

CHILD CARE CENTER CONSTRUCTION/RENOVATION OVERVIEW

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

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

- Each proposal will be submitted as an application to the DCC&ECE. **APPLICATIONS ARE DUE IN THE DCCECE OFFICE NO LATER THAN 4:00 PM ON MAY 1 OF EACH YEAR FOR CONSIDERATION OF FUNDING BEGINNING JULY 1 OF EACH YEAR.**
- The process is as follows:
 1. An original request for funds proposal and two (2) copies are submitted to the DCC&ECE.
 2. DCC&ECE will review, evaluate and approve/reject the request for funds as being a viable project. The recommendation by DCC&ECE as viable does not guarantee funding by the Arkansas Department of Economic Development (ADED). If the request is rejected, the proposal will be eliminated from ADED grant consideration.
 3. DCC&ECE will confirm eligibility as:
 - a. Applicant states that construction funds are required in order to house the children and provide child care services.
 - b. A minimum of 51% of facility's slots must be guaranteed for low and moderate income families. Subsidized slots must be **guaranteed** by the Department of Human Services, Arkansas Better Chance, Child Care and Development Block Grant contract funds, Head Start, etc., or the community served is at a 51% LMI based on HUD census data. ADED will also require grantees to provide income certification information at project completion to verify the provision of child care services to at least 51% LMI beneficiaries.

- c. Applicant demonstrates that no, or extremely limited, child care 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.

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 construction/renovation and related eligible costs for facilities. The child care center may be operated by a non-profit organization for the purpose of full service child care (infant/toddler, preschool, and school-age care). Maintenance, operation and costs for 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 \$325,000. This maximum grant includes any construction, administrative, design or other eligible costs.
 - f. A minimum of 30 full-day slots must be served by the facility.
4. The DCC&ECE will refer viable proposals to the Arkansas Department of Economic Development (ADED) for further action.
 - All proposals must agree to obtain Arkansas Child Care Quality Approval/Accreditation status within two (2) years of the opening of the child care facility.
 - All parties to the proposal should be aware that if ADED contributes grant assistance for the construction of a child care center, the building must in perpetuity remain for that use or other eligible uses, as long as it serves primarily low and moderate income persons. 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 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.

Therefore, you should pay special attention to the attachment to this preliminary application entitled "Asbestos and Lead-Based Paint in Public Buildings".

- Before an entity will be invited to submit an ACEDP application, the following conditions must be fulfilled:
 1. The proposal must be recommended as a viable project by DCC&ECE.
 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 ADED. 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 more than two active grants or more than two pre-applications or applications under development for the Categorical Program with ADED. 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 ADED'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.

All entities receiving a referral to apply for ACEDP funding must submit documentation with the pre-application submitted to DCC&ECE indicating the contribution of local matching funds to the project in an amount in accordance with the sliding fee scale (see attachment A).

4. If a grant is awarded by ADED for child care construction or renovation, the grantee must expend the funds in a timely manner as established by the ADED or grant funds may be de-obligated.

CONTACTS FOR CHILD CARE INFORMATION

Arkansas Division of Child Care and
Early Childhood Education
700 Main St.,
Little Rock, AR 72201
(501) 682-9699
fax: (501) 682-4897

ADED Child Care proposal for
renovation/construction
Enhancement/Improvement grant
Training grant information
Child Care Approval Standards
Financing Opportunities
Child Care Licensing
Special Nutrition Program
Subsidy for Child Care
Arkansas Better Chance

Arkansas Department of Economic
Development
#1 Capitol Mall
Little Rock, AR 72201
(501) 682-1211
fax: (501) 682-1209

Procedures to procure Grant
Administrator; determine LMI/
Public Hearings Technical
Grant information

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 represents 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 proposal receives an invitation to submit an ACEDP application, and 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 ADED and all ADED 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 (see Attachment B for priority scoring):

- Infant/Toddler care (birth to 3 years of age)
- Head Start and other Early Childhood programs that offer full day (more than 8 hours) and full year (operate 12 months) services
- School-age care (kindergarten to 13 years) – before and after school and summer care services
- Inclusive (children with and without special needs) programs

Preference will be given to proposals which (see Attachment B for priority scoring):

- 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 (full day, full year programs to meet the needs of working parents).
- Provide service in low-income areas.
- Define a clear collaborative effort in offering quality child care 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 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 (choose one)

Address _____

City/Zip _____

County _____ Phone Number _____

Contact name and phone number _____
.....

Name of project _____

Contact name and 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 ADED _____

Other funding sources to be accessed: source, amount and purpose (operational, furnishing or construction/renovation). All proposals must provide **documentation** indicating the contribution of matching funds. To determine the amount of matching funds required, refer to the attached list 'Arkansas Counties by Average Median Income.'

Source	Amount	Purpose	Status

Program Model (check all that apply)

Center-based_____ School-based_____ Head Start_____ ABC_____

Before/after school_____ Infant/Toddler care_____ Preschool (3-5 year)_____

Full day (operates more than 8 hours) _____ Part-day_____

Full year (operates 12 months) _____ Summer only_____

Age range of children to be served_____

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

Infant _____ *Toddler* _____ *Preschool* _____ *School-age* _____

The below listed must comply with Minimum Licensing Requirements for Child Care Centers.

Square footage of proposed center_____

Number of toilets_____ Number of washbasins_____

Square footage of enclosed outdoor play space_____

Attach a diagram/floorplan 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

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



STAFFING/PERSONNEL

Position	# of full-time	# of part-time
----------	----------------	----------------



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

LMI Certification – The program must certify that either 51% of the children served will receive publicly subsidized child care or that the community served is at a 51% LMI based on HUD Census data.

CAPACITY/SUBSIDY

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

Funding source	full-day slots	part-time slots
----------------	----------------	-----------------

CENSUS/SURVEY

Identify the service area and census data upon which eligibility is based. Specific instructions on Census data can be obtained from ACEDP Guidelines for Determining and Documenting Benefit to Low and Moderate Income Families obtainable from ADED.

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 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.
2. Overall objectives of the project.
3. Description of the proposed program, site, number and ages of children to be served, 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. 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 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 Quality Approval status by the Division of Child Care and Early Childhood Education for the developmentally appropriate educational program provided to children.

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 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 Health and 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:

- 1. Licensed capacity of facility _____
- 2. Number of subsidized slots _____
- 3. 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 _____

ATTACHMENT A
COUNTY LISTING FOR MATCHING FUNDS SLIDING SCALE

I. 15% Matching Funds

Bradley
Chicot
Clay
Desha
Jackson
Lafayette
Lee
Monroe
Newton
Phillips
Polk
Searcy
Sharp
Stone
Woodruff

II. 20% Matching Funds

Columbia
Dallas
Fulton
Izard
Lawrence
Madison
Marion
Mississippi
Nevada
Pike
Poinsett
Randolph
St. Francis
Scott
Van Buren

III. 25% Matching Funds

Baxter
Calhoun
Carroll
Clark
Cross
Drew
Hempstead

Howard
Johnson
Lincoln
Little River
Logan
Montgomery
Ouachita
Yell

IV. 30% Matching Funds

Arkansas
Ashley
Boone
Cleburne
Conway
Crittenden
Franklin
Greene
Hot Spring
Jefferson
Miller
Perry
Prairie
Sevier
Union

V. 35% Matching Funds

Benton
Cleveland
Craighead
Crawford
Faulkner
Garland
Grant
Independence
Lonoke
Pope
Pulaski
Saline
Sebastian
Washington
White

ATTACHMENT B
PROGRAM FUNDING RATING CRITERIA

The maximum score for any proposal is 200 points.

I. Priority status of need (100 points maximum – based on number of services offered)

1. Infant/Toddler care – 40 points
2. Full day and full year services – 30 points
3. School-age care – 20 points
4. Preschool care – 10 points

II. Documentation of need (40 points maximum)

1. No programs available in service area. 40 points
2. Programs offering full day/full year services available but slots are limited. 30 points
3. Programs available but may not offer full day or full year services. 20 points
4. Programs offering full day/full year services available with slots available. 10 points.

III. Low/moderate income status of area served (30 points maximum)

This is based on Census data or Percentage of Free/Reduced lunches in school district(s) in area(s) served.

1. 91 to 100% LMI – 30 points
2. 81 to 90% - 24 points
3. 71 to 80% - 18 points
4. 61 to 70% - 12 points
5. 51 to 60% - 6 points

IV. Collaboration with other agencies (15 points maximum)

This can be cash match, in-kind or a combination of the two.

1. Collaboration with more than 4 agencies – 15 points
2. Collaboration with 3 to 4 agencies – 10 points
3. Collaboration with 1 to 2 agencies – 5 points

V. Plan to provide Quality services (15 points maximum)

1. Detailed plan for meeting 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. 15 points
2. Plan for meeting Quality Accreditation/Approval status is incomplete. 7 points

3. Plan for meeting Quality Accreditation/Approval status is not included. No points

**ATTACHMENT C
CHILD CARE PROPOSAL
TABLE OF CONTENTS/CHECKLIST**

Preliminary Request for Funding Cover Page And application	Page 1 -5
Table of Contents	Page ____
Certifications	
Property ownership	Page ____
LMI Certification	Page ____
Certification/water, sewage disposal and electricity Availability	Page ____
Program Abstract (not to exceed 10 pages)	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 ____
State Clearinghouse 424 (Form X)	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 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.

Form X: This form must be completed and a copy submitted with the proposal. The original 424 form and a copy of the preliminary must be submitted to the State Clearinghouse. Instructions for its completion are on the back of the form.