Welcome to the Early Learning Facilities webinar for the K-12 School District Program for the review of the Program Guidelines.

If you are new to this portion of the call, I am Kristin Ramos, and with me is Lindsey Erickson, and we will be the Program Managers for this round of funding.

In the room and on the line with us, we also have the following program management representatives: Tony Hansen, Matt Mazur-Hart, and Tanya Mercier, who will assist with correcting any of my errors and responding to questions. Also in attendance is the amazing Lena Moore, who will be capturing questions in the Chat feature.

Just as a reminder, this webinar is being recorded. Please jot down and hold all questions until the end when we will hold a Q&A session.

As we go through the slides, I will not be reading the text, but supplementing with additional narrative.
• This webinar, as well as the one held prior to this, will be on the Early Learning Facilities webpage June 30.

• We will begin with a brief description of the mission of our organization. The Department of Commerce touches every aspect of community and economic development. We work with local governments, businesses and civic leaders to strengthen communities so all residents may thrive and prosper.

• This is a highly competitive grant program, so before submitting your grant application we strongly encourage you do your homework, by carefully reading the program guidelines.

• Visit our webpage for additional information and link to the Program Guidelines.

• All Commerce early learning facilities grants are scored through a competitive process by the ELF Scoring Committee.

• If you are awarded a grant, Commerce will draft a contract with your organization before disbursing the funds.

• Review Part Two of the guidelines document for contracting requirements, some of which you should start thinking about now.

• This is a reimbursement-style grant. That means no advance payments, but we have worked hard to make the paperwork straightforward. Funds will become available once all required information is provided to Commerce.

• All acquisition projects must provide a current (six to nine months) appraisal or county assessment of the site to be purchased.

• All capital projects must be reviewed by the Department of Archaeology and Historic Preservation (DAHP) and potentially impacted Tribes if the project:
  o acquires property
  o disturbs ground, and/or
  o involves structures more than 45 years old

• Consultation with DAHP and any potentially impacted Tribes must occur as early in the process as possible. To begin consultation with DAHP, please complete the applicable EZ form found on the DAHP website.
• If a project begins construction prior to receiving our award, they must undergo the DAHP review upon receiving our award so this means that construction must be halted until the review is completed by DAHP.

• Please return the EZ form directly to DAHP. Please consult DAHP’s Tribal consultation website for more information on consulting potentially impacted tribes.

• Most projects are required to apply for LEED silver certification. However, renovation projects that involve a new addition to an existing building may not be eligible for LEED certification. Also, new construction projects under 5,000 square feet are exempt from this requirement.

• If you are awarded a grant, these requirements will need to be met before we can execute a contract.

• This is a reimbursement grant, with no funds provided prior to funds being expended.

• All capital project reimbursements shall be evidenced by documentation showing the cost has already been incurred by the grantee.

• Applicants may only apply for one grant per early learning facility project. If your project received a direct appropriation in the 2019-2021 capital budget, you may still apply for a competitive grant, but not for the same project that received direct appropriation in the budget.
  
  o A project may be defined as the acquisition of real property and/or new construction or rehab for an entire structure, a phase or wing of a structure, a floor in a building, or any subcomponent of a building that results in increased early learning child care service capacity of a facility

• This program is necessary to support state-funded Early Childhood Education and Assistance Program (ECEAP) and Working Connections Child Care (WCCC) early learning opportunities.

• In order to apply, projects must create additional ECEAP and/or WCCC capacity, or retain ECEAP and/or WCCC spaces at risk of being lost as defined in the program guidelines
• Please keep in mind that all applications must be received through Zoom Grants no later than 5:00 PM on Monday, August 3, 2020.

• The Commerce 2021—2023 ELF school district program has two competitive grants available for K-12 school districts:
  • 1) Construction or Renovation, with a maximum grant amount of $855,823
  • These grants allow applicants to do either new construction or major renovation of existing facilities.
  • 2) Purchasing Facilities, with a maximum grant amount of $855,823
  • These grants allow applicants to purchase a building, but not land only; however, the cost of land can be used towards match and total project costs.

• As a reminder: A project may be defined as the acquisition of real property and/or new construction or rehab for an entire structure, a phase or wing of a structure, a floor in a building, or any subcomponent of a building that results in increased early learning child care service capacity of a facility

• If your project received a direct appropriation in the 2019-2021 state capital budget you may still apply for a competitive grant, but not for the same project that received a direct appropriation.

• Commerce reserves the right to modify grant request amounts based on application demand levels.

• This program is only open to K-12 school districts.
  - All applicants applying for Commerce grants must be, or intend to be, an active participant in good standing with the Early Achievers program. In addition, applicants must have a Washington State business license to provide early learning services.

• Applicants must currently be or intend to be:
  - Early Childhood Education Assistance (ECEAP) provider AND/OR
  - Working Connections Child Care (WCCC) provider who is eligible to receive state subsidies
The highlighted ECEAP and WCCC references are hyperlinked to those organizations for information on how to become ECEAP and/or WCCC providers.

- The program’s legislation describes in more detail K-12 school districts and criteria for receiving Commerce’s capital funds.
  - Please review RCW 43.31.565 through RCW 43.31.583.
- Commerce’s capital budget funds may generally be used to pay for construction related expenses as indicated.
- Commerce can only reimburse for these expenses if they were incurred after July 1, 2018.
- Any expenses incurred before July 1, 2018 that date cannot be reimbursed.
- Please refer to the Program Guidelines for additional details around eligible project and construction costs.
- All our grants are intended to fund “bricks and mortar”. This is why the following costs listed here are not eligible for reimbursement and also cannot be used to match state funds:
  - Internal administrative costs, in-house labor, or activities
  - Computers
  - Rolling stock (such as vehicles)
  - Lease payments for rental of equipment or facilities
  - Any maintenance or operating costs, or the moving of equipment, furniture, etc., between facilities
  - Land only
- It is the intent of the ELF legislation that state funds be matched by private or local government funding and that an effort be made to maximize the amount of non-state resources leveraged.
- Commerce ELF grants are to constitute 25 percent or less of the total project cost (leverage ratio of 3:1 - for every $3 the applicant provides, Commerce will provide $1).
• We encourage applicants to maximize the amount of non-state funds in their project. Applicants providing more than 75 percent of the total project costs will receive additional scoring points. The amount of match in your application's budget will be the amount of match in your final contract.

• State funds for construction, purchase or renovation of early learning facilities may be given only after private or public match funds are committed. Non-state matching funds may consist of the following:
  o Cash on hand
  o Bank Loans
  o Documented pledge commitments
  o The value of land acquired for the project.
  o Buildings
  o The value of land or buildings used must be supported by a current appraisal performed by a certified professional appraiser or county assessment
  o Buildings

• In-kind donations can be used towards an applicant’s match requirement as long as their value can be properly assessed and documented. Please refer to the Program Guidelines for additional information.

• Commerce, in coordination with the Office of Superintendent of Public Instruction (OSPI), the Department of Children, Youth, and Families (DCYF), and the Early Learning Scoring Committee, will review applications and forward their recommendations in the form of a prioritized list of projects. This list will be sent to the Office of Financial Management and the Legislature by September 15, 2020.

• The 2021 Legislature will make the final determination as to which projects will receive ELF grants, the level at which they are funded, and the total amount of funds to be provided for the 2021-2023 biennium. The Governor must sign the Capital Budget before an appropriation is legally binding.
If you already have a Zoom Grants account, that is great, if not, go to www.zoomgrants.com to get set-up.

For current users, click on log in to get started

For new users, click on sign up now to get an account

Once you have an account and can log in, you will see this view.

Click on the 2021-2023 Early Learning Facilities (ELF) Program: K-12 School Districts link to get started

For Zoom Grants technical assistance, contact Zoom Grants at: 866-323-5404 x2 or by email at Questions@ZoomGrants.com.

The Tab 1 section includes basic information concerning your organization and project, including primary and secondary contact information and other pertinent data.

The Tab 2 section address the project and its location. Provide cross streets if there is no project address, the parcel number(s) of the project site and if land will be re-parceled.

For Tab 3, when listing your project budget, please use eligible costs only. This will be different from your total project budget, and includes only capital costs that this grant can reimburse. For more information about what costs are eligible, please refer to page 7 of the guidelines

For Tab 4, please save forms or documents on your computer, complete and then upload to Zoom Grants using the “Upload” button provided. All documents required for your project must be completed and submitted with the application. Failure to provide the requested documentation or providing inaccurate information may result in the proposal receiving less points or being disqualified.

All Commerce ELF grants are awarded through a competitive application process.

Applicants will be scored on the as follows

In your application responses be as thorough as possible. Do not assume the person reading and scoring the application knows anything about your projects.
• The criteria listed here is also outlined in the Program Guidelines.
• Please consider how your project will align with the scoring criteria when completing your application.
• Although ELF staff can assist with the technical side of the application process, staff are not permitted to assist with the content of the application.
• Your application will also be evaluated, but not scored, on geographic disbursement of submitted projects and adding ECEAP/WCCC spaces in areas with the highest unmet need.
• A signed, executed contract is required for each awarded project.
• If a Grantee wishes to request any change to state approved contract language, additional legal review is required, which may delay contract execution.
• Washington operates under a biennial (2-year) budget and each appropriation in the 2021-2023 Capital Budget lapses at the close of the biennium (June 30, 2023).
• Since projects may take more than 2 years to complete, Commerce will request a re-appropriation of any unspent funds as of that date. However, we cannot guarantee that the Legislature will agree to extend funding, nor can we legally obligate funds from one biennium to the next.
• Project costs incurred after July 1, 2018 can be reimbursed with appropriate backup once a fully executed contract is in place.
• The grant you receive may be rescinded under the following conditions:
• If the project’s scope of work changes significantly and does not match the information stated in the application
  o If the project’s scope of work changes (due to unforeseen circumstances) an amendment to the grantee’s contract with Commerce is required. If the grantee does not have funding to complete the project.
• If the grantee cannot demonstrate sufficient operating funding for the project.
• Grantees receiving grants of less than $200,000 for construction, purchase or renovation of facilities must provide written evidence of site control for a minimum of 10 years after final grant payment, either through outright ownership of the subject property or a long-term lease. Grant recipients must commit to using the facility for the purposes of providing ECEAP and/or WCCC for a minimum of 10 years.

• Grantees receiving grants of $200,000 or more for construction, purchase or renovation of facilities must provide written evidence of site control for a minimum of 20 years after final grant payment, either through outright ownership of the subject property or a long-term lease. Grant recipients must commit to using the facility for the purposes of providing ECEAP and/or WCCC for a minimum of 20 years.

• All grant awards are contingent on grantees reaching binding agreements with their contractors. Construction projects (including landscaping) that receive any of our grants are required to pay state prevailing wages beginning on the date the capital budget becomes effective. Acquisition only projects are exempt from state prevailing wage law (RCW 39.12). Note: these projects must result in a usable facility.

• If your project receives any federal funds you are required to pay whichever wage class rate is higher, either the Davis-Bacon Act federal wage scale or state prevailing wage requirements.

• All projects awarded to public entities (i.e. cities, counties, public hospitals, special purpose districts, etc.) must comply with public works statues. (RCW 39.80 and 39.04 cover ordinary public works contracting.) Apprenticeships are required on all construction costs over $1 million.

• Commerce does not require that a percentage of the project work be given to small businesses or Minority/Women Owned Business companies. However, if your local jurisdiction has such laws they must be followed.

• If a project includes remodeling, repairing, or painting a residential property, or child occupied facility built before 1978, the project must employ a Certified Lead Renovation Firm, who must assign an Individual Certified Lead Renovator to lead the activities.
LEED is compliance with high performance or green building standards. These building principles offer the most savings when incorporated early in the design process. That is why we strongly encourage you to talk with your architect as soon as possible.

The first issue you may wish to explore is whether your project is required to meet the LEED silver standard. The law offers two types of exemptions, referenced on page 12 of the Program Guidelines.

For process related questions, feel free to contact ELF staff at earlylearningfacilities@commerce.wa.gov.

If Zoom Grants technical assistance is needed, feel free to contact Zoom Grants at questions@zoomgrants.com or call 866-323-5402 x2

We will now start taking questions, starting with those submitted on the Chat feature. We will pause periodically to address questions on the phone in attendees that have questions not addressed in the earlier Chat submissions.

For those attendees at a computer, you can submit questions either through the chat feature, where they will be addressed first-come, first-served, or verbally on the audio connection when the facilitator asks for the call-in questions.

We will now start with the questions submitted in chat during the webinar

Now we will take questions from the audio line.

Are there any other chat questions?

Are there any other questions from the audio line?

From all of us at the Department of Commerce, Early Learning Facilities K-12 School District Funding Round, we would like to thank you for taking the time to attend today’s webinars.

The recordings for the webinars will be available on our website on June 30th.

This concludes our webinars. Have a great day.