

## **Purpose**

First 5 San Francisco announces the availability for all Family Resource Centers (FRC) to receive a grant of up to \$7500.00 for single agencies and \$11,400.00 for collaborative FRCs for the FRC Health and Air Safety (HAS) Grant Program in collaboration with the Low Income Investment Fund (LIIF). The intent of the HAS Program is to provide grants for the health and air safety of existing family resource center facilities in order to help ensure city contractors meet applicable health and safety standards (including HVAC /Air Quality concerns during fire seasons and the COVID-19 pandemic).

The funds also provide support for the installation of art or other cosmetic details that enhance the welcoming and inclusive aesthetic of the FRC's space.

## **Funding and Applicant Eligibility**

HAS Program applicants must have an executed First 5 SF FRC contract. Applicants may apply for funds to be utilized at public serving sites. Eligible program costs include building and equipment expenses, architect and inspection fees, site development, and site improvement costs. Funds are not intended for real property acquisition purposes. HAS grant funds must be expended and projects completed by December 31, 2021.

All HAS Program applicants must: (1) have an executed First 5 SF FRC Contract and (2) Must own their building or have an existing lease with 3 years remaining.

Applicants with executed First 5 SF FRC services contracts are eligible to apply for HAS Program funds, except when one or more of the following conditions are applicable:

1. The applicant is on conditional status because of fiscal or programmatic noncompliance.
2. The facility anticipates relocation within 2 years

## *Funding Process*

Funding for the FRC HAS is made possible through a joint effort with First 5 SF and OECE. Funds will be distributed by the Low Income Investment Fund (LIIF). Selected applicant(s) are expected to comply with all information and procedure requirements of LIIF in order to receive funding. All expenditures must be incurred on or before December 31, 2021. All work must be completed by June 30, 2022; however, all expenses for the work must have occurred in 2021. FRCs will not be permitted to leverage FRC program funds towards this project except for program staff time to oversee the completion of the project.

## **Minimum Guidelines**

Selected applicant must comply with the following minimum guidelines for all proposed projects whether led by the CBO or by a hired contractor:

- The funders have a strong preference for selection of contractors who are led by and/or have a stated goal of hiring women, Black, Indigenous, or other People of Color (BIPOC), LGBTQ individuals, and/or other minority groups. Projects which will be overseen by a contractor must meet the following guidelines.
  - Contractors must be licensed and fully insured and FRC must retain documentation of license and insurance.
  - FRC must obtain a minimum of 2 bids to determine a selected contractor for any project over \$5,000. A selected contractor who has a higher bid but who demonstrates a clear and greater level of experience, understanding, or other factor in the project may be selected in lieu of the lowest bidder. Where qualifications are otherwise similar, the lowest bid should be selected.
- If a contractor is not used, the organization must demonstrate prior ability to coordinate and successfully carry out equivalent projects.
- Selected grantee will be expected to sign a funding agreement with the Low Income Investment Fund (LIIF).

### **Eligible Projects and Timeline**

The following section describes the type of HAS project(s) covered through this funding.

#### *Required Element 1:*

A minimum of \$500.00 must be allocated toward an aesthetic project that enhances the FRC's environment to be more welcoming towards a diversity of cultural backgrounds, family structures, and/or people with disabilities. The grantee of this award is encouraged to include prior or current family/participant input in the design of this required element, where applicable/possible. Family input can be obtained (or could have been obtained) through group or individual meetings, emailed surveys or other appropriate means. Examples of such projects include, but are not limited to:

- Installation of a community mural or other art featuring Black, Indigenous, or other People of Color
- Installation of child/family photo displays depicting a wide diversity of cultural backgrounds, family structures (to be specifically inclusive of same sex caregivers, and/or trans and gender-nonconforming individuals), and/or people with disabilities
- Purchase of materials and selection of color schemes that lift up and center at least two of the diverse cultural and ethnic backgrounds of residents in the FRC neighborhood or in the FRCs city-wide population

#### *Required Element 2:*

Funds will be used for Health and Air Safety Projects for repairs or renovations of an FRC for optimal use during environmentally challenging contexts (e.g., bad air quality due to fire season or pandemic

health guidance). Specific attention should be paid to the needs of people with disabilities when deciding upon an HAS project. Projects should also be completed with attention to the programmatic and aesthetic needs of the FRC. Below are examples of potential renovation projects/activities that would be eligible for HAS funds:

- Air conditioning or heating systems
- Repair stuck windows
- Carpet, linoleum, or tile replacement
- Ceiling heights
- Cushioned areas around and under play equipment
- Replacement or repair of faulty electrical wiring
- Dishwasher for sanitation of lending toys and materials
- Fire safety code items
- Industrial cleaning of facility
- Interior or exterior portable or permanent storage areas
- Observation windows in child play spaces
- Replacement of outdated appliances
- Installation of surveillance cameras outside the facility
- Playground areas and equipment
- Repainting building interior or exterior walls
- Safety lighting renovation, installation, or repair
- Shade structures
- Sinks, toilets, hand washing, and bathing facilities
- Repair of unsafe sidewalk(s)
- Wallpaper removal or replacement

### *Disallowable Projects/Costs*

The following would be considered disallowable costs/ projects:

- Bonus payments for early completion of work
- HAS RFP incurred expenses
- Contractor claims against the grantee connected costs
- Supplies such as books and dramatic play areas to meet curriculum needs
- Interest charges or payments on bonds or indebtedness required to finance project costs
- Land improvement, purchase, or lease
- Libraries, staff rooms, or other areas of renovation that do not directly service families or children
- Moving costs associated with projects
- Portable building replacement, relocation, or purchase
- Travel or per diem expenses
- Warranties

- Fines or penalties incurred by the violation of federal, state, or local laws, or of ordinances or regulations

## APPLICATION PROCESS

All applications for the HAS will be submitted by the following Google forms link:

<https://forms.gle/B9R8SwhBmRgDrz3J9>

In the Google Form, please respond to the following questions:

1. Name, Address, and Contact Information of FRC Site and related lease/project permission questions
2. Name and contact information of the FRC staff who will be the primary contact for the project
3. Briefly describe the aesthetic component of the project
4. Briefly describe the air and fire safety project
5. Who will complete the project
6. What is the total cost of this project
7. Anticipated start date
8. Anticipated end date
9. FRC agrees to comply with information requests and procedures of the Low Income Investment Fund (LIIF) and First 5 San Francisco. [No disqualifies]

Once your Google Form is submitted and given provisional approval, First 5 San Francisco will provide responding FRCs with a budget form. Projects will be considered fully accepted once a final budget has been approved.

## APPLICATION TIMELINE

1. Application release date: Wednesday, March 17, 2021
2. FRC Renovation and Repair Grant Information Session Tentative: 3pm on Wednesday March 31, 2021
3. Letter of intent due April 7, 2021
4. Application due by 5pm on April 15, 2021