



**EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES**  
**Grant Program Design**  
**Version 3 - February 5, 2024**

**Robin Booth, CPA, CFE, CIA Principal**



# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Program Overview

**Program Name:** Early Childhood Development, Childcare, and Families Grant

**Federal Funding:** American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery

**Program Funding:** \$1,500,000

**Applicants:** 501(c)(3) Non-Profit Organizations

**Grant Type:** Competitive

**Minimum Application Amount:** \$250,000

**Funding:** Request for Reimbursement

**Grant Period of Performance:** Date of Award to September 30, 2026

**Application Open Date:** Thursday, February 14, 2024 at 9am CST

**Application Close Date:** Thursday, March 13, 2024 at 5pm CST

**Anticipated Award Recommendation Date:** March 31, 2024

**Estimated Approval by Appleton Common Council:** April 17, 2024

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Program Eligibility

1. 501(c)(3) Non-Profit Organizations.
2. Must serve ages 0-8 years and their families.
3. Must demonstrate the impact from COVID-19.
4. Located in the City of Appleton and provides direct services to Appleton residents.
5. In “Good Standing” or “Active” with the State of Wisconsin.
6. No active violations with City of Appleton.
7. Must be in good standing with taxes, city bills and obligations if applicable
8. Programs serving disproportionately impacted communities and households including those located in a Qualified Census tract are encouraged. (See Slide 4 for the definition of disproportionately impacted).
9. Separate business and personal bank accounts

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Program Eligibility

10. Must be registered in SAM.gov
11. Must not be disbarred from receiving Federal funds

### **For the Expansion and Renovation Program, Only**

1. Home-based facilities are not eligible recipients for this program.
2. Increase in capacity for the numbers of families served and/or services provided.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Disproportionately Impacted Households & Communities

### Disproportionately Impacted Households & Communities

- Low -income households and communities
- Households residing in Qualified Census Tracts
- Households that qualify for certain federal benefits (Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. )
- Households receiving services provided by Tribal governments
- Households residing in the U.S. territories or receiving services from these governments

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## General Documentation

### Application Documentation - General

- Two most recent Form 990 tax returns
- Most recent Single Audit, if applicable
- Most recent Profit & Loss (Income) Statement
- Two most recent redacted bank statements
- Other supporting documentation, including statements, to demonstrate financial hardship due to COVID
- Verification of SAM registration (Screenshot)
- Certificates or verification of good standing with the State of Wisconsin
- W-9
- Certification that there are no outstanding liabilities, penalties, or other obligations to the owed to the City.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## General Documentation

### Application Documentation - For the Expansion and Renovation Program, Only

- Facility license
- Mortgage, lease agreement, or offer to purchase.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Programs

### **Early Childhood Development, Childcare & Families Expansion and Renovation Program**

The Early Childhood, Childcare and Families Expansion and Renovation Grant aims to facilitate the renovation and/or expansion of existing facilities to increase capacity for programs serving early childhood development, childcare and families. The grant is in response to the lack of capacity for programs of this type and the impact COVID-19 had on families, facilities, and programming. Projects can focus on the following areas to improve the early childhood development, childcare, and family environments and address the health and safety needs of young children and the families/caretakers that serve them:

- Increase early childhood development, childcare and/or family program capacity
- Building acquisition or renovations that support the expansion of programming.
- Upgrade ventilation, heating, and cooling systems to improve programmatic and play spaces and purchase furniture and/or equipment to improve early childhood development, childcare and family environments..



# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Programs

### **Early Childhood, Childcare, and Families Program Development Program**

Enhancement, development, and improvement of early childhood development, childcare, and family services and programs, including professional development and continuing education for service providers, support for capacity building for organizational and programmatic services, and training and resources for personnel to address inequalities and the impact arising from COVID-19.

### **Early Childhood, Childcare, and Families Mental Health Support Program**

Training, counseling, and other services for staff, children, and families to address mental health issues arising from the impact of COVID-19, increase in violence, poverty, and substance abuse.

### **Early Childhood, Childcare Family Support Program**

Resources and service delivery to families for children enrolled at the facility include transportation, counseling, training, home visit programs, and direct assistance to address the disparities created in this area arising from the impact of COVID-19.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Early Childcare Expansion and Renovation Program

- Commercial properties only. Home-based facilities are ineligible.
- Includes acquisition and additions to existing commercial buildings
- Renovations and expansions must have all required permits and licensing.
- Can not be used for purchase of land.
- Use for renovations and expansions/additions. Projects that propose building additions and major renovations (major renovations including moving a load bearing wall) must demonstrate an ability to complete within the required timeline. This funding cannot be used for construction of new facilities.
- Maintenance costs, operation costs, and the purchase of moveable (non-permanent) equipment are eligible for grant funds.
- Project timeline to evidence completion by September 30, 2026

**Application Documentation:** Estimates, quotes, licenses, permits, drawings (if available), and contracts.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Early Childhood Development, Childcare & Families Program Development

- Eligible participants – children, provider staff, and families/caregivers.
- Allowable expenditures include curriculum materials, supplies, software, laptops and accessories, travel, workshops/seminars, continuing professional education fees, consultants, personnel costs, and other professional fees.
- Can charge an indirect costs (10% De minimis or Negotiated Rate)

**Application Documentation:** Program documentation invoices, estimates, and quotes to support the submitted budget.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Early Childhood Development, Childcare & Families Mental Health Program

- Eligible participants – children, provider staff, and families/caregivers.
- Allowable expenditures include counseling fees, other professional fees, travel, transportation, personnel costs, supplies, software, memberships, subscriptions, and other associated costs.
- Direct assistance payments for eligible participants for transportation, counseling, support, and other fees.
- Medicine and prescriptions are not allowable.
- Can charge indirect costs (10% De minimis or Negotiated Rate)
- Provide a maximum amount of direct assistance per eligible household.

**Application Documentation:** Program documentation invoices, estimates, and quotes to support the submitted budget.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Early Childhood Development, Childcare & Families Support Program

- Eligible participants – children, provider staff, and families/caregivers
- Allowable expenditures include professional fees, travel, transportation, supplies, software, personnel, memberships, subscriptions, and other associated costs.
- Direct assistance payments for eligible participants for transportation, counseling, support, and other fees.
- Direct payments to eligible participants are unallowable.
- Payments for rent, utilities, and other household expenses are unallowable.
- Can charge indirect costs (10% De minimis or Negotiated Rate)
- Provide a maximum amount of direct assistance per eligible household.

**Application Documentation:** Program documentation invoices, estimates, and quotes to support the submitted budget.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Training and Technical Assistance

**Application Informational Session.** February 21, 2024 10:00 AM CST

**Office Hours.** During the application period, grants specialists are available for personalized assistance every Monday and Friday from 11am to 12pm EST during "Office Hours."

**Project Email:** For questions and inquiries regarding application review, Applicants can email [AppletonARPATeam@bmc-llc.net](mailto:AppletonARPATeam@bmc-llc.net). BMC will respond within one business day. Applicants may also request a conference call.

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Evaluation

- **BMC**
  - Review application submission for completeness
  - Complete the Pre-Award Risk Assessment and Budget Review
  - Recommend awards/non-awards
- **Evaluators**
  - Coordinate the evaluation process with the evaluators including providing access to applications for a confidential evaluating process, tracking the final scores, and preparing award letters for City signature.
  - Complete the evaluations
  - Review the pre-award assessment and budget review
- **Legislative Approval**
  - Finance Committee
  - Common Council

# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Award Recommendation

- **Award/Non-Award – BMC will:**
  - Prepare the award and non-award letters for the City signature
  - Conduct a “Grant Execution Informational Session”
  - Prepare agreements for City review
  - Coordinate the execution of the agreements



# EARLY CHILDHOOD DEVELOPMENT, CHILDCARE, & FAMILIES

## Grant Closeout

### Closeout – Online Survey

1. Grant closeout document (1 document)
  - a. Certification that funds were used for the intended purpose
  - b. Final accounting of use of fund
  - c. Certification that the project is complete
2. BMC will send the survey 30 days after completion of the grant.