

New Capacity for High Need Pre-Bid Conference 5-20-10

Written Questions

- 1. Does the purchase of an existing vacant building qualify for funding under the RFP?**

No, it does not. According to Page 6 of Grant Guidelines, the proposal must show proof of control of site (ownership/deed of trust or minimum 5 year lease with owner approval).

- 2. Does being in escrow to purchase a facility qualify as “proof of ownership”?**

According to Page 6 of Grant Guidelines, the proposal must show proof of control of site (ownership/deed of trust or minimum 5 year lease with owner approval). An application could be submitted if the property is in escrow. If the application receives a sufficiently high score to move forward, a recommendation for funding will not be made to the Commission, if the applicant cannot demonstrate control of the site.

- 3. Our corporation plans to open a new center so we are considering applying for the "New Capacity for High Needs Area" grant. But, I noticed that the instructions state that family day cares cannot apply. Also, we intend to continue operating our family childcare home, but also open the center and, of course, we are aware that we can only work at one location. Also, we are not applying as a family daycare but as a corporation, so can we apply as well?**

An application can be submitted to open a licensed center. The fact that you are currently operating a family child care home does not prohibit you from applying to open a licensed center.

- a. If so, where it asks our corporation to indicate a previous license, we believe that we would not indicate our family childcare license number because it is not listed under our corporate name and we have not had any licenses as a center. So how should we answer this particular question?**

Explain that you are currently a family child care home, but are applying to open center. Provide the family child care home license for information.

- b. Also, the application ask how long we have been in business or something to that effect, and we actually incorporated in December 2007, but does this question mean how long have we been in business as a child care center?**

Question #1 of the application asks, "Provide a brief history of your organization's related qualifications. Include similar completed projects, previous experience implementing programs utilizing public funds, and sustainability (ability to stay in operation for a minimum of five (5) years)." Please answer this question as completely as possible while maintaining the necessary space allocations. Please include information related to the child care business you have operated.

- 4. Lastly, let us say that we currently have a 5 year lease on a lot, can we use a portion of the funds to purchase the lot as well and the remaining funds for: preparing the lot for a modular building, the purchase of a used modular building, transporting the building, some building renovations, and also move-in costs?**

The 5 year lease you reference satisfies the requirement to demonstrate control of the site. As a result, you can apply to utilize funds to purchase land as a part of a project to create a licensed child care center. The ultimate goal is the creation of additional licensed child care center capacity and your application will be evaluated on its capacity to accomplish this within the allotted time frame. The balance of the costs, you asked about, are all allowable.

- 5. For each contractor bid, do we have to split up the work and materials in each bid for the budget?**

Each contractor bid should be listed individually under the subcontractor section and include the specific work that contractor will be responsible for completing. The materials the contractor will be purchasing should be included in their bid. Arrin, please respond.

- 6. On the budget, do we only include items to be funded by First 5 or all expenditures for the total project?**

There are two columns – one should include total project expenditures, and the other should show funds requested from F5R

- 7. Given the nature of capital projects, if items are listed in year 2010-2011, but are not expended until 2011-2012 timeframe, how will that be handled?**

Successful applicants can request to utilize unexpended funds from 2010-11 in 2011-12. Funding for this project will end January 31, 2012. Any unexpended funds will not be available past this date.

- 8. We are not currently licensed, but we have an interest list generated from “word of mouth” and interest within our own organization. We also have a brochure that is not yet being used for marketing purposes because we are not yet licensed. Can we include both the interest list and brochure for consideration?**

Please include these items with your application. The interest list will assist in the evidence needed to demonstrate the need for child care in the area of your proposed project. The draft brochure will help to demonstrate the program your agency plans to offer.

- 9. Can you give examples of why a proposal would be rejected or the RFP would be cancelled?**

A proposal might be rejected if it does not submit a complete application or score above the minimum score required to be considered for funding. The Commission may cancel this RFP for a variety of reasons including but not limited to a re-evaluation of need or available resources.

- 10. Were the grants originally submitted scored? If yes, will we be able to receive our scores...or any feedback?**

No, the applications originally submitted were not scored.

- 11. What constitutes “proof of waiting list” for a new construction project?**

A “wait list” is a document that contains a list of children’s names that are in need of child care services from your agency. In the case of a brand new child care facility where no services previously existed, this may not be available. If an existing center is expanding to create new spaces through a new build or renovation, we would anticipate they have a “wait list” to demonstrate the need for additional spaces.

- 12. In the event of multiple applications from same agency, what criteria will be used to select only “one” project if the scores are in close range?**

Typically, the awards are offered to the application receiving the highest scores. In the case where an agency submits multiple applications, the applicant may at the discretion of First 5 Riverside, be given some consideration as to which of the applications they would prefer to be awarded if within a very close scoring range.

- 13. Can a public agency that will construct the child care facilities, and then subcontract to a qualified child care provider, apply? The public agency will own the facilities and the child care provider will operate. If the public agency is eligible to apply, how should they address the issue of the child care license?**

A public agency that will construct the child care facility and then subcontract to a qualified child care provider can apply. A child care license is not required at the time of application submittal.

14. Is an application eligible if the facility is currently under construction?

Yes, but the application will be evaluated based on its ability to complete the project within the allotted time frame.

15. If the facility will serve infants/toddlers and preschool-age children, but will also serve school-age children, are eligible for funds?

The funds for this grant are available only for programs serving children age's birth through 5 years old. Funds cannot be utilized for school age children. If your project will provide services to children in those three age groups, the allowable costs must be for the portion of the project that will serve the birth through five year old population only.

16. Our agency is constructing the facility and our agency issues the building permit. Can we submit plan check comments from our agency to show proof of working towards a building permit?

Building permits or plan check comments are not requirements for submittal of your application. If your application successfully makes it through the reading and scoring process, First 5 Riverside may ask for these additional items prior to offering an award.

17. Our agency is building the facility and providing the equipment. We do not hold a child care license, but the future operator does. Can we submit their license?

The recommendation is to submit the license of the operator if you are under contract with them by the time the applications are due. You are not required to submit a license with your application if you do not have one.

18. Can you tell us specifically what was changed from original RFP to current one? What is the difference from last grant offered that was to be awarded today?

An applicant needs to refer to the current RFP and application as is posted currently on the rccfc.org website. Please do not refer to the last RFP guidelines and application for submittal of applications for this funding opportunity. Several items were changed, including but not limited to eligible applicants, and how far along the applicant was in the planning process.

19. What are examples of reasoning to “cancel this RFP if it is deemed to be in the best interest of the Commission?”

Please refer to the response to Question 11. The Commission may cancel this RFP for a variety of reasons including but not limited to a re-evaluation of need or available resources.

**20. What are the major differences between the past RFP and the current RFP?
Please refer to the response to Question 18.**

The past RFP and the current RFP for the New Capacity for High Needs areas will not be compared and contrasted. An applicant needs to refer to the current RFP and application as is posted currently on the rccfc.org website. Please do not refer to the last RFP guidelines and application for submittal of applications for this funding opportunity. Several items were changed, including but not limited to eligible applicants, and how far along the applicant was in the planning process.

21. When does the project need to be? Can budget be updated at contract...?

The projects need to be completed by January 31, 2012. If the application is recommended for funding, the budget will be reviewed and negotiated before the contract begins.

22. Is there anyway we can request feedback on previous submitted proposals?

The applications received when this RFP was released previously were not read nor scored. There is no feedback available to be given.

23. If you have a general (contractor), do we (F5R) provide subs (subcontractors)? *Air conditioner is included in building, not furniture (note on index card, must be referring to budget)*

Applicants will hire the general contractor, who should be listed as a subcontractor on their budget. General contractor's bid will include all items included in the project. If the air conditioner is included as a part of the project, that cost is not listed separately. If the contractor is not providing furniture, this should be included in the equipment section of the budget.

24. Budget question – It was said the check total box should read “zero.” If requesting \$200,000 would August 2010 – June 2011 read \$100,000 and July 2011 – June 2012 read \$100,000; totaling \$200,000?

In this example, you would need to complete the budget for both fiscal years a contract would span. The sub-totals of both fiscal years should equal the total amount requested. However, please keep in mind that it might not be realistic to plan that expenses would be evenly distributed across the years. Please give your best educated guess as to how much would actually be spent within each fiscal year based on the components of the project to be completed according to the timeline you submit.

25. Would our business plan be turned in with application?

Please do not turn in a business plan with your application. Page 5 of the RFP Guidelines specifically states “Applicants may not include materials that are not specifically requested in the proposal.”

- 26. How would brand new facilities comment on Question #1 on the application “organization’s experience/previous project,” if none, and “sustainability of program/5 years”?**

Question #1 of the application asks, “Provide a brief history of your organization’s related qualifications. Include similar completed projects, previous experience implementing programs utilizing public funds, and sustainability (ability to stay in operation for a minimum of five (5) years).” Please answer this question as completely as possible while maintaining the necessary space allocations. Be sure to include any experience related to facilities development, child care and how you project this project will remain operational for at least 5 years.

- 27. If our pre-school component application is in process with licensing, then what do we submit? We have our school-age license.**

Please submit a copy of your school-age license. You can also submit a copy of the receipt you received from licensing acknowledging submittal of your application.

- 28. Can buying or renting additional space be part of the funding? Is there a limit on spending?**

In certain situations. Page 6 of the RFP Guidelines states “Proposal must show proof of control of site (ownership/deed of trust or minimum 5 year lease with owner approval”. Applicants who can demonstrate proof of control through an exiting lease can apply to purchase the property. Applicants who currently own property can apply to expand and/or create additional licensed child care center capacity. These funds do not pay for operational cost such as salaries, rent, or food purchases (page 3 of the RFP Guidelines).

- 29. Would raising the height of the outside wrought iron fence and adding the metal mesh to secure the area for pre-school be covered?**

Raising the height of a fence to meet the minimum height required for Community Care Licensing regulations to secure the area for a preschool would be an allowable expense as part of a proposal to create licensed child care center capacity.

- 30. The application calls for a "site evaluation plan." Can you clarify what this might be? We requested "site evaluation plan" from the architects and they sent us an architectural document that shows what the site looks like from a birds-eye view. It does not list soil studies, water studies, etc. We want to make sure that we have the appropriate documents for submission. Can you tell us what exactly needs to be on the document?**

Page 6 of the RFP Guidelines describes the Site Evaluation Plan (if applicable). Please provide any of the above mentioned documents you may have including physical characteristics of the property relevant to the project such as zoning, land use, building code, licensing requirement, title inspection if taking ownership of a new site, geological and environmental reports). Page 11 of the application states to include the site as an attachment to your application.