Chicago Public Schools Early Childhood Construction Grant

Vision: To award early childhood construction dollars through a competitive application for agencies to expand capacity to center-based early childhood services in high-needs areas in Chicago.
MEMORANDUM

This memorandum provides notice of the availability of funds for the Early Childhood Construction Grants program, distributed through the Board of Education of the City of Chicago (hereinafter referred to as “CPS”).

The grant awards will be between $25,000 and $1,000,000. All grants require a ten (10) percent match by the grantee.

For budget planning purposes, grant funds will be released in one (1) payment and must be spent within two (2) year of the receipt of the funds. All funds remaining at the end of the grant agreement or at the expiration of the period of time grant funds are available for expenditure or obligation by the grantee must be returned to the Capital Development Board within thirty-five (35) calendar days.

If you have any questions, please contact:

Office of Early Childhood Education
Chicago Public Schools
125 S. Clark St., 9th Floor
Chicago, IL 60603
Tel: 773-553-2010
Email: ececapitalrfp@cps.edu
REQUEST FOR APPLICATIONS

Early Childhood Construction Project Grants

Grant Awards: $25,000-$1,000,000

All grant applications require a ten (10) percent local match and all grant applicants must demonstrate proof of local match.

Application Due: September 6, 2013

For more information contact:
Chicago Public Schools
Office of Early Childhood Education
Tel: 773-553-2010
Email: ececapitalrfp@cps.edu

PROGRAM GUIDE
EARLY CHILDHOOD CONSTRUCTION ACT GRANTS

PURPOSE OF PROGRAM

The purpose of the Early Childhood Construction Grants, distributed by Chicago Public Schools include the following purposes:

1. Constructing an addition onto an existing building;
2. New construction of a facility or renovations to an existing facility in order to create a new early childhood center;
3. Acquisition of a facility;
4. Purchase or replacement of equipment that will significantly increase the capacity or quality of the programming offered;
5. Safety improvements on an existing facility; and
6. Classroom conversions.

ELIGIBLE APPLICANTS

Applicants for funding in response to this Request For Application (RFA) must meet the following requirements:

1. Eligible applicants for Early Childhood Construction grants include any private not-for-profit entity with experience in providing educational, health, social and/or child development services to young children and their families located in the City of Chicago and serving Chicago residents. A broad range of eligible providers may apply for these grants, including licensed and licensed-exempted private nonprofit childcare centers. Licensed family childcare residences are ineligible for these grants. Grant applicants are ineligible to receive a grant award hereunder if, within 1 year prior to the date hereof, the applicant has received a grant award of the type described herein from the Illinois Capital Development Board, the Illinois State Board of Education or any other Illinois state agency.

A. If an early childhood center is operated in or by a child care center subject to the licensure requirement of the Illinois Department of Children and Family Services (DCFS), then that child care center must hold the appropriate licensure in accordance with rules promulgated by DCFS (see 89 IAC 403) (Licensing Standards for Group Homes), 405 (Licensing Standards for Day Care Agencies), 406 (Licensing Standards for Day Care Homes), 407 (Licensing Standards for Day Care Centers) and 408 (Licensing Standards for Group Day Care Homes).

B. Grant applicants must obtain all authorizations, consents, approvals, licenses, exemptions of, or filing or registrations with, any governmental authority, or approvals or consents of any other person or entity, in connection with the acquisition, construction, renovation and/or operation of a child care center, including, without limitation, the current requirements of the Chicago Building Code or the appropriate municipal authority.
AVAILABILITY AND USE OF FUNDS

Funding Level and Term

All grant applications require a ten (10) percent local match secured by the agency/organization and separate from funding distributed by any public city agency, including Chicago Public Schools or Department of Family and Support Services. The minimum grant award will be $25,000 and the maximum grant award will be $1,000,000. Grant applicants must demonstrate the ability to obtain the match. If projects require more than $1,000,000 to complete, grant applicants must demonstrate the ability to obtain the balance of the funds for the project.

Future grant application cycles will be based on the availability of grant funds.

New or improved facilities must be used for early childhood or other related programs for a period of at least ten (10) years.

Award of funding for construction does not guarantee award of operational funding from Chicago Public Schools or Department of Family and Support Services. While Chicago Public Schools Office of Early Childhood Education will work with programs to ensure provision of high quality services in new facilities, all operational funding is subject to annual budget appropriations from federal, state, and local sources.

Use of Grant Funds

A recipient of a grant from the Early Childhood Construction Grants program may use grant funds to do one or more of the following:

1. Construct an addition onto an existing building;
2. New construction of a facility or renovations to an existing facility in order to create a new early childhood center;
3. Acquisition of facility, including a mobile unit;
4. Purchase or replacement of equipment;
5. Safety improvements; and
6. Classroom conversions

Grant funds may not be used to:

1. Offset existing debt;
2. Supplant existing funds that support a service, program or activity for which grant support is requested;
3. Fund expenses associated with the operations of the Early Childhood Center;
4. Lease/rent space for occupancy;
5. Use for sectarian instruction, religious worship or a school or department of divinity;
6. Use for the proportional share of joint use facilities that either provide personal residential space for those who are not students or provide space for business activities unrelated to the educational mission of the early childhood center; and
Fund entities providing services within private residences

Priority will be given to projects that increase the center-base program capacity for children birth to five located in those communities in the Chicago with the greatest underserved population of young children.
REPORTING

Pursuant to 30 ILCS 705/4 (b) (2) of the Illinois Grant Funds Recovery Act, Agencies will be required to submit to the Illinois Capital Development Board (“CDB”) quarterly reports for grants in excess of $25,000 and annual reports for grants less than $25,000. Grant recipients receiving grants in excess of $25,000 through this application, must submit quarterly reports to CDB describing the progress of the project, use of the funds and the expenditure of the grant funds related to the project.

First Quarterly report will be due three (3) months or ninety (90) days after execution of the grant agreement.

Failure to submit these reports by the deadline will result in grant funds being returned to the State of Illinois ten (10) days after the report was due.

SUBMISSION OF APPLICATION

The grant application, signed by an authorized individual of the organization, must be sent via U. S. mail or personally delivered to the following address:

Office of Early Childhood Education

Chicago Public Schools
125 S. Clark Street, 9th Floor
Chicago, IL 60603
ATTN: Early Childhood Capital Grant Submissions

Grant applications will be considered on time if received by CPS no later than September 6, 2013.

APPLICATION REVIEW PROCESS

CPS will review grant applications for eligibility. Those providers whose applications are determined to be ineligible will be notified and ineligible for further review. Providers may apply for future funding if future grant cycles become available.

GRANT AWARD PROCESS

Grants will be awarded by CPS based on a prioritization process which determines the ability of the applicant to serve communities with the greatest underserved population of young children and increase capacity of quality early childhood programming for young children in the community.

Grant applicants may apply for amounts between $25,000 and up to $1,000,000 per application period and must demonstrate the ability to obtain the balance of funds for the project if the total expenses are more than $1,000,000.
Grants will be awarded based on the availability of grant funding within a given application period.

Grant applications will be prioritized based on the following:

- Community Need, taking into account availability of quality capacity the area to be served
- Quality of Proposed Capacity Increase
- Project Shovel-Readiness

Grant recipients will need to acknowledge that it is familiar with requirements of, and comply with, CPS’s “Revised Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services Contracts.”

APPLICATION FORMAT

EARLY CHILDHOOD CONSTRUCTION GRANTS Required Information

1. Grant applicants must demonstrate the ability to provide an increase in early childhood capacity within the community for which the grant is being requested or they must demonstrate the ability to improve the quality of space within the proposed project that will significantly increase the quality of the services provided to young children in an existing program. Priority will be given to applications that expand the quality center-based early childhood capacity in underserved communities.

2. Grant applicants must be willing to enter into a Grant Agreement with CPS and CDB which outlines the roles, responsibilities, and obligations of each party. The Grant Agreement will include the terms of the grant, disbursement policies and procedures, and default and recapture provisions.

3. Grant applicants must demonstrate the utilization of an architect/engineer to oversee all work completed. In addition, all work must be completed and permitted in accordance with the current requirements of the Chicago Building Code or the appropriate municipal authority.

4. Grant applicants must certify an ability to provide sufficient start-up costs for operating the new program or increased capacity. See Form C. Award of funding for construction does not guarantee award of operational funding from Chicago Public Schools or Department of Family and Support Services. While Chicago Public Schools Office of Early Childhood Education will work with programs to ensure provision of high quality services in new facilities, all operational funding is subject to annual budget appropriations from federal, state, and local sources.

5. If grant applicants are requesting grant funds for a portion of the total project costs, grant applicants must demonstrate that they have or will be able to secure sufficient sources of funding for costs associated with the project, including proof of funding on-hand or commitment of external funding, as appropriate.

6. Grant applicants must demonstrate how the proposed new or expanded program meets a need in a community with an underserved population of young children that is among the greatest in the state.
7 Grant funds are to be used for facilities and equipment that are developmentally and age appropriate for the children to be served.

8 Grant applications must include a signed statement under penalty of perjury verifying the source of the required 10% matching contribution.
Community Need

1. Location of the Center

a) Describe the geographic boundaries of the community area to be served by the new or expanded capacity.

b) Explain the rationale for selecting the proposed program location. How will most families get to the location? How does the location reflect target population needs in terms of access to public transportation and/or close proximity to the geographic area where the target population is concentrated.

c) What other providers within the proposed community provide the same services as those the agency proposes to expand or add? Are all of these programs full? Do they have waiting lists? If programs are not full, or if this program is a new service to be provided by your agency, please provide the rationale for adding these programs at your location or a new location instead of expanding capacity of existing programs.

d) If the proposal is for a part-day program, please describe any partnerships or other measures planned to ensure that children needing full-day services are able to access the program.

e) Describe any other community partnerships that will support the program. Attach letters of agreement and/or support as applicable.

Applicants can use the Early Childhood Community Needs Assessment Summary Tool for access to data on specific areas within the City of Chicago: http://chicagocnst.chapinhall.org/
Early Childhood Center/Early Childhood Provider Characteristics

Applicants must document a successful track record of providing early childhood services.

Please provide the following information on the number of children ages 0-5 that you are currently serving. Please provide copies of the following section for each site you currently operate.

Name of Agency
Name of Site
Address of Site
Total Capacity of Site
Total Number Currently Served
Total Number of Children on the Waiting List
Number of Children Attending 8+ hours a day, 5 days per week

If you are currently contracting with CPS for Early Childhood Services as part of the Community Partnership Program (“CPP”), what is your most recent PIA score? How many years has your organization participated in the CPP?

- **Table 1A: Current Number of Children (ages 0 – 5) Served by Program**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/ Intended Funding Stream</td>
<td>ONLY Preschool for All (PFA – State funded preschool program)</td>
<td>ONLY Head Start &amp; Early Head Start (HS/EHS – federal early childhood program)</td>
<td>ONLY Child Care Assistance Program (CCAP – State subsidized child care)</td>
<td>Some combination of PFA, HS, and CCAP</td>
<td>ONLY Private Pay (child does not participate in PFA, CCAP, or HS)</td>
<td>Total # of children (ages 0 – 5) served (sum of columns 2-6)</td>
</tr>
<tr>
<td># of children (ages 0 – 5)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
For the children identified in Column 5, please provide information on the combination of programs.

- **Table 1B: Children Currently Served through Combined State Subsidized Programs**

<table>
<thead>
<tr>
<th>Row A</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row B</td>
<td>Combination of Funding Streams/Programs</td>
<td>PFA &amp; CCAP</td>
<td>HS/EHS &amp; CCAP</td>
<td>PFA, HS/EHS, &amp; CCAP</td>
<td>Other Combinations</td>
</tr>
<tr>
<td>Row C</td>
<td># of children (ages 0 – 5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

If you indicated that there are other combinations in Table 1B, please explain below.

What is your current Quality Counts Quality Rating System rating? ([http://www.inccrra.org/quality-rating-system](http://www.inccrra.org/quality-rating-system))
Site and Project Parameters

Site and project parameters must confirm the viability of the proposed project. Suggested grant application components and questions include:

1. Project Site/Name:
   
   a) Location of new/expanded/quality improvement to early childhood capacity.
   
   b) Describe the nature of the existing site and the proposed construction and/or renovation at this site including the increased capacity at each space. Please include the following:
      
      1) Address.
      
      2) Square feet of site and building, if applicable.
      
      3) Due diligence information such as: zoning, building code compliance, environmental studies or other reports on the sites appropriateness for early childhood education.
   
   c) Do you or will you own or lease the proposed site? If the agency already has possession of the site, attach documentation.
   
   d) Describe how the increased capacity would come into compliance with applicable licensing standards and achieve other accreditations (such as Americans with Disabilities Act guidelines) after the capacity expansion.

2. Project Budget and Timeline
   
   a) Include a detailed development budget for the project.
   
   b) Include a detailed explanation of the funding sources that you will be utilizing as revenue to operate the expanded facility. Form 2A below.
   
   c) Please provide a project schedule or timeline, the name of the professional design firm and the name and license number for the architect or engineer. See Form B.
   
   d) Please describe any plans for LEED certification or developing an environmentally sustainable
facility.

Other Items to be Included in Submission:

1. Review and complete the attached form indicating whether you can or cannot comply with each of the grant agreement provisions. (Appendix 1)

2. A copy of Department of Children and Family Services (DCFS) child care license (if applicable) and city licenses (if available).

3. A statement indicating that you have the ability to provide the required 10% match.

   Include the following documents:
   • Two years of tax returns
   • Two years of financial statements
   • Any information on tax liability of audits.

4. A copy of your IRS letter indicating your eligibility for nonprofit status.

5. List of board of directors.

   The application must not exceed 25 double-spaced, single-sided pages.
B. PROJECTED REVENUES

Please provide the following information on the number of additional children ages 0 - 5 that you are expecting to serve. Please do not include children from Tables 1A & 1B in Tables 2A & 2B.

**Table 2A: Additional Number of Children (ages 0 – 5) to be Served by Program**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
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</tbody>
</table>

For the children identified in Column 5, please provide information on the combination of programs.

**Table 2B: Children to Be Served through Combined State Subsidized Programs**

<table>
<thead>
<tr>
<th>Row A</th>
<th>Column 1</th>
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<td># of children (ages 0 – 5)</td>
<td></td>
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</table>

If you indicated that there are other combinations in Table 2B, please explain below. **Appendix 1**
Certification of Grant Agreement Provisions

Please indicate whether or not you are able to comply with the following:

- The Grantee agrees that all grant funds and identified matching funds shall be spent exclusively for the identified projects, to enter into contracts to accomplish the design and construction work. Accordingly, the Grantee shall have and retain title to all property, buildings and equipment purchased with grant funds for a minimum of 10 years unless otherwise agreed to by the CDB.  _____Yes  _____No

- Grant funds and matching funds shall not be spent for the Grantee’s administrative costs and expenses, whether incurred as an officer, employee, or on a contractual basis.  _____Yes  _____No

- The Grantee agrees to comply with all applicable statutes, codes and rules, including but not limited to, the business enterprise program practices for minority-owned businesses, female-owned businesses, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), the Illinois Accessibility Code, and the Prevailing Wage Act (820 ILCS 130), and to require such compliance in all contracts the Grantee enters into in connection with the project.  _____Yes  _____No

- All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Grant Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application. In the construction of the project, the Grantee shall comply with the requirements of the Prevailing Wage Act, including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers, and mechanics performing work under the contract and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.  _____Yes  _____No

- All project procurements shall be in accordance with applicable law. Except as otherwise authorized by applicable law, all procurements shall be made by open and free public competition.  _____Yes  _____No

- If the Grantee does not have established procedures and contractual provisions requiring construction contractors to provide bonds, it shall require construction contractors to obtain a bond in the amount of 10 percent of the bid, a performance bond in the full amount of the bid and a separate labor and materials payment bond in the full amount of the bid.  _____Yes  _____No

- No officer or employee of the Grantee nor any official of the locality who exercises any functions in the review or approval of the project, or the carrying out of the project’s
objectives nor the immediate family members of any of them, shall have any financial interest, direct or indirect, in the project, the project contracts or the work to be performed, nor shall such person participate in any decision relating to any project contract which affects his interest or the interest of any corporation, association, or other organization in which he is, directly or indirectly, interested. For purposes of this section, immediate family means spouse or significant other, child, sibling, parent, brother-in-law, sister-in-law, mother-in-law or father-in-law. _____Yes _____No

• The Grantee certifies that neither it nor any of its officers, agents or employees has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record, nor has any officer, agent or employee committed bribery or attempted bribery on behalf of the Grantee and pursuant to the direction or authorization of a responsible official of the Grantee (30 ILCS 500/50-5). _____Yes _____No

I hereby certify that all of the above responses are accurate and valid to the best of my knowledge.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Title</th>
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<th>Signature</th>
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<table>
<thead>
<tr>
<th>Project Title</th>
<th>Name of Applicant</th>
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</table>
### FORM B
**EARLY CHILDHOOD CONSTRUCTION GRANTS PROJECT SCHEDULE AND TIMELINE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>I.</td>
<td><strong>Project Title:</strong></td>
</tr>
<tr>
<td>II.</td>
<td><strong>Name of Applicant:</strong></td>
</tr>
<tr>
<td>III.</td>
<td><strong>Mailing Address:</strong></td>
</tr>
</tbody>
</table>
| IV. | **Telephone Number:**
| | **Fax Number:**
| | **E-mail Address:** |
| V. | **Project Scope:** On the lines below, please provide a brief scope of work for the proposed project. Attach additional sheets if needed. |
| VI. | **Project Status:** Please check the appropriate box that describes the status of your project at this time.
| | No Design
| | In Design
| | Equipment Only
| | If no design, or purchasing equipment only, skip to section VII.
| | If in Design, please provide the following:
| | **Name of Architect/Engineer:**
| | **Architect/Engineer License Number:**
| | **Stage of Design:**
| | AE Contract in Place / Initial Design Phase
| | 50% Design
| | 100% Design
| VII. | **Estimated Project Cost:** |
| VIII. | **Grantee Matching Funds**
| | If additional funds are required, have they been secured? Yes | No
| | If yes, what is the source of the additional funds?
| | If no, how and when do you plan to secure the funds? |
| IX. | **Project Timeline**
| | Please provide the projected bid date for the proposed project.
| | Please provide the expected completion date for the proposed project. |
FORM C Early Childhood Construction Grants

(Required for all grants)

(Insert Applicant’s Name Here)

The applicant/award recipient hereby certifies to the Capital Development Board that the applicant/award recipient has sufficient start-up funds for operating the new program related to the increased capacity created.

Signature of Authorized Official Title Date

Name of Authorized Official (type or print)