



INFRASTRUCTURE GRANT PROGRAM (IGP): MINOR RENOVATION AND REPAIRS APPLICATION CHECKLIST

****THIS IS NOT AN APPLICATION****

Child care and development environments are essential for promoting healthy child development. Developmentally appropriate environments for playing and exploring are all critical to contributing to a child's cognitive and physical development.

The IGP Request for Applications 1 is for minor renovation and repairs. The Department of Social Services encourages all child care providers that qualify to apply. **This checklist is intended to help you understand all the information and documents you will need to complete the application. Please use this checklist as a tool.** If you have any questions, you may contact us at CCDDFacilities@dss.ca.gov.

Organization Information

- Organization Name
- Legal Business Name (as it appears on your tax documents, Form W-9, etc.)
- Main/Administrative Office Address
- Phone Number
- Main Program Email Address
- Website
- Executive Director or CEO Name
- Executive Director/CEO Phone Number
- Executive Director/CEO Email Address
- Main Contact Name (if different than Executive Director/CEO)
- Main Contact Title

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- Main Contact Phone Number
- Main Contact Email Address
- Organization Type
 - Non-profit organization
 - If you are a non-profit organization, provide the name and title of two of the organization's current board members
 - For-profit business
 - Tribes
 - Faith-based (as long as curriculum is not religious in nature)
 - Umbrella organization/Community Developer who is applying on behalf of a co-located tenant
- Number of licensed child care sites this organization operates

Project Information

- Name of Center/Site Seeking Funding
- Project Address
- Facility Ownership Status - Lease or Own
 - If Leasing, date lease expires
- Total Project Cost
 - *Total project costs include all costs and expenses required to complete a construction project (including pre-development, design costs, and permits) and/or equipment purchases, and other costs associated with emergency mitigation and ADA upgrades.*
- Grant Amount Request
 - *Grant amounts restricted to actual project costs based on reasonable bids. Minor Renovation and Repairs Grant award sizes will vary at CDSS' discretion based on the scope of each project, regional costs, the use of universal design to provide inclusive environments, the need to meet licensing requirements or health and safety standards, the proportion of children receiving subsidies to be served, the total number of children served or to be served and the percentage of space used for child care.*

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- Annual Child Care Program Operating Budget (for all programs/sites)
 - *An operating budget is your programs' expenses, expected costs, and estimated income, over the course of a year.*
- Square footage of your current facility – indoor and outdoor
- Current Capacity
 - Breakdown of current licensed capacity by age group (infant, toddler, preschool, school-age)
 - Breakdown of current enrollment by age group (infant, toddler, preschool, school-age)
 - Breakdown of current number of classrooms by age group (infant, toddler, preschool, school-age)
- Numbers of children enrolled by funding category
- Number of child care slots preserved because of this renovation and repair project
- Number of jobs preserved because of this renovation and repair project
- Use of Funds: Indicate how you intend to utilize minor renovation and repair grant funding
- Project Readiness: Determination of how ready your project is to move forward
 - Construction Start Date (if your project involves construction)
 - Anticipated Completion Date (if your project involves construction)

Application Attachments (will vary based on project)

- Narrative description of the project for which you are seeking funding. Narrative should include project scope, timeline, and fund development/budget activities.
- Narrative description to describe agency mission/vision/history
- Lease, rental agreement, deed, property tax statement, or mortgage payment coupon. If the lease or rental agreement is month-to-month, a letter from the landlord shall be required confirming intent to continue the lease or rental agreement through the term of the grant (two years for Family Child Care Homes, four years for Child Care Centers)
- If leasing or renting the property, written approval from the property owner for renovations

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- CDSS child care facility license for project site
- Annual audit, current unaudited financials, or your most recent tax return
- Due to federal funding requirements, the applicant shall be registered with the [System for Award Management \(SAM\)](#) and provide proof. Full proof of registration is required for grant funding, but an account with the system can suffice as upload for the application.
- If the applicant is a non-public entity, the applicant shall be registered with the Secretary of State and provide proof. To access proof of active status, visit the [Secretary of State website](#).
- If the applicant is a non-profit, tax-exempt status, proof of 501(c)(3) or 501(c)(5) shall be provided. To access proof of active status, visit the [IRS website](#).
- If the applicant is a non-governmental entity, a [Payee Data Record \(STD 204\)](#) shall be completed.
- Project design (architectural renderings or drawings made by contractor or playground contractor)
- Bids for Construction/Project Costs:

Contractor Selection

- Applicants are expected to conduct due diligence when obtaining bids and selecting contractors.
- Applicants should check references for contractors and select contractors that provide reasonable bids.
- Applicants should not sign contracts with contractors until funding is secured.
- Applicants shall be expected to manage contractor relationships through the completion of the project.

Construction Bids

- It is recommended that applicants provide three (3) construction bids; however, two (2) bids are required for construction costs.
- Contractor should itemize bids based on scope of work.
- All bids shall include a detailed cost breakdown of proposed work and include the contractor's contact information (name, address, and phone number) and State of California contractor's license number.

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- Contractors shall have current licenses and carry liability and workers compensation insurance if they have employees. Contractors may be searched on the [Department of Consumer Affairs Contractors State License Board](#) web page to review if license is current, what insurance they carry and if they have any complaints. Note: If application is approved, an insurance Certificate/Rider with your agency identified, as additional insured including workers compensation and professional liability insurance shall be required from the Contractor.
- In most cases, your job will require only one licensed general contractor to complete the job. However, if you require different contractors for separate parts of your project, then two (2) construction bids from each project are required.
- For Example: You plan to renovate a bathroom and have upgrades done to your outdoor learning environment. You will need two (2) bids from two (2) separate licensed plumbers for the bathroom remodel and two (2) bids from two (2) separate outdoor/playground contractors.

Fixed and Non-fixed Equipment and Appliances (if not included in contractor bid)

- Two (2) bids or price quotes are required.
- Bids may be screenshots of items with the cost visible from retailer websites or screenshots of shopping carts of items from online retailers.
- For Example: If you are purchasing a refrigerator (and it is not included in a construction bid), then you would need two separate price quotes, one from Home Depot and one from Lowes.

Budgets:

Budgets for the program site and project should include the following:

Operating Budget

- Most recent annual operating budget covering your current fiscal year
- Budget should be specific to the program/project site
- Example of a simple operating budget can be found [here](#) for reference

Project Budget

- Budget outlining overall project costs and funding sources and commitment status
- This budget should include all costs associated with your project including funding sources, demolition and construction costs, program materials,

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project planning costs such as architectural or design renderings, or other related costs.

- Applicant can upload their own construction/development fundraising budget or download the budget template [here](#).

Grant Budget

- From your project budget, please list all items you intend to pay for with the grant funds you are requesting. Include the vendor and cost for each item.
- Please include all allowable expenses to be covered by this grant (refer to the [Minor Renovation and Repairs Grant Program Request for Application](#) for list of allowable expenses).
- Applicant MUST use the attached grant budget template [here](#).

Reimbursement for work already completed

- Work must have been completed AFTER August 1, 2021
- Purchases must have been made AFTER August 1, 2021
- Proof of allowable grant expenditures is required
- Proof can include invoices, receipts from purchases made after 8/1/2021, construction bids, copy of checks, etc.

Before photos of the school/facility

Photos should include the exterior of the building, front, and outdoor areas. Photos should show full rooms, especially the areas for which you are seeking funding.

Other

Any other documents pertinent to your project: Site evaluation (analysis that includes physical characteristics of the property relevant to your project such as zoning, land use, licensing requirements), site plan, floor plans, building elevations, general scope of work, a preliminary estimate of probable development and construction costs.