

Ministry of Children and Family Development
*Child Care Major Capital Funding For the Creation of New Licensed Child
Care Spaces*

INTAKE FOUR REQUIREMENTS

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1. KEY DATES

Stage One Application Intake Open	Wednesday March 15, 2017
Public Information Session <i>All Funding Streams</i>	7:00 – 8:30 pm PST Monday March 20, 2017
Public Information Session <i>Indigenous Funding Stream</i>	7:00 – 8:30 pm PST Tuesday March 21, 2017
Public Information Session <i>On School Grounds and Co-Located or Hub Funding Streams</i>	7:00 – 8:30 pm PST Wednesday March 22, 2017
Public Information Session <i>All Funding Streams</i>	7:00 – 8:30 pm PST Thursday March 23, 2017
Stage One Application Intake Close Deadline	4:30 pm PST Monday May 15, 2017
Stage One Application Internal Review	May 15 – June 15, 2017
Stage Two Application Results and Invitations Issued to Stage 2	Late July/Early August 2017
Stage Two Submission Intake Open	Late July/Early August – September 27, 2017
Stage Two Submission Close Deadline	4:30 pm PST Wednesday September 27, 2017
Stage Two Submission Internal Review	September 28 – October 31, 2017
Stage Two Successful Submissions notified	November 2017
Intake Four Successful Projects Announced	November 2017

2. OPPORTUNITY OVERVIEW

The Province’s Child Care Major Capital Funding Program supports child care providers to build, renovate or expand existing child care facilities to create new licensed child care spaces.

The Province is seeking Applications from proponents interested in creating new licensed child care spaces in British Columbia communities.

3. BACKGROUND

In 2013, the Province released the *BC Early Years Strategy*, which included an eight-year goal of creating 13,000 new licensed child care spaces by 2020. To reach this goal, approximately 2,225 new child care spaces need to be funded annually. In 2017, the goal was increased to 15,000 new spaces by 2020.

Since 2014, the Province has invested \$26.5 million to support the creation of more than 4,300 new licensed child care spaces across B.C. through three intakes of Child Care Major Capital Funding. The goal of Intake Four is to support child care providers to create 4,100 new licensed child care spaces across B.C.

The fourth intake has some changes from the first three intakes with a new two stage Application and Submission process and new funding streams (see section 6.1).

4. CONTACT INFORMATION & ENQUIRIES

Intake documents are on the program webpage: www.gov.bc.ca/childcaremajorcapitalfunding. Proponents can email MCF.CCCF@gov.bc.ca or telephone the program at 1-888-338-6622, option 5 for all intake questions. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information may be posted to the webpage or otherwise distributed to prospective proponents at the Province's discretion.

5. WHO CAN APPLY

Eligible Organizations:

- Non-profit or Public organizations including non-profit societies, local government, School Boards, public institutions, band/tribal councils, and First Nations Governments.
- Private sector organizations including sole proprietors, partnerships, and limited companies.

Ineligible Organizations include any of the above organizations that:

- Are not in good standing with the Ministry of Children and Family Development (e.g. not in repayment arrears)
- Have a history of ongoing non-compliance (infractions/violations) under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation
- Are intending to create unlicensed child care spaces
- Are intending to create licensed child care spaces for Occasional Child Care, Child Minding and Residential Care
- Have a project start date before December 15, 2016

6. FUNDING

6.1. Funding Streams

Funding is available for six streams of child care locations defined as follows:

STREAM	DEFINITION
On School Grounds	The creation of new licensed child care spaces in a child care facility at public or private schools or public or private post-secondary institutions that are located on school grounds either in the main school building or in a portable. Does not include child care located adjacent to or in close proximity to a school that is not on school property.
Co-Located or in a Hub	The creation of new licensed child care spaces in a child care facility co-located with other child and family support programs in community based settings. For example: Early Years Centres, recreation centres or health clinics with targeted family support programs or community hubs. Does not include child care facilities whose programs are targeted solely to members of the host organization and are not for the general population or programs that are not specifically targeted to children 0 - 12 and their families.
Child Development Centre	The creation of new licensed child care spaces in a child care facility located in a non-profit Child Development Centre (CDC) that provides early intervention therapies, for children with special needs (e.g. Occupational Therapy, Physiotherapy, Speech/Language Therapy) and operates as a Child Development Centre. The CDC must be integrated in the community and offer child care spaces to both children with and without special needs.
Indigenous	The creation of new licensed child care spaces in a child care facility serving indigenous children on or off reserve. Minimum 51 percent ownership and control by Indigenous people in one of the following: Aboriginal non-profit society in good standing with the BC Corporate Registry, First Nation, Band, Tribal Council, Indigenous Crown Agency, Treaty First Nation Government, Métis organization, or Urban Indigenous organization.
Employer-based	The creation of new licensed child care spaces in a child care facility located in the work place by non-profit, private and public institution organizations to support employees by providing on-site child care. The creation of new child care spaces must be supported and funded by the employer. Any available additional spaces must be accessible by the general public and local community.
Regular	The creation of new licensed child care spaces in a child care facility that does not meet the definitions in any of the other funding streams.

6.2. Funding Maximums by Stream and Organization Type

The Province will contribute a *maximum provincial contribution* to the capital project based on the funding stream and type of organization requesting funding. Most organizations are required to contribute a percentage towards the total cost of the project. The organization contribution depends on the stream – see table below. Organizations may contribute more than the minimum required organization contribution. Organizational contributions may include funding from other sources such as monetary gifts, lines of credit, and bank loans.

The Province’s *funding contribution* will be considered for the difference between the proponent’s total financial contribution and the total project costs, up to the maximum funding amount available for the organization type.

6.2.A Contribution Percentages and Maximum Amounts

STREAM	Organization Contribution	Provincial Contribution	Public, Non-Profit <u>Maximum</u> Provincial Contribution	Private <u>Maximum</u> Provincial Contribution
On School Grounds	10%	90%	Up to \$500,000	Up to \$250,000
Co-Located	20%	80%	Up to \$500,000	Up to \$250,000
Child Development Centre	0%	100%	Up to \$500,000	n/a
Indigenous	0%	100%	Up to \$500,000	Up to \$500,000
Employer-based	10%	90%	Up to \$500,000	Up to \$500,000
Regular	25%	75%	Up to \$500,000	Up to \$250,000

Examples:

On School Grounds Funding Stream - Non-Profit Organization

- Total project cost = \$700,000
- Maximum Provincial Contribution is 90% up to \$500,000
- 90% of \$700,000 = \$630,000 which is more than \$500,000 maximum

Result: Provincial contribution \$500,000, Organization minimum contribution \$200,000

Regular Funding Stream - Private Organization

- Total project cost = \$175,000
- Maximum Provincial Contribution is 75% up to \$250,000
- 75% of \$175,000 = \$131,250

Result: Provincial contribution \$131,250, Organization minimum contribution \$43,750

6.3. Funding Considerations

Funding may be considered for the following eligible project costs. Ineligible costs will not be funded. The Province has the sole discretion and reserves the right to determine items that may receive funding.

Funding will be considered for:

- Building a new child care facility.
- Purchasing commercial land and/or commercial or residential buildings for group child care spaces.
- Purchasing and assembling a modular building.
- Site development costs.
- Renovations to a commercial building/space or classroom.
- Purchasing eligible equipment and furnishings as part of the above activities to create new spaces (see section 12)

Funding will not be considered for:

- Projects proposing to re-locate or enhance existing spaces without creating new licensed child care spaces.
- Projects proposing to create Child Minding, Occasional Child Care, and/or Residential Care spaces.
- Projects completed and/or licensed prior to signing the Funding Agreement.
- Projects with a commencement date (see definition) prior to December 15, 2016.
- Projects requesting equipment costs without building, or renovation, and site development costs.
- Costs associated with operating child care facilities.
- Costs associated with assets acquired prior to signing a funding agreement.
- Costs associated with non-capital items such as toys, art supplies, books, games, and small appliances.
- Vehicles

7. REQUIREMENTS FOR ALL STREAMS

Proponents by submitting a Stage One Application and/or Stage Two Submission, agree to the terms and conditions governing Intake Four (Section 10) and the funding award commitments (Section 9.1).

7.1. Additional Requirements for Specific Funding Streams

Note: The Province reserves the right to verify all information with third party sources.

Additional requirements for Stage Two Submissions include but are not limited to a completed Submission form, business plan, financial plan, etc. Details will be provided to selected proponents in late July/Early August 2017.

Funding Stream	Stage One
On School Grounds	<ul style="list-style-type: none"> • Stage One Application • Proponents are required to secure initial support from the School District and School prior to submitting a Stage One Application. • The name, title and telephone number of the School District and School contacts are required fields in the Application.
Co-located or Hub	<ul style="list-style-type: none"> • Stage One Application • Proponents are required to supply the Business names of the family support services that are co-located on the same property or in a Hub.
Child Development Centre	<ul style="list-style-type: none"> • Stage One Application
Indigenous	<ul style="list-style-type: none"> • Stage One Application
Employer-based	<ul style="list-style-type: none"> • Stage One Application • Proponents are required to secure initial support from the Employer Organization prior to submitting a Stage One Application. • The name and telephone number of the Employer contact are required fields in the Application.
Regular	<ul style="list-style-type: none"> • Stage One Application

8. HOW TO APPLY**8.1. Public Information Sessions**

Public information sessions for interested proponents will be held by teleconference. Participation is voluntary. Persons interested in attending are required to register by completing the *Request to Attend* form on the program webpage, by 4:30 pm on the day of the session, to obtain access to a session. Once attendance is confirmed, an invitation with dial-in instructions will be provided.

Session	Day	Date	Time
Public Information Session <i>All Funding Streams</i>	Monday	March 20, 2017	7:00 – 8:30 PM PST
Public Information Session <i>Indigenous Funding Stream</i>	Tuesday	March 21, 2017	7:00 – 8:30 PM PST
Public Information Session <i>On School Grounds and Co- Located or Hub Funding Streams</i>	Wednesday	March 22, 2017	7:00 – 8:30 PM PST
Public Information Session <i>All Funding Streams</i>	Thursday	March 23, 2017	7:00 – 8:30 PM PST

The sessions will cover an overview of the intake and include an opportunity for participants to ask questions. Notes from the Question and Answer section, along with clarifications will be posted on the program website by March 30, 2017.

8.2. Overview of Two Stage Intake Process

Intake Four is comprised of a two stage selection and award process:

Stage One consists of 5 parts:

- 1) Proponents submit a completed Application form (Sections 8.3 and 8.4).
- 2) The Province screens Stage One Applications for administrative deficiencies and may provide Proponents with an opportunity to address those administrative deficiencies in accordance with Rectification (Section 10.13).
- 3) The Province evaluates Stage One Applications by stream based on the evaluation criteria set out in Stage One Evaluation Criteria (Section 8.5) using the Selection Process (Section 8.6).
- 4) The Province shortlists the highest ranking proponents in each stream.

- 5) Highest ranking proponents will be invited to Stage Two and receive further instructions. Feedback will be provided, upon request, to the remaining proponents after the conclusion of the Stage Two Intake process.

Stage Two consists of 5 parts:

- 1) Proponents submit a completed Submission (Sections 8.7 and 8.8).
- 2) The Province screens Stage Two Submissions for administrative deficiencies and may provide Proponents with an opportunity to address those administrative deficiencies in accordance with Rectification (Section 10.13).
- 3) The Province evaluates Stage Two Submissions by stream based on the evaluation criteria set out in Stage Two Evaluation Criteria (Section 8.9) using the Selection Process (Section 8.10).
- 4) The Province selects the highest ranking proponents in each stream.
- 5) The highest ranking proponents will be invited to enter into a Funding Agreement with the Province (Section 9.0). Notification will be provided to the remaining proponents at the end of Stage Two. Debriefing sessions can occur, upon request, after the conclusion of the Intake.

8.3. Stage One – Application Format

Proponents who are interested in participating in Stage One must submit the Stage One Application located on the program webpage: www.gov.bc.ca/childcaremajorcapitalfunding.

8.4. Stage One – Application Instructions

1. Before submitting the Application, proponents **must** review all of the funding requirements in this *Intake Four Requirements* document.
2. Using the link on the program webpage, complete and submit the online Application form. No other documents are required.

Applications must be received by 4:30 pm PST on Monday May 15, 2017. Applicants will not be able to submit applications through the online application system past the identified deadline.

If you experience difficulties submitting the online Application, please contact the program (see section 4). A paper form is available upon request which can be faxed to 250-387-2997.

Note: Internet firewalls, browser speed and/or fax transmission times can cause delays.

8.5. Stage One – Evaluation Criteria

Stage One Applications will be evaluated on (but not limited to) the following criteria:

- Proposed Child Care Facility Location / Community;
- Organizational Experience;
- Type of Spaces to Be Created (e.g. Infant/Toddler);
- Estimated Provincial Cost Per Space;
- Availability;
- Ability to secure staffing resources; and
- Accessibility

60% of the evaluation criterion will be placed on community need/capacity and 30% on the type of space created, organizational experience, and 10% on other factors such as accessibility and program type.

8.6. Stage One – Selection Process

Applications will be scored using Stage One Evaluation Criteria, internal government Reference Checks and by an Evaluation Committee (see section 10.7). The highest ranking proponents will be invited to Stage Two and receive Stage Two instructions.

8.7. Stage Two – Submission Format

Proponents are required to structure their Submissions in the required format, sequence, and instructions provided by the Province. Submissions should be in Microsoft Word or PDF format. All pages should be consecutively numbered. Submission should be no more than a maximum **25** pages; additional pages will not be considered.

Submissions must include a completed:

- 1) Business Plan Template
- 2) Financial Template
- 3) Project Schedule and Implementation Plan Template
- 4) Proof of Land and building ownership, or rental agreement and lease
- 5) Local Government Rezoning application and/or Bylaw Compliance
- 6) Detailed Quotes each for site development, building development, and equipment costs

Specific streams may require additional documentation. Information will be provided to successful Stage Two proponents.

8.8. Stage Two – Submission Instructions

Stage Two Instructions will be provided by email directly to proponents selected from Stage One.

8.9. Stage Two – Evaluation Criteria

Stage Two Submissions will be evaluated on (but not limited to) the following criteria: a complete business plan, financial plan, and project implementation plan. Details will be provided to selected proponents in late July/Early August 2017.

8.10. Stage Two – Selection Process

Submissions will be scored using Stage Two Evaluation Criteria, internal government Reference Checks and by an Evaluation Committee (see section 10.7). Highest ranking proponents will be selected to receive Major Capital Funding (see Award Process).

9. AWARD PROCESS

The highest ranking Stage Two short-listed proponents will be invited to enter into a Funding Agreement with the Province that includes Award Commitments.

9.1. Award Commitments

Proponents are required to adhere to the following award commitments:

9.1.1. Commitment to Continuing the Child Care Operation (Service Delivery Obligation)

- For projects under \$25,000 the recipient of funding must commit to continuing the child care operation for a minimum period of five years.
- For projects between \$25,000 and \$300,000 where the recipient is renovating existing leased space the recipient of funding must commit to continuing the child care operation for a minimum period of five years.
- For projects between \$25,000 and \$300,000 where the recipient owns the building and/or land the recipient of funding must commit to continuing the child care operation for a minimum period of ten years.
- For all projects over \$300,000 the recipient of funding must commit to continuing the child care operation for a minimum period of ten years.
- Projects \$50,000 and over, and where the recipient owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*.

Under the HRFA, the Ministry has authority and responsibility to create and maintain a pool of resource facilities, as well as provide financial accountability and security of the taxpayer's investment. The Minister is able to place a notation on the title, which restricts the sale, transfer,

mortgage, lease or other disposition of the facility without written consent of the Minister. If the human resources function ceases prior to the end of the funding agreement term, the recipient may be required to repay some of the capital funding provided, as per the Funding Agreement.

The Assets and Facilities Management branch ensures that Ministry child care capital funding investments of \$50,000 or more are additionally protected by having the properties in question subject to the Human Resource Facility Act (HRFA). The HRFA allows the Ministry to place legal notations on the recipients of Major Capital Funding property titles. This will restrict the sale, mortgage, or transfer of the property without prior approval of the Ministry.

The Ministry will approve removal of the legal notation once the funding recipients of Major Capital Funding:

1. Have met their service delivery obligations as per the funding agreement, or
2. If the child care operation is closed prior to meeting the service delivery obligation, repay to the Ministry the portion of the depreciated funding still owing as per the Agreement.

9.1.2. Commitment to Provide Services

- Must offer and/or provide service to families on subsidy and children with special needs that require extra supports.

10. APPENDIX A - INTAKE FOUR TERMS AND CONDITIONS

The following terms and conditions apply to the Intake Four process. A Proponent's Application and/or Submission indicates acceptance of all the terms that follow.

10.1 Non-binding Process

The Stage One Application and Stage Two Submission processes are not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the Application Process shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor the Province shall have the right to make any claims against the other with respect to the award of a contract, failure to award a contract or failure to honour an Application and/or Submission or any other claims based on a breach of "Contract A" or other tendering law duties or obligations.

The Application and Submission process is intended to identify prospective suppliers for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between the Proponent and the Province by the Application or Submission process until the successful negotiation and execution of a written agreement for the acquisition of such goods or services. While the pricing information provided in the Application will be non-binding prior to the Stage Two Submission and execution of a written agreement, such information will be assessed during the evaluation of and ranking of the Applications. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

10.2 Province Discretion to Waive Deficiencies

The Province will be under no obligation to disqualify an Application or reject a Submission that fails to comply with a stated rule or requirement and may allow the Proponent to rectify administrative deficiencies in accordance with section 10.13. This is the case even where the terms "must", "shall", "will" or "mandatory" are used in the requirements.

10.3 Proponent Representations and Warranties

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Proponent's Application or Submission contains misrepresentations or any other inaccurate, misleading or incomplete information.

10.4 Province Due Diligence

The Province may, in its sole discretion, verify the information provided in the Proponent's Application and/or Submission. If in the sole discretion of the Province, the Province determines that the Proponent's Application and/or Submission contains misrepresentations or any other inaccurate, misleading or incomplete information, the Province may disqualify the Proponent

from the Intake process. The Province may consider the Proponent's past performance on previous contracts with the Province and other such reference checks as the Province deems appropriate.

10.5 Proponents to Review All Documents

It is the Proponent's responsibility to examine all of the documents comprising Intake Four and report any errors, omissions or ambiguities and seek additional information, by contacting the program.

10.6 No Liability for Errors

While the Province has used reasonable efforts to ensure the accurate representation of information in this Intake, such information is supplied solely for Proponents. The Province does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this Intake is intended to relieve Proponents from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the Intake process.

10.7 Evaluation Committee

Evaluation of Applications and Submissions will be by committees formed by the Province, which may include employees, contractors and stakeholders of the Province of British Columbia.

10.8 No Incorporation by Reference

The entire content of a Proponent's Submission should be contained within the Submission document. The content of websites or other external documents referred to in the Proponent's Submission will not be considered to form part of its Submission. The Province is under no obligation to seek out information not contained in a Proponent's Application or Submission.

10.9 Working Language of the Province

All Applications and Submissions should be submitted in English. The Province is under no obligation to translate any Application or Submission or any part thereof from any language into English; and the Province is under no obligation to review any Application or Submission, or any part thereof, in a language other than English.

10.10 Applications and Submissions from a Single Entity

The Province will only accept Applications and Submissions from a single legal entity that will act as the main contact to the Province in respect of the Intake process and for the purposes of performing any Agreement. However, a Proponent may provide a Submission naming subcontractors so long as the Proponent agrees to take sole responsibility for the Agreement. For greater certainty, Submissions should not be submitted by joint ventures.

10.11 Changes to Application or Submission

A Proponent is not bound by its application and/or submission and, by submission of a clear and detailed written notice to the program; a proponent may withdraw at any time throughout the duration of the Intake process before entering into an Agreement.

10.12 Late Applications and/or Submissions

Stage One applications received in whole or in part after the Stage One Application Deadline will be rejected by the Province at the Province's sole discretion. Stage Two Submissions received in whole or in part after the Stage Two Submission Deadline will be rejected by the Province at the Province's sole discretion. Proponents are therefore encouraged to submit full and complete Applications and Submissions in a timely fashion.

10.13 Rectification

The Province may at its discretion offer a rectification process to allow Proponents to correct administrative deficiencies in their Application and/or Submission. Proponents that are notified of administrative deficiencies will be provided seven business days to address the deficiency. Proponents failing to respond within the stated time period will be assessed on the initial Application and/or Submission or eliminated from the process at the Province's discretion. This process is not intended to address omissions or changes to the substantive aspects of the Application or Submission but may include failure to submit forms or information.

10.14 Changes to Requirements

The Province may change portions of the Intake requirements that are relevant to a particular stage in the process at any time prior to the Application or Submission deadline for that stage of the process. Further, the Province may cancel the Intake, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into an agreement under this intake process, and may subsequently obtain the Solution, including any goods or services, by any other means or do nothing.

10.15 Additional Information

All addenda, for all stages, will be posted to the program webpage according to where the original documents are made available to Proponents. It is the sole responsibility of the Proponent to check for addenda on the webpage.

10.16 Debriefing

Stage One Proponents and Stage Two Submissions may request a debriefing meeting with the Province after the conclusion of the Intake.

10.17 Information Provided

Proponents will have the opportunity at all stages during the Intake process to request additional information and to request clarification of information provided. The Province, at any stage, may choose in its sole discretion not to respond, respond in whole or in part, or reformulate questions, whether before or after the Application or Submission deadline. The Province may in its sole discretion choose whether to post any such questions and responses to the program webpage as appropriate.

10.18 Conflict of Interest and Lobbying

A Proponent may be precluded from participating in the Intake process if the Proponent's current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual, potential or perceived conflict of interest in connection with the services described in the Intake. This includes, but is not limited to, involvement by a Proponent in the preparation of the Intake or a relationship with any employee, contractor or representative of the Province involved in preparation of the Intake, participating on the evaluation committee or in the administration of the Agreement and those involved in the development of this intake. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the program prior to providing an Application. By providing an Application, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential or perceived, in respect to the Intake.

10.19 Costs of Process

The Proponent and the Province will each bear their own costs associated with or incurred through the Intake process, including any costs arising out of or incurred in: (a) the preparation and issuance of the Intake; (b) the preparation and issuance of an Application and/or Submission; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations or any other activities related to the Intake process.

10.20 Communication with Media

The Proponent may not at any time directly or indirectly communicate with the media in relation to the Intake or any agreement negotiated pursuant to the Intake without first obtaining the written permission of the Province prior to the Provincial public announcement.

10.21 Return of Submissions

The Province shall not return Applications or Submissions or any accompanying documentation provided by the Proponent unless that Application or Submission is formally withdrawn by the Proponent prior to the respective Stage One or Stage Two Deadline.

11. APPENDIX B - DEFINITIONS

Application: means a complete Stage One Application form.

Application intake start date: means the first day an Application is eligible to be received (See Stage One and Stage Two intake start dates below).

Application intake close date: means the last day an Application is eligible to be received (See Stage One and Stage Two intake close dates below).

Approved funding submission: means a Submission that has been selected to enter into a Funding Agreement with the Province, following an evaluation in Stage Two.

Asset: means something that is purchased and has value. An asset includes, but is not limited to, a financial contract (such as land or building space) or physical object (such as equipment) that has positive economic value. An asset does not include architect, lawyer, or accountant fees, or costs necessary to secure a permit or a licence. Assets acquired prior to approval of the Funding Agreement will not be considered for funding.

Authorized signing authority: means the individual(s) authorized to sign contracts, leases, agreements, etc. on behalf of the sponsoring organization.

Building costs: means expenses incurred by a contractor for labour and material.

Budget: means a detailed estimate of the costs to complete the project, determined where necessary by cost estimates provided by contractors, engineers, architects, or others, including eligible equipment, in accordance with the plans and specifications, provided to and approved by the Province.

Child care facility: means the physical building, facility or area of land on which these improvements sit and the Proponent occupies and uses, or proposes to occupy and use, for the purpose of its child care operation.

Child care operation: means the delivery of child care services in a licensed facility.

Child Development Centre: means an agency contracted by the Ministry of Children and Family Development to deliver therapy services to children with special needs (occupational therapy, physiotherapy, and speech language therapy). Some of these agencies are also contracted by the Ministry to deliver Infant Development and/or Supported Child Development programs, including Aboriginal IDP and SCD programs.

Child Development Funding Stream: means the creation of new licensed child care spaces in a child care facility located in a Child Development Centre.

Co-located or In a Hub Funding Stream: means the creation of licensed child care spaces co-located with other family support programs in community based settings (e.g. Early Years Centres, recreation centres, community hubs, etc.).

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Commenced: means to start or begin; come or cause to come into being, or operation, prior to December 15, 2016.

Employer-based Funding Stream: means the creation of new licensed child care spaces in a child care facility located in the work place by non-profit, private and public institution organizations to support employees by providing on-site child care. The creation of new child care spaces must be supported and funded by the employer. Any available additional spaces must be accessible by the general public and local community.

Equipment costs: mean eligible equipment necessary to operate a child care facility (section 12).

Human Resource Facility Agreement: means an agreement made by the Minister or any agent of the government with a person who has received or is to receive assistance to acquire, develop or operate a human resource facility. The HRFA allows the Ministry to place legal notations on funding recipients' property titles - restricting the sale, mortgage, or transfer without prior approval of the Ministry.

Indigenous: means Aboriginal non-profit societies, First Nations, Bands, Tribal Councils, Aboriginal Crown Agencies, Treaty First Nation Governments, Métis organizations, and Urban Aboriginal organizations that are at least 51 percent owned and controlled by Aboriginal people.

Indigenous Funding Stream: The creation of new licensed child care spaces in a child care facility serving indigenous children on or off reserve.

Indigenous Organization: means an organization governed by a majority (51%) of Indigenous/Aboriginal individuals (e.g. a Band, a Friendship Centre, a Métis organization etc.) OR an organization owned and/or managed at least 51% by Indigenous people. NOTE: This definition is for the purposes of the Intake Requirements only.

Licensed child care spaces: means the number of spaces as reported on the licence issued under the *Community Care and Assisted Living Act*.

Maximum Provincial Funding Contribution: means the maximum funding amount the province will provide for the proposed/approved project to create new licensed child care spaces.

Ministry: means the Ministry of Children and Family Development.

New licence: means the licence issued to the Proponent under the *Community Care and Assisted Living Act* at or following project completion.

Non-profit organizations: means non-profit societies in good standing with BC Corporate Registry, local government (including School Boards), public institutions, band/tribal councils, and Indigenous and/or First Nations Governments.

On School Grounds Funding Stream: means the creation of new licensed child care spaces in a child care facility at public or private schools or public or private post-secondary institutions that are located on school grounds either in the main school building or in a portable. This does not include child care located adjacent to or in close proximity to a school that is not on school property.

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Organization contribution: means the financial contribution required by the organization as set out in section 6.2: Contribution Percentages and Maximum Amounts. Volunteer labour will not be considered as part of the organization's contribution.

Plans and specifications: means all the detailed plans, drawings, and specifications for the work required to carry out and complete the proposed project and/or to acquire the assets for use in implementing the project.

Private sector organizations: means sole proprietors, partnerships, and limited companies.

Program: means the Child Care Major Capital Funding For the Creation of New Licensed Child Care Spaces Program, Ministry of Children and Family Development.

Professional fees: mean fees charged by individuals trained in specific fields such as architects.

Project commencement date: means the date the project breaks ground or renovations started. Projects that commenced prior to December 15, 2016 will not be considered for funding.

Project completion date: means the date the project has been completed in accordance with the approved plans, specifications, and budget, and is capable of being licensed under the *Community Care and Assisted Living Act*.

Project costs: means all the amounts to be paid by the Proponent to any person, firm, or corporation dealing at arm's length with the Proponent, for construction of the project or acquisition of its components and which, in the opinion of the Province, have been necessarily and properly incurred. (See also Total Project Costs)

Project schedule: means a detailed timetable and schedule of construction or preparation of the work referred to in the Submission and the time period within any such work or part or aspect thereof is proposed to be commenced, carried out, and completed.

Proponent: means a person who puts forward an Application and/or Submission.

Regular Major Capital Funding Stream: means the creation of licensed child care spaces in child care settings other than those listed under the On School Grounds, Co-located or in a Hub, Child Development Centre, Indigenous or Employer-based funding streams.

Site Development Costs: mean expenses incurred to prepare a plot of land for the construction a child care facility.

Stage One Application intake start date: means the first day a Stage One Application is eligible to be received (March 15, 2017).

Stage One Application intake close date: means the last day a Stage One Application is eligible to be received (May 15, 2017, 4:30 pm).

Stage Two Submission intake start date: means the first day a Stage Two Submission is eligible to be received (Late July/Early August 2017).

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Stage Two Submission intake close date: means the last day a Stage Two Submission is eligible to be received (September 27, 2017, 4:30 pm).

Submission: means a proposal submitted in the Stage Two intake process.

Total Project Costs: means the sum total of project site development costs, building costs, equipment costs and professional fees.

12. APPENDIX C – ELIGIBLE ITEMS

Items not on this list are considered ineligible unless approved by the Province.

Equipment

Large appliances

- Fridge/freezer
- Stove
- Dishwasher
- Microwave
- Washer/dryer
- Vacuum cleaner
- Carpet cleaner

Furniture and equipment

- Sinks/toilets
- Change table/cots
- Strollers
- Tables/chair/couches
- Room dividers
- Sleeping mats/cribs/mattresses/cots/bedding

Fixtures and Equipment required by Fire Regulations

- Fire alarms/fire doors/exit signs/fire exiting/fire extinguishers
- First Aid kits
- Earthquake kits

Permanently installed equipment

- Whiteboards/bulletin boards
- Cubbies/storage units/permanent shelving/cupboards/locked medicine container
- Lighting fixtures
- Washroom dividers

Large educational materials

- Sand/water tables
- Art easels/art drying racks

Dramatic play furniture

- Activity tables
- Child-size sink/stove/fridge/work bench
- Puppet theatre
- Indigenous drums and drumming logs (for Indigenous language and cultural teaching)

Office equipment

- Filing cabinet
- Desk/chairs
- Telephone/cell phone

Housewares

- Pots/pans/dishes/plastic cups/flatware
- Brooms/dustpans
- Mops/buckets
- Garbage cans
- Permanent wall soap dispensers/wall mounted hand sanitizers
- Diaper disposal units

Indoor play structures

- Climbers/tunnels
- Mats/cushions

Permanent outdoor equipment

- Fencing
- Covered entrance/play area
- Outdoor playground prep (pea gravel, resilient surfacing, pavement, concrete)

Outdoor play equipment

- Nature-based landscaping/adventure playgrounds
- Climbers/swing sets/sandbox
- Basketball hoop
- Wheeled toys

Accessibility equipment

- Wheelchair ramps
- Lifts
- Accessible playground equipment
- Accessibility playground prep
- Hand rails
- Automated Door openers
- Modified bathroom equipment with an accessible toilet, grab bars and tabs (i.e. countertops, change tables)
- Additional space to store children's equipment
- Building Costs/Site Development

Paid skilled labour

- Carpenter
- Electrician
- Plumber

Purchased materials

- Building supplies

Other Costs

- Donated materials (Fair, verifiable market value)
- Cost of land (verifiable market value) when purchased from or donated by private sources with transferred title and will be used immediately
- Signage
- Parking Lot Upgrade

Fees

- Architects fees, landscape architect fees
- Contractors fees

General

- Site development (required utility hook-ups such as hydro, water, sewer)