

## **Purpose**

First 5 San Francisco announces the availability of \$175,000 for the FRC Renovation and Repair (FRCRR) Grant Program in collaboration with the Low Income Investment Fund (LIIF). The intent of the FRCRR Program is to provide grants for the renovation or repair of existing family resource center facilities in order to help ensure city contractors:

- A. Meet ADA requirements to create accessible inclusive environments
- B. Meet applicable health and safety standards (including HVAC /Air Quality concerns during fire seasons and the COVID-19 pandemic)
- C. Provide community services in functionally effective, aesthetically designed, family friendly spaces
- D. Create settings which are culturally responsive, inclusive and increase connection to nature

## **Funding and Applicant Eligibility**

FRCRR 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. It is anticipated that one to two grants will be awarded. FRCRR grant funds must be expended by December 31, 2021.

All FRC-RR 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 FRCRR 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 Renovation and Repair 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 renovation and repair 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 with the exception of program staff time to oversee the completion of the project.

## **Minimum Guidelines for Repair and Renovation (R&R) Projects**

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. R&R 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 R&R 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 renovation or repair project(s) covered through this funding.

### *Required Element 1:*

A minimum of \$1000.00 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. 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:*

The remainder of funds may be used for one or more of the below items (this is not intended to be an exhaustive list but rather a guide for potential funding usage):

- A. ADA Compliance Projects. The ADA ensures accessibility for children and families with disabilities in FRC programs. All ADA repairs or renovations submitted with this application must comply with the ADA Accessibility Guidelines for Buildings and Facilities, which can be found on the Information and Technical Assistance on the Americans with Disabilities Act web page at [https://www.ada.gov/2010\\_regs.htm](https://www.ada.gov/2010_regs.htm). Below are examples of potential projects that would be eligible for CRRL funds and to comply with ADA requirements:
- ADA accessibility signs
  - ADA-compliant fixed storage equipment (e.g., cabinets, shelves)
  - Bathroom lavatories, fixtures, or controls
  - Door casings or doors impeding access
  - Elevated wheelchair access platforms
  - Fixed or built-in seating or tables
  - Wheelchair access ramps, landings, surfacing, or transfer systems
  - Projects designed to increase accessibility for participants with visual or auditory needs
  - Projects designed to increase accessibility for participants with autism and/or developmental delays
- B. Health and Safety Projects Health and safety compliance projects are 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). Below are examples of potential renovation projects/activities that would be eligible for FRC-RR 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
- C. Functionally effective, aesthetically designed, family friendly spaces. Below are examples of potential renovation projects/activities that would be eligible for FRC-RR funds:
- Creation of family pantry area
  - Redesign case management rooms for privacy
  - Installation of serving areas in training rooms
  - Creation of lactation and infant feeding and care spaces in accordance with the City's Lactation Accommodation Law
- D. Culturally responsive, inclusive and increased connection to nature. Below are examples of potential renovation projects/activities that would be eligible for FRCRR funds:
- Indoor and/or outdoor garden area(s)
  - Installation of drip irrigation and lighting for family gardens
  - Installation of accessible planter boxes for people in wheelchairs
  - Renovating child play elements in outdoor areas to be made from natural materials and nature themed

#### *Disallowable Projects/Costs*

The following would be considered disallowable costs/ projects:

- Bonus payments for early completion of work
- FRCRR 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

## FAMILY/PARTICIPANT INPUT

In accordance with the National Standards of Family Strengthening and Support, the grantee of this award must include prior or current family/participant input in the design of any projects, where applicable/possible. Family input can be obtained (or could have been obtained) through group or individual meetings, emailed surveys or other appropriate means. Family input is not needed for repair/renovations of HVAC, fire or other safety improvements, etc. Examples of family input could be, but are not limited to:

- If a new wheelchair ramp is needed, multiple wheelchair users are asked opinions about the type, location, or look of ramp and a contractor with experience in installing ramps is used
- Families with children with autism are asked about ways to help the space be more accommodating to their children's needs
- A survey is distributed with different types of art depicted for family comment/feedback before the art is purchased/installed
- Families in the playgroup are asked to help select the color themes or other design aspects for the carpet/painting of the playgroup room
- Breastfeeding mothers asked about what they would like to see in a new lactation space
- Families are asked about the kinds of things they'd like to see growing in the garden space

## APPLICATION PROCESS

All applications will be submitted by the following Survey Monkey link:

<https://www.surveymonkey.com/r/FRCRRFUND>

In the Survey Monkey, please respond to the following questions:

Applicant Contact info and minimum eligibility (5 points)

1. Name, Address, and Contact Information of FRC Parent Organization
2. Name, Address, and Contact Information of FRC Site to be repaired/renovated
  - a. How long have you owned or rented this site?
  - b. Name of entity that owns the site
  - c. Name, address and contact information of the landlord
  - d. Do you have permission from property owner to make the repairs/renovations?
    - i. No disqualifies – end survey

- e. Do you intend to utilize this site for participant services for 3 or more years?
    - i. No disqualifies – end survey
- 3. Name and contact information of the FRC staff who will be the primary contact for the project.
  - a. Name and contact information of the organization staff who will be the primary overseer for the project, if different.
- 4. Minimum eligibility questions

Contractor and Lead Org Staff (10 points)

- 5. Who will complete the project:
  - a. Contractor - go to #6
  - b. Organization staff, other than FRC staff - Go to #7
  - c. FRC Staff - Got to #7
  - d. A contractor along with b and/or c - Go to #6
  - e. Other
- 6. Name of Contractor and license number, if known.
  - a. FRC agree/disagree statement attesting to contractor being insured and licensed
  - b. FRC statement agree/disagree affirming goal of hiring contractor meeting diversity requirements as stated above
- 7. Name of Org Staff/Title/Contact info
  - a. If FRC or organization staff is overseeing the project, briefly describe a recent prior equivalent project overseen.

Project Descriptions (45 points)

- 8. Required Element #1: 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.
  - a. Project description questions:
    - i. Specific location of the project at the site
    - ii. State the problem to be addressed by the aesthetic component
    - iii. State the overall intended impact of the project on FRC services and/or what the project is intended to achieve
    - iv. Describe the work to be done for the project.
    - v. Upload any diagrams, drawings, designs, or other items if applicable (not required)
- 9. What objective area(s) do you intend to impact with Required Element #2: the repair/renovation? [multiple options]
  - a. ADA Compliance
  - b. Health and Safety
  - c. Functionally effective, aesthetically and family friendly spaces
  - d. Culturally responsive, inclusive and connected to nature.
- 10. Project Description Questions for Required Element #2:

- a. Specific location(s) of the project at the site (e.g. HVAC system in attic; Backyard, Lobby)
- b. State the problem to be addressed or and/or what the project is intended to achieve
- c. State the overall intended impact of the project on FRC services Describe the work to be done for the project.
- d. Upload any diagrams, drawings, designs, or other items if applicable (not required)

Family input on project (10 points):

11. Describe the role that family input has or will play on the project for either or both of the required elements.

Timeline (5 points)

12. Anticipated start date.
13. Anticipated date of completion of the work (note: all expenses must occur prior to 12/31/2021).
14. This application is complete and accurate and can be confirmed as a final submission. By selecting this option FRC agrees to comply with information requests and procedures of the Low Income Investment Fund (LIIF) and of First 5 San Francisco. [No disqualifies]

PLEASE ATTACH THE FOLLOWING FILES (10 points):

- 1) Copy of lease or deed of trust (proof of ownership or 5 year lease for Solar Power request) for FRC facility you are applying for (Appendix A)
- 2) If site is leased, approval from property owner for proposed renovation or construction work to be done (Appendix B)
- 3) Drawings and Diagrams of the Project (Appendix C)
- 4) Signature Page – Attachment D
- 5) Budget Form - Attachment E (15 points)

APPLICATION TIMELINE

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