

# Minnesota Facility Revitalization Grant Manual

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**First Children's Finance**

# Introduction

First Children's Finance (FCF) is pleased to offer Facility Revitalization Grants, funding for which is provided through the federal American Rescue Plan Act and an appropriation of those funds through the Minnesota Department of Human Services. These grants are available to Minnesota child care programs through June 2024 as part of the State of Minnesota's ongoing effort to stabilize the child care sector.

Grants will be awarded to both family child care providers, child care centers, certified centers, and legal unlicensed providers registered with CCAP, and will be distributed across geographic regions. Particular emphasis will be given to high need areas and child care businesses serving low-and moderate-income families. The intent is to assist existing child care businesses with facility revitalization support, help new providers meet licensing requirements, and expand the number of child care slots available to help stabilize the child care market across the state. FCF's mission is to grow the supply and business sustainability of excellent child care.

During open application cycles technical assistance help line will be live for calls from 9 a.m. – 4 p.m. Monday-Friday and from 6:30 – 8:30 p.m. on Tuesday, Wednesday and Thursday evenings during each period that the grant program is open for applications. This help line number is 612-473-6020. Interpreter services are available and may be connected by phone or by appointment arranged by emailing [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org).

Due to provider feedback during the first round, grant application periods will be reduced from two weeks to one-week.



# Grant Purpose

Applicants may apply for facility improvements, minor renovations and related equipment and services, including assistance to meet licensing requirements needed to establish, maintain, or expand licensed and legal unlicensed child care and early childhood education sites.

These grants are allocated from the federal Child Care Development Fund, which prohibits spending on new construction or major renovation of facilities. By statute, major renovation is defined as structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

Grants may be used for minor repairs and upgrades to child care facilities, child care-related equipment and services, and costs related to meeting health, safety and licensing needs.



# Eligibility



All facilities must be located within Minnesota. Applicants must be a licensed family child care provider; the director or owner of a licensed or certified child care center; a legal, unlicensed provider who is registered for the Child Care Assistance Program (CCAP); or a new provider seeking licensure. New start-ups without a license must show proof that their license application has been submitted, provide a copy of their background clearance study and any items requested in the grant must be the final needs not yet addressed from the pre-licensure checklist.

If awarded funds, applicants must continue to provide care to children other than their own for a minimum of 2 years after the award is received. If your business closes, for any reason, you will be required to repay a pro-rated amount of awarded funds back. If your business moves within that two years you may be required to repay any funds that were applied to uses that are not movable.

## Timeline

Below is the current schedule of application cycles. **Please check the First Children's Finance website for up-to-date information as application cycle dates may change based on the needs of the program.**

- March 29, 2022 – April 12, 2022
- May 31, 2022 – June 6, 2022
- August 8 – August 15, 2022
- October 24, 2022 – October 31, 2022
- January 23, 2023 – January 30, 2023
- April 24, 2023 – May 1, 2023
- July 24, 2023 – July 31, 2023
- October 23, 2023 – October 30, 2023
- January 22, 2024 – January 29, 2024
- April 22, 2024 – April 29, 2024

Because quarterly grant rounds are planned over the next two years, please wait to apply until your project is ready to implement.

**Grants are NOT first come-first serve.** Pre-determined criteria is used to award grants competitively based on all applications received during a grant period.

We hope to fund as many child care providers in Minnesota as possible, please use exact costs in your budget, and request only what you need.



# Minimum and Maximum Grant Size by Provider Type

\$100 – \$20,000 – Licensed Child Care Centers – both Nonprofit and For-Profit

\$100 – \$10,000 – Certified Child Care Centers

\$100 – \$15,000 – Licensed Family Child Care

\$100 – \$500 – Legal, Unlicensed Provider Registered with CCAP

Providers may apply, and grants may be awarded, for amounts less than the highest grant award levels, listed above. As funding is limited, not all applications can be funded, and some may be funded partially depending upon eligibility of requests. Between \$2 million – \$2.25 million will be available during each application cycle.

Applications should reflect actual costs and should not be rounded to the nearest dollar. Applications may include more than one item – providers should not submit more than one application per site per round. More than one application may be submitted between Spring 2022 and Spring 2024, but combined grant totals may not exceed the maximum grant size above. Supporting budget documentation is required for each item that is included in the application. If you are unable to include an attachment or picture then the vendor, model number and price of an item must be included in the budget provided.

Providers that own more than one location must submit a separate application for each license/location. The maximum grant amount applies to each provider type license.

Providers that are currently operating as a family licensed provider and plan to open a center based program could apply for the additional \$5,000. You will need to report the change to us, as it would appear that you are no longer providing care to children through your old license. As long as the grantee is providing continual care to children for two years following each awarded grant, this type of transition is acceptable. When relocating a program within two years of grant receipt, items funded must move to the new location, or a pro-rated share of the original grant may need to be repaid.





For the purposes of the Facility Revitalization Grant your facility is the space within which your program is operated and the equipment that is not related to your programming, home ownership or structure.

If you rent or lease your space, you are eligible to apply for this grant. We strongly recommend that you discuss any non-equipment facility needs with your property owner/manager first to ensure that:

- 1) the property owner will allow changes to be made to the property
- 2) if you make improvements, that the terms of the lease will not change (such as a substantial increase in rent that would force you to move) and
- 3) the property owner has no plans to sell the property within 2 years after grant award.

Each child care provider will be required to remain in business serving children for at least two years after receiving a facility revitalization grant. If you must move and are unable to keep your business open, you will need to repay a prorated portion of the grant based on how long you provide care following grant implementation. Therefore, it is in the best interest of the provider to negotiate a minimum of a two-year lease prior to making facility improvements to ensure that the improvements will not lead to an unfavorable change in lease terms (increased rent or eviction to sell).

## Uses are restricted by statute and further defined by DHS:



### No construction or major renovation, defined as:

- Structural changes to a foundation, roof, exterior or load-bearing wall, or extension of floor space.
- Extensive alteration of a facility that significantly changes its function and purpose, even if such renovation does not include any structural change.

# Eligible Uses must be NECESSARY to the operation of your child care program\*



## Facility Revitalization Grants Eligible and Ineligible Uses: Updated May 2022

### *Please Note:*

1. All requests must be **NECESSARY** and **directly related to the operation of the child care program**.
2. Any item or service for which a **previous commitment or payment** has been made, **including down payments**, is not eligible.
3. All **labor** requests must be provided by an individual not related to the child care provider who works as a laborer in the area requested and can provide their business name, address, phone and Employer ID on both quotes prior to grant awards and on receipts for work performed.
4. If planning to **relocate** program within 2 years, items paid under a grant that cannot be moved to the new location must be repaid on a prorated schedule.
5. Any of the above referenced as general renovations/repair, minor renovation/improvement to basement or minor external/outdoor repair may comprise a small portion of conversion or renovation of garage, out-building or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center.

Items are listed in alphabetical order, and document for what grant funding can and cannot be used.

- **Abatement: Asbestos/Lead/Mold/Radon:**

- **YES:** Abatement/mitigation of lead, mold, asbestos or radon. Painting over external lead paint is allowed as abatement with documentation; purchase of detectors; repairing leaks to prevent/mitigate mold; replacing windows in the child care space
- **NO:** Replacing all windows in a home or structure or projects that require major renovation

- **ADA Compliance Features:**

- **YES:** Ramps, grab bars or other indoor ADA-compliance needs for current or wait-list child care families; painting handicap symbol/stripes for parking lot spaces
- **NO:** ADA compliance features not necessary for child care program (current/wait-list families)

- **Air Purifiers:**

- **YES:** Air purifying equipment, sanitizing machines (such as Zono), humidifier, dehumidifiers (100% eligible if used only in child care program, 50% eligible if used in a shared space.)

- **Animal Buildings/Equipment:**

- **NO:** chicken coops or any item pertaining to animals/pets including but not limited to pet beds, dog runs/kennels or other animal containment uses

- **Appliances:**

- **YES:** Purchase or repair of appliances (refrigerator, freezer, stove, dishwasher, microwave, water cooler, washer, dryer, furnace, air conditioner, humidifier, dehumidifier, air purifier, sanitizer – 100% if used only for child care program; 50% if used by family or other organization in a shared space)
- **NO:** New/additional ductwork, piping, ventilation, and cost of installation involving new ductwork, etc., particularly when replacing standard furnace with high-efficiency or different heat source and/or installing central air. The price quote must separate the price of appliance from installation and other associated costs or the entire project will be ineligible.

- **Attic Office Space:**

- **YES:** Minor renovation of attic for office space dedicated to child care program
- **NO:** Structural renovation including insulation/venting in wall or roof

# Eligibility Uses List cont'd



- **Bathrooms:**
  - **YES:** Adding a child-care specific bathroom or repair/renovation of damaged items in bathroom used by child care program including toilet(s), handwashing sink, vanity, faucet, flooring, ceiling, door, standard handle/hardware
  - **NO:** Showers, shower heads, shower inserts, tubs, tub enclosures, replacement of light fixtures for style, decorative upgrade or aesthetic purposes (damage must be documented)
- **Breakroom/Meeting Space:**
  - **YES:** Create a meeting space or breakroom in child care center including lunch or meeting table, business chairs
  - **NO:** Adult-size furniture not specifically allowed, including but not limited to couches, loveseats, stuffed chairs, rockers, recliners, occasional tables, decorative furniture, beds, dressers
- **Business, Program, Other Expenses:**
  - **NO:**
    - Architect, Attorney, Accountant, Advertising, Land Surveys
    - Business expenses including taxes, training, hiring, licensing fees
    - Cleaning services (all types, including but not limited to house cleaning, appliance, and duct cleaning)
    - Curriculum, Training
    - Food
    - Lawn care or snow removal equipment or services
    - Learning and play, toys
    - Operating Support
    - Pest control service
    - Program expenses
    - Relocation/moving expenses
    - Rent/Mortgage, Utilities, Insurance
    - Safes of any kind (business, gun)
    - Salaries, Licenses, Staff support, Hiring/recruiting costs
    - Transportation
- **Construction:**
  - **YES:** small shed kits may be put together on-site
  - **NO:** on-site building or expansion of any facility or building
- **Conversion of space:**
  - **YES:** Small portion of complete renovation/conversion project
  - **NO:** Complete conversion or renovation of garage, out-building, or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center
- **Concrete:**
  - **YES:** Fill of minor cracks; mudjacking or grinding small area to repair tripping hazard; purchase of cement mix for projects providers will do themselves
  - **NO:** Removal and/or haul-away of concrete; adding/replacing rebar; pouring new concrete for any purpose; adding/repairing apron between driveway and garage or adding a driveway apron; adding a concrete turn-around space.



# Eligibility Uses List cont'd



- **COVID 19 Supplies:**
  - **NO:** Indoor and outdoor COVID-19/variant supplies including but not limited to portable partitions, plastic shields, disposable utensils, dishes, signage, storage containers, masks, gloves, and hand sanitizers
- **Culverts/Bridges:**
  - **NO:** adding/replacing culverts or bridges of any material
- **Disposable/Single Use:**
  - **NO:** items and supplies, including but not limited to food, diapers, paper products, wipes, etc
- **Doors:**
  - **YES:** Adding new interior doors or replacing interior/exterior doors due to damage; replacement allowed for door similar to original; replacing door to attached garage to meet fire code; standard locks and door hardware only
  - **NO:** Keyless entry systems or security door locks with wifi codes; upgrading doors for decorative/aesthetic purposes
- **Decks/Porch/Patios:**
  - **YES:** Add additional protective spindles/panels on deck if spaced too far apart for licensing code if deck is used by child care program and deck is higher than 3' off ground, requiring spindles/rail. Adding wood stairs where none exist if needed as fire exit – documentation required.
  - **NO:** Staining, painting, refinishing or demolishing decks, patios or porches; replacing deck or patio flooring, railing, spindles; enclosing or screening deck, patio or porch
- **Demolition:**
  - **NO:** Demolition of any kind
- **Driveway/Parking Lot/Patio/Sidewalk:**
  - **YES:**
    - Addition of a small turn-around space in driveway for safety purposes, (other than concrete) not larger than a standard parking space (10x12) in which cars may back into to turn around. Eligible only when required or recommended by licensing due to location on a busy road (such as a highway) – documentation required
    - Minor repair to fill small potholes or cracks in driveway or parking lot, or chips in sidewalk or patio if posing health/safety risk. This includes minor mudjacking or sidewalk grinding.
    - Fix, add or replace parking lot railings or disability ramps
  - **NO:**
    - Repaving, re-surfacing or repairing large sections of parking lot or driveway with all surface types including but not limited to gravel, asphalt, concrete, pea rock, etc.
    - Repainting full parking lot stripes
    - Adding a turn-around space for which need/recommendation by licensor is not documented.
    - Adding a circular drive, widening driveway or any turn-around space larger than 10x12 space or any concrete surface/space even if turn-around space is recommended by licensor.
    - Adding or replacing patio slab
    - Adding or replacing sidewalk
    - Any repair requiring poured concrete
    - Addition or repair to culverts

\*For facility revitalization needs not referenced, please contact [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org) or call 612-473-6020 for guidance.

## Eligibility Uses List cont'd



- **Drain Tile:**
  - **YES:** Install drain tile and/or sump pump for health/safety of child care program area
- **Drywall/Studs:**
  - **YES:** Repairing/replacing drywall, studs other than load-bearing to repair damage
  - **NO:** Moving load-bearing walls; adding insulation behind drywall; structural projects that require cutting into drywall such as for new ventilation
- **Duct Work:**
  - **NO:** Duct cleaning, installation of central air or replacing a heat source requiring installation of new ventilation or duct work/pipes, etc. Bids must list price of appliance separately from installation when structural work is involved.
- **Egress Window:**
  - **YES:** Convert existing window to egress window to meet licensing requirements, add or expand egress window for easier escape access, add stair and rails to access fire escape/egress more easily
- **External Doors and Fire Exits:**
  - **YES:** Repair/replace external door and/or external screen/storm doors, standard lock, and/or hardware due to damage. Creating sufficient exits per fire marshal that do not require a new hole to be cut in an exterior wall.
  - **NO:** Cutting a new door into an exterior wall; keyless entry systems; security door locks with wifi codes
- **External Surfaces:**
  - **YES:**
    - Repair or replace small section of damaged shingles or siding when recommended by licensing for health/safety – documentation required
    - Painting over lead paint as lead abatement measure – documentation of lead paint required
  - **NO:**
    - Painting/staining of building including porch/deck/stairs
    - New or replacement siding
    - Addition, repair, or replacement of gutters/down spouts
    - Roof repair or replacement
    - Addition of exit requiring a new hole be cut into exterior wall
    - Internal or external insulation
- **Fees:**
  - **YES:**
    - Permit fees and/or required inspection of completed grant-funded project(s) per local municipalities
    - Consultant fees related to designing indoor or outdoor learning environment
  - **NO:**
    - Quote fee (quote fees do not disqualify item from consideration, but recovering the fee is not eligible for grant funding)
    - Down payment or installment payments, or any item for which these payments have been made
- **Fences:**
  - **YES:** in the child care play space and/or around pools, providing fence is functionally designed for child safety, including chain-link, privacy and picket – pickets must be close enough together that a child cannot slip through. See Labor section for installation guidelines.
  - **No:** when installed beyond the child care program play area; any type of fence with gaps that allow children to go under, over or through including but not limited to split rail and corral fences; decorative fencing not functionally designed for child safety; dog runs
- **Fire exit and escape:**
  - **YES:** Adding or replacing damaged fire escape ladder; adding or minor repair of wood steps for fire exit; handrails and enclosed stair risers if more than 3 steps are required
  - **NO:** Demolition of existing steps; no new doors cut into exterior walls

## Eligibility Uses List cont'd



- **Fire Suppression/Carbon Dioxide/Radon:**
  - **YES:** Adding or replacing lead content detector, fire, radon or carbon dioxide (Co2) alarms and fire extinguishers; repairing/installing an indoor sprinkler/fire suppression system within the child care program area when required by fire marshal
- **Fireplaces/Heat Source:**
  - **YES:** Screens/covers or partitions to protect children from fireplaces, heaters and/or wood-burning stoves
  - **NO:** Adding fireplaces or any portable or free standing heat source
- **Flooring:**
  - **YES:** Adding or replacing **permanent** floor covering due to damage (such as carpet, linoleum, wood, tile, LVP)
  - **NO:** Area rugs, throw rugs, play mats, classroom rugs; repair or replacement of subfloor or foundation; replacement of permanent floor covering in good condition for updates/aesthetic purposes
- **Furniture/furnishings:**
  - **YES:**
    - Child care program furniture (cribs, mattresses, pack-n-plays, cots, changing tables, child-size table and chairs, shelves/cabinets, infant seats, cubbies, storage, high chairs, toddler chairs, potty chairs, etc.)
    - Office furniture: Office furniture dedicated to child care program (file cabinet, desk, chair, meeting room or break room table, meeting room chairs)
  - **NO:**
    - Adult-size furniture not specifically allowed including but not limited to couches, stuffed chairs, recliners, rocking chairs, occasional tables, decorative furniture, beds, dressers
    - Bean bag chairs are not allowed by licensing
    - Wall hangings including mirrors
    - Rugs: Area rugs, throw rugs, play mats, classroom rugs
    - Linens/Bins: Supplies including linens, sheets, changing table/pack-n-play covers, bins/baskets including those used with storage cubbies, storage bins, waste baskets
- **Garage doors:**
  - **NO:** replacing, repairing, screening or modifying garage stall doors
- **Grass:**
  - **YES:** Backfill of dirt/grass seed from tree removal/stump grinding directly in playground area only (documentation required)
  - **NO:** Sod (neither removal nor addition)
- **Gutters/Down spouts:**
  - **NO:** adding, moving, replacement or repair of down spouts/gutters
- **HVAC (Heating, Venting, Air Conditioning):**
  - **YES:** Purchase, maintenance or repair of furnace, water heater or air conditioner –quotes must identify purchase price of the appliance(s) separately from the installation requirements as additional venting, ductwork, etc. is structural and is not eligible. Cost of appliance only is eligible at 100% in structure entirely dedicated to the child care program; 50% in a shared space (family home or shared organization space).
  - **NO:** Installation of new/additional ductwork, venting, piping, etc.
- **Internal Walls/Ceilings:**
  - **YES:** Minor repair of internal walls or ceilings in child care program space, including paint
  - **NO:** Insulation

## Eligibility Uses List cont'd



- **Kitchen/Kitchenette:**
  - **YES:** Repairing/adding a kitchenette that is dedicated to child care program; repair/replacement of damaged items in shared kitchen including flooring, sink/faucet, counters/cabinetry. Appliances are eligible at 50% for shared spaces and 100% for child-care only usage/space
  - **NO:** Replacement of functional kitchen items for aesthetic/upgrade purposes including but not limited to adding a cabinet to hide a wastebasket.
- **Labor/Contracted Services:**
  - **YES:** Time of laborer working in the area requested who can provide their business name, address, phone and Employer ID on both quotes prior to grant awards and on receipts for work performed. License number must be documented when a license is required for work performed by State or Local Municipality regulation. Labor must meet permit and quality inspection regulations.
  - **NO:** Paid labor conducted by child care provider or a family member
- **Laundry Space:**
  - **YES:** Renovation/creation of laundry space dedicated to child care; replacement of damaged appliances (50% for shared spaces, 100% for child-care only use)
- **Lawn Care/Landscaping:**
  - **NO:** including but not limited to redirecting water; adding bridge over wet area; adding or replacing sod or other plantings; adding or replacing mulch/rock anywhere other than under outdoor play system; adding, repairing or replacing a retaining wall; grading or leveling; dirt filling and grass seed other than with tree removal in play space; full-lawn sprinkler systems; adding or replacing sewer drainage field; lawn care or snow removal services; land purchases, etc.
- **Learning and Play:**
  - **NO:**
    - Art or Science Supplies or Kits
    - Books, Curriculum
    - Infant/Toddler Manipulatives
    - Musical instruments and players
    - Portable Play Houses and any structure with a loft
    - Sensory Play toys/tables and equipment
    - Toys – indoor and outdoor, including portable infant play yards and toddler climbers/play sets regardless of size
    - Wall hangings, mirrors or décor
    - Ride-Ons including but not limited to buggies, strollers, wagons, bicycles, tricycles, large motor toys, scooters and helmets
    - Toddler play structures: Indoor/outdoor portable infant/toddler play structures that are not required to be permanently secured to the ground
- **Lighting:**
  - **YES:** Replacing indoor light fixtures with fixtures containing shielded or shatterproof bulbs for safety; adding ceiling light fixtures in unfinished area which will be dedicated child care space
  - **NO:** Outdoor lighting of any kind; upgrading light fixtures for style/aesthetic/decorative purposes; purchase of lamps, light bulbs, supplies
- **Load-bearing studs:**
  - **YES:** Repair of damage to load-bearing studs providing damage does not involve the entire wall
  - **NO:** Moving a load-bearing wall or extensive repair involving an entire wall

## Eligibility Uses List cont'd



- **Motorized Vehicles:**
  - **NO:** Vehicles to transport children and transportation safety equipment such as car seats
- **Office:**
  - **YES:** Office furniture dedicated to child care program (file cabinet, desk, chair, table)
  - **NO:** Office equipment (phone, copier, computer, laptop, tablet, software, printer, ink, paper/business-related supplies, camera, etc.)
- **Painting:**
  - **YES:** paint, paint supplies and hiring a painter for child care program space
  - **NO:** power equipment (power paint sprayer)
- **Panels:**
  - **YES:** Adding or replacing permanent separation panels to reduce the spread of germs in child spaces or in parent drop-off locations; adding/replacing sound-proofing or acoustic panels; adding guard panels on decks ONLY if spindles are too far apart for licensing code
- **Playsets:**
  - **YES:** Improvement to or addition of **permanent** outdoor playscapes such as swings, slides, climbers, and related materials; replacing the surface under a playset for safety against falls; preparing the ground surface for a new playset
  - **NO:** Infant/toddler portable playsets including but not limited to Step2, Little Tikes, tunnels, playhouses or other large motor toys; portable play items such as nature “stumps” and outdoor water/sensory structures; any indoor/outdoor play sets/large motor toys
- **Playscape Barriers/Borders:**
  - **YES:** Removal and replacement of rotting or damaged barriers bordering play area is eligible or removal of wooden barriers that contain creosote or arsenic; building a safe surface under a playset
  - **NO:** rock/retaining walls or creosote/arsenic treated timbers; no addition of or repair to bridges over wet areas
- **Play Area Surface:**
  - **YES:** New surface for outdoor play area **to protect against injury from falls** or replacement of surface directly under swing set/climbing structures providing replacement material is approved by licensing
  - **NO:** Concrete for sport court, patio or bicycle track; replacing mulch/ground cover around facility, under decks or any space other than directly under a play structure
- **Power Tools:**
  - **NO:** Both purchased and rental
- **Ride-Ons/Ins:**
  - **NO:** Buggies, strollers, wagons, bicycles, tricycles, large motor toys, scooters, helmets, car seats, etc.
- **Sand/Sandboxes:**
  - **YES:** New sand for sandbox, replacement of a sand box, materials to build a sandbox, and sand box covers
- **Security/Camera Systems:**
  - **NO:** Ring cameras; ring/video door bell; monitoring equipment; keyless entry systems; security doors; security door locks with wifi codes; any video monitoring system or other security system; security monitoring services



## Eligibility Uses List cont'd



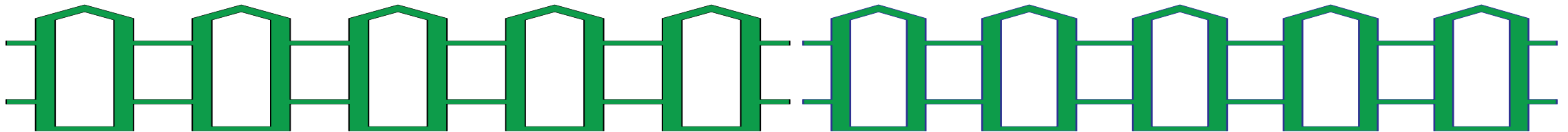
- **Sheds/Outbuildings:**
  - **YES:** Small, prefabricated storage sheds or shed kits, dedicated to child care program for outdoor equipment no larger than 120 square feet (10x12); playhouse larger than portable toddler structure but not greater than 10x12; surface under shed may be considered
  - **NO:**
    - Large sheds, even if prefabricated or purchased as a kit if larger than 120 square feet. No on-site construction of sheds of any size. Any size shed or structure with a loft or shelving (disallowed by DHS as items could fall on a child).
    - chicken coops or pet containment measures.
    - concrete foundations or significant landscaping for shed surface
    - requests to pay the difference in price for a shed larger than 120 square feet
- **Sick/Quiet Room:**
  - **YES:** Repairing/adding a sick and/or quiet space that is separate from the activity area
  - **NO:** Adult furniture including but not limited to beds, rockers, stuffed chairs, recliners, occasional tables, dressers
- **Signage:**
  - **YES:** Adding or replacing signage on the program grounds
- **Sprinkler (indoor) Systems:**
  - **YES:** Repairing/installing an indoor sprinkler/fire suppression system(s) within the child care program area when required by fire marshal
  - **NO:** In areas not utilized by the child care program
- **Sprinkler (outdoor) Systems:**
  - **YES:** to maintain grass in outdoor play area designated for child care program only – square footage documentation of child care play space and full yard is required and should be broken out in quote
  - **NO:** full yard installation or installed in any area of the yard other than for the child care program
- **Storage Cabinets:**
  - **YES:** Adding storage furniture (free-standing or built-in) such as storage units, cubbies, lockers, book shelves dedicated to child care program
- **Sun Shades/Umbrellas:**
  - **NO:** including built-in shades over play structures, large umbrellas, awnings, gazebos, screen rooms, tents, enclosing/screening porches or decks
- **Tree removal:**
  - **YES:** Tree removal and/or stump grinding from within immediate child care playground areas for child safety – photo documentation of tree in the play space required for eligibility.
  - **NO:** Tree or stump removal outside of children's play space, tree trimming or removal of shrubs/bushes/hedges or other plantings
- **Wall panels:**
  - **YES:** Adding or replacing sound absorbing wall panels

## Eligibility Uses List cont'd



- **Windows/Window Treatments:**
  - **YES:** Repairing or replacing a window(s) and/or external screens due to damage, adding cord tie-downs for window blinds or curtain cord tension or tie-down devices for child safety
  - **No:** Replacing all windows in a facility; adding or replacing window treatments of any type (blinds, curtains, drapes, shades); adding windows to a screened-in porch
- **Well Repair/Septic Systems:**
  - **YES:** Minor repair of contaminated well for health/safety reasons (i.e., water does not pass licensing requirements) or replacement of damaged well/septic cover for safety
  - **NO:**
    - Well shock/treatment not required by licensing
    - Major repairs or replacement of well or septic system
    - Drainage field
    - Emptying sewage tanks
- **Unfinished Basement**
  - **YES:** Minor renovation of basement space dedicated to child care program
  - **NO:** Complete finishing/renovation; insulation or structural work within external walls

\*Any of the above referenced as general renovations/repair, minor renovation/improvement to basement or minor external/outdoor repair may comprise a small portion of conversion or renovation of garage, out-building or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center.





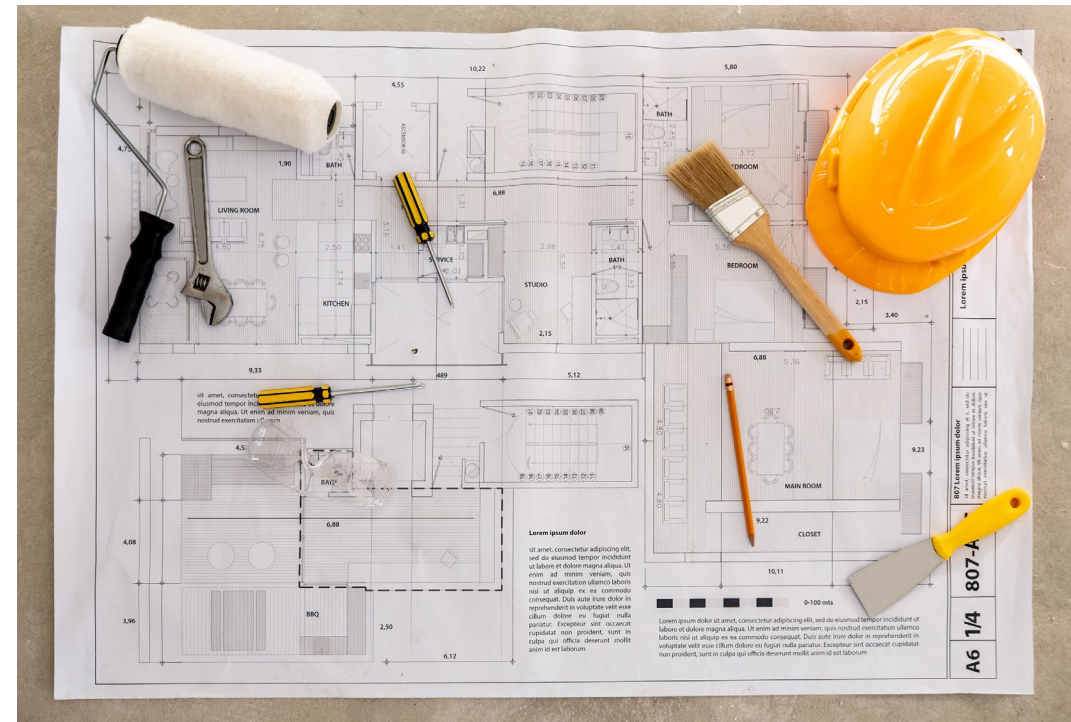
# Labor Costs and Contracted Services

In the event that a child care program wishes to have the cost of assembly and/or installation covered by a grant, the labor must be performed by a contractor following applicable state and local laws and regulations regarding registration and licensure. See <https://www.dli.mn.gov/business/residential-contractors-remodelers-roofers> for more information.

An estimate or bid by a contractor is required for the installation of fences, windows, roofing or other minor renovation projects eligible under this program.

**Grant recipients and/or their family members are not eligible to be paid for labor costs under this grant program.**

Documentation of labor costs paid for by grant funds must include business name, address **and Tax ID of person or entity** performing the work.



# Grant Request Parameters



Applicants should limit proposals to items needed to deliver a successful child care program, rather than submitting an application for items that would be nice to have.

Priority will be given to facility-related needs relating to licensure, health and safety of children, and to programs in under-resourced areas. When considering applying for a Facility Revitalization Grant, applicants should ask themselves:

- 1) Do I need the funds requested to keep my business open?
- 2) Will this grant improve the health and safety of children in my care?
- 3) Will this grant preserve or expand the number of children I can serve or jobs I can provide?
- 4) How will this grant improve the quality of care I can provide to children?



# Grant Request Parameters

All applications must document a direct link between items/services requested in the grant budget and the provider's ability to run a successful child care program.

Upon completion of all grant projects, providers must remain licensed and actively caring for children other than the provider's own children for a period of two years and remain free from licensing sanctions. This includes temporary immediate suspension, suspension, revocation or a maltreatment determination where the provider was found responsible.

Legal, unlicensed providers are encouraged to work toward licensing, but must remain registered with CCAP and continue to provide care for children other than their own for a period of one year following grant implementation.







# Pairing Facility Revitalization grant with other funding sources.

You cannot use these grant dollars for anything for which you have already planned to use other public funding. For instance, if you have stated that you will use a regional grant to install a fence and the regional grant covers the cost of the fence, you cannot state that you will use this grant for the fence as well. If you have another grant or loan that does not cover the full cost of a needed project or service, you can use this grant only for the portion not already covered by the other grant.

You may apply for the Facility Revitalization grant even if you have a Business Leadership Cohort grant or a loan through First Children's Finance, providing you are not in default on your loan. Being in default on a First Children's Finance loan makes you ineligible per your loan agreement.

Grant funds may not be used to repay loans. They may not be used to reimburse you for child care facility related needs paid for prior to receiving the grant. Eligible expenses may only be incurred AFTER grant award notification and the date that First Children's Finance receives your signed grant agreement for items/needs that have no other previously-identified funding source.

Having other grants or loans does not impact your application, we do not ask for your financials. If this grant will be used to fund a larger project, it will be helpful for us to know your other sources of funding in your report. It will have no impact on grant award decisions.

While First Children's Finance allows these funds to be used as matching funds and does not have any limitations on pairing this grant funding with other grants opportunities, other funders may have stipulations. You need to check with each funding source for their requirements and stipulations.

These funds can be used to offset the cost of a larger project. When putting your budget documentation together be sure you are requesting funds for only items that are listed within the eligible use list. Be specific as grant reviewers cannot choose which items will be included as part of an award.

# Grant Awards

90% of grant awards will be paid up front.

The remaining 10% will be held and paid on a reimbursement basis upon receipt of the final report with receipts matching the original approved budget.



# Grant Awards



Grants will be reviewed and awarded on a competitive basis depending on available grant funds for each cycle.

A final report will be due within 6 months of the award notification. If there are unavoidable delays due to supply chain or contractor delays, an extension may be requested in writing. Grantees must receive approval of a delayed report in writing. Before and after pictures will be requested in the report.

As previously stated, public funds comprise the source of these dollars and grantees must sign an attestation that they will remain in business serving children other than their own for a minimum of two years. This requirement will be emphasized throughout this grant manual.

If the child care business closes within the two years, grant dollars must be returned to First Children's Finance on a pro-rated basis for re-allocation to another provider. Likewise, any dollars remaining unused per the original budget must be returned. If one portion of a project costs less than projected and the remaining dollars are needed for another eligible expense, permission to re-allocate the dollars for another area must be requested and granted in writing prior to spending.

# Accommodations & Interpreter Services



If you need an accommodation or interpreter services during any open grant cycle, please contact the grants team at the Help Line: 612-473-6020 or email [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org).

During **open application periods**, the help line will be answered:

Daytime/Monday through Friday  
9:00 am. – 4:00 p.m.

Evenings – Tuesday, Wednesday, Thursday  
6:30 – 8:30 p.m.





# Application Process



Applications may be submitted through our online portal using any computer, tablet or smart phone. The portal will also allow applications in Spanish, Hmong and Somali.



Each application may cover one licensed; certified; or legal, unlicensed setting only. Providers with more than one setting may submit multiple applications and each application will be evaluated separately. All applicants/grantees may submit more than one application over the next two years, however total grant funds awarded may not exceed the total amount allowed by provider type per setting. **Applicants are asked to submit only one application per grant period for each site. If an addition is desired after submitting the application and the portal has not yet closed for the grant round, please request that your application be opened for editing.**



The application must be signed by the owner of the child care business, even if the application is completed by another individual. For example – a center director could complete the application with signature approval given by the center owner. Electronic signatures will be accepted.



# Application Grant Portal: Submittable



To apply for a Facility Revitalization Grant, complete an application by going to [www.firstchildrensfinace.org/for-businesses/grants](http://www.firstchildrensfinace.org/for-businesses/grants) and clicking on the "Click Here to Apply" button. This will take you into our Submittable grant portal.



## Instructions for creating an account in Submittable:

- You will need to create a free Submittable account or sign in with Google or Facebook credentials to submit to these forms.
- You can [save a draft](#) of your work if you would like to finish filling out the form at a later date. Click the save a draft link for instructions.
- Once you submit your application in Submittable, you will no longer be able to make changes. If you need to provide any additional information or make changes prior to a grant deadline, you will be able to request that your application be re-opened to [edit the submission](#) . Please click the edit the submission link for instructions on how to do so.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- We will follow-up with you about your submission by email through the Submittable grant portal. Please be sure to [safelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.

# Application Questions



Applicant information and demographics – this information is required for reporting purposes and to ensure equitable distribution across the state and by provider type.

Please describe your child care program and your current or planned capacity. What are your facility revitalization needs? Please outline your intended project.

Why is this project necessary for your child care business? For instance, is this required for licensing? Is it a health/safety need?

How many child care slots will benefit (preserved and/or be added)? How many jobs? Please note – you will be asked to report on this result in your final report.

Please describe in detail how you will use the grant funds, if awarded. Will the grant pay for the entire project or will you use additional resources to complete your facility revitalization project?

Provide a detailed budget, using exact costs – do not round. List each item/service you plan to purchase and corresponding expense documentation. Vendor bids/quotes, screen shots of item/price, photos of item/price at store or detailed list of item/model number and vendor for verification are acceptable. Before and after pictures will be requested in the final report.

**\*\*Note:** Grant dollars may not be used retroactively for items or services purchased prior to the date that FCF receives the signed grant agreement following grant award notification.\*\*



# Grant Agreement & Attestation Summary

A copy of the complete required Grant Agreement and Attestation can be viewed by clicking [here](#).

**Remain in  
Business for  
2 Years**

**Remain  
Licensed in  
Good  
Standing**

**Spend ONLY  
as approved**

**Submit Final  
Report with  
Receipts**

**Final 10% of  
grant award  
reimbursed  
with receipts**

**Return  
unused grant  
dollars or  
any  
disallowed  
portion**



## CAUTION!

If grantees do not follow the terms outlined in the grant agreement, a referral will be made to the Minnesota Department of Human Services and may result in discontinuation of future payments (including 10% withheld for reimbursement for this grant), recoupment of payments already made (including some or all of the 90% grant up front), and/or additional action related to the funds and the provider license under Minnesota Statutes, chapters 119B, 245A, 245E, and Minnesota Statutes, section 245.095.

Additionally, you may be ineligible for other Department of Human Services public programs per [Minnesota Statutes, section 245.095 LIMITS ON RECEIVING PUBLIC FUNDS.](#)

These programs include Licensing (your license may be suspended or revoked), Parent Aware Ratings (your rating may be revoked and you will be excluded from seeking a future rating); and funds, including but not limited to Parent Aware grants, TEACH scholarships, REETAIN bonuses, Child Care Aware Regional Grants and reimbursement through the Child Care Assistance Program. Referral to another agency may be made by the Minnesota Department of Human Services if necessary, such as the Bureau of Criminal Apprehension.

# Additional Attachments



- W9

Grant dollars are considered taxable income. First Children's Finance will issue a 1099 for the grant award. Grantees should work with their tax advisors on how to calculate eligible business expense deductions when reporting the grant to the IRS for tax purposes. If the remaining 10% is paid in a subsequent calendar year, a 1099 will be issued for both years, reflecting the corresponding amount paid in each year.

- Grant Payment

Grantees will be asked to complete an electronic (ACH) direct deposit bank transfer form, including bank routing and account information for direct deposit. If a provider does not have a bank account, a check may be requested, though this will cause a delay in payment.





# Start-Up Provider Requirements

Start-up providers may apply for a facility grant for items identified on their pre-licensure visit checklist that are eligible uses for the facility grant.

Proof of license application submission and a copy of the background study must be attached to the facility revitalization grant application.

**ALL** other items on the pre-licensure checklist should be completed first to ensure that the facility grant project is the final step to licensure.

**Why?** Because of the requirement that providers care for children other than their own for a minimum of two years after grant implementation and licensure, we want to make sure that providers will be successful. Grants up to the maximum size would be a lot of money to repay if something fell through on the background study, licensing, staffing, etc., that would prevent the new provider from meeting the grant terms. These requirements were determined by the DHS Licensing Department.





# Sectarian Organizations



When a Sectarian Organization holds the Child Care Center license, grants may be awarded for **health/safety needs only** per Minnesota Department of Human Services Rule.

Sectarian is defined at 15 C.F.R. 2301.1 as “that which has the purpose or function of advancing or propagating a religious belief.”

Example of a Sectarian Organization:

A church/synagogue/mosque that holds a license to operate a child care program

Example that is NOT a Sectarian Organization:

An independent child care provider that rents space from a church/synagogue/mosque

# Award Rubric



Grants will be evaluated using an award rubric with a numeric rating assigned in the following categories:

- Whether or not request is needed for licensing
- Whether or not request meets a health/safety need
- Whether child care slots are created or preserved
- Whether child care jobs are created or preserved
- High need area based on zip code and child care need as determined by the annual First Children's Finance supply gap analysis
- Whether or not high need children/families are served
- Number of sites owned/operated by provider
- Overall purpose/request



Every effort will be made to balance grant allocations by geography, provider type and demographics of the community served. Projects that can be demonstrated to increase the number of child care slots available and/or have an immediate impact on children, particularly for health and safety needs, will be prioritized.



# Confidentiality and Data Privacy



Applications will not be discussed outside of First Children's Finance employees, Board of Directors or External Advisory group comprised of key stakeholders or partners. Information will be compiled for reporting to the Minnesota Department of Human Services.

As this grant program is funded through the Minnesota Department of Human Services (DHS), First Children's Finance is required to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.599, as it applies to data created collected, received, stored, used, maintained or disseminated.

When a grant application is submitted, the following is public information: name, address, license, number and age of children served, award amount (if any) and identity of grant reviewers.

Individual provider information will be reported to the Minnesota Department of Human Services licensing authority and/or fraud department as required, if grant agreements are not honored.



# Award Process



Complete award review will begin after each application round closes. Depending upon the number of applications in any given grant cycle, it is anticipated that award decisions and notifications will be made approximately four to six weeks after the application deadline.

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## Partial Awards

Partial grant awards may be made based on eligibility of items requested in the proposal budget. If a partial award is made, grant funding must be spent only on item(s) approved as identified in the grant award letter.

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## Re-Submitting Applications

Funds will be distributed in a balanced manner each cycle. Providers who submitted an eligible application that did not receive a grant in any cycle due to insufficient funds may request that their application be opened for editing or reconsideration in future rounds. Applicants will be notified if information is incomplete or if further detail is needed. In these cases, applications will be opened for editing in the next round.



## Denied Applications

Applicants will be notified if their application is denied. Examples for why an application may not be approved for funding include, but are not limited to, the following:

- Application does not meet the grant guidelines for funding;
- Applicant/request is not eligible for the grant program;
- Limited resources available within the grant program;
- Incomplete/inaccurate application; and/or
- Applicant scored lower than other applications submitted.

## Grant Notification

Award notification will specify terms of the grant, including which specific items from proposed budget are approved.

## Award Agreement

An acceptance of the grant terms will be required, including required attestations, an ACH deposit form and a report form. **The signed grant agreement and attestations must be returned before grant funding will be released.**



# Final Report



A final report will be due within 6 months of award notification.

If the project cannot be completed in that timeframe due to supply chain issues or delayed availability of a contractor, an extension may be requested in writing. Approval must also be granted in writing. Reimbursement of the final 10% of the grant award will not be made until the final report is received. Failure to submit the final report will result in no reimbursement payment and grantee will be ineligible to apply for future grants. Additionally, the grantee will be reported to the Minnesota Department of Human Services, which may impact the provider's child care license and/or other payments of public funds.

## **Report elements will include:**

- a. Demographics on provider and children served
- b. Result of funded project/items
- c. Narrative description of impact of grant on child care business (and larger community if applicable)
- d. Data on child care slots preserved and/or added
- e. Data on child care jobs preserved and/or added
- f. Documentation of expenditures matching the budget submitted in application. If actual costs were less than anticipated, adjustments will be made with the final 10% of the grant. If receipts equal or exceed the items listed in the application budget, the remaining 10% will be paid on a reimbursement basis using the same option as grantee initially chose (check or ACH transfer)
- g. Information on whether or not the grant leveraged additional resources for the provider and their source, if applicable
- h. Barriers encountered in implementing grant and/or additional facility revitalization needs, if any
- i. Request for before and after pictures and optional media release.



## Technical Assistance

Questions not covered in the manual may be directed by email to [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org). Technical assistance will be provided to all applicants and grantees by email and using the help line at 612-473-6020. The help line will be available during each open grant cycle when applications are being accepted. Technical assistance is also available for questions that arise when implementing a grant award or for the final report.

During open application periods, the help line will be answered Monday through Friday from 9 a.m. – 4 p.m. and on Tuesday, Wednesday and Thursday evenings from 6:30 – 8:30 p.m.

