicants must submit proposals to:

Department of Early Education and Care

FY 2016 EEOST Capital Fund, Agency Name, Program Name

Attention: Cathy Kelley, Grants Administration

51 Sleeper Street, 4th Floor

Boston, MA 02210

*EEC reserves the right to adjust the timeframe laid out above. It is the responsibility of the applicant to keep up to date on changes to this Grant Application by checking the EEC Website.*

***NOTE: In general, applications received after the deadline will not be reviewed or considered for funding. EEC reserves the right to review and/or fund an application submitted after the deadline where an emergency situation caused or contributed to the late submission.***

***EEC or CEDAC reserves the right to request additional information regarding any responses/applications received. EEC or CEDAC shall have the right to specify the amount of time for submission of such additional information. EEC or CEDAC shall have the right to disqualify responses where such information is not submitted within the timeframe specified by EEC****.*

***EEC shall have sole discretion in determining whether or not to provide an opportunity for an unsuccessful grant applicant to request a debriefing regarding their grant application.  EEC may limit the time period for debriefing requests to be submitted, the number of debriefings granted, and the manner in which debriefings will be conducted (by telephone, e-mail, and/or in-person).  In general, a debriefing involves providing an applicant with a copy of the scorecard and accompanying comments created by the evaluation team that reviewed the grant application, along with a brief discussion around those comments and scores.  A debriefing shall not include any comparisons between grant applications.  If debriefings will be permitted for a specific grant, EEC will include such information along with the grant award(s) notification.***