

MINISTRY OF CHILDREN AND
FAMILY DEVELOPMENT

Childcare BC
Maintenance Fund
Funding Guidelines
2019/20

AUGUST 1, 2019



**A NEW
DAY FOR
FAMILIES**

CHILDCARE BC

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Funding Update: Emergency Circumstances

Date Effective: August 1, 2019

The 2019/2020 annual budget for the Childcare BC Maintenance Fund is now fully subscribed. As a result, with the exception of applications for funding due to emergency circumstances (i.e., sudden and unexpected circumstances that directly impact the health and safety of the children being cared for and/or may result in facility closure), applications are no longer being accepted for the remainder of the fiscal year (until April 1, 2020).

Prior to submitting an application to request funding for emergency circumstances, child care providers should review the information below.

Each request must be substantiated with evidence of an emergency circumstance in order for an application to be considered for funding. This evidence may include (but is not limited to):

- Eviction Notice;
- Unplanned or unforeseen lease termination letter;
- Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the repair or replacement of items, or relocation of the child care facility;
- Insurance company report;
- Report by a bylaw officer;
- Fire-safety inspection report; or
- Report from a home or building inspector that verifies the nature of the emergency.

1. Overview

The Childcare BC Maintenance Fund is available to support licensed child care facilities with the costs of addressing maintenance issues impacting children's health, safety, or well-being, or with those that may have resulted in a facility being required to close. The program is also available to provide assistance with required relocation expenses. It is currently only accepting applications requesting funding due to emergency circumstances.

The Childcare BC Maintenance Fund offers up to \$10,000 per fiscal year for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers, up to \$5,000 per fiscal year for private licensed Group Child Care, Multi-Age Child Care, and Preschool providers, or up to \$2,000 per fiscal year for licensed personal residence providers. This funding is available to support eligible organizations to address emergencies, make necessary repairs, and/or replace equipment for their operations that are over and above regular business operations.

In addition, eligible licensed Group Child Care, Multi-Age Child Care, and Preschool facilities required to relocate are eligible to apply for up to \$25,000 to enable them to quickly resume their services and remain in compliance with licensing requirements under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.

With the budget allocation fully subscribed for fiscal 2019/2020, funding is currently only available to address emergency circumstances.

2. Who Can Apply

Eligible applicants:

1. Licensed child care providers, including non-profit societies, local governments, school boards, public institutions, partnerships, sole proprietors, corporate or limited companies, band/tribal councils, Indigenous organizations and Indigenous governments;
2. Licensed personal residence care providers.

Eligible applicants are required to:

1. Hold a current valid *Community Child Care and Assisted Living Act* facility licence and operate a licensed Group Child Care, Multi-Age, or Preschool, or operate a licensed Family Child Care or In-Home Multi-Age Child Care;
2. Remain in compliance with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
3. Be in receipt of Child Care Operating Funding (CCOF) program;
4. Commit to applying for enrollment in the Child Care Fee Reduction Initiative (CCFRI) for the current contract term, where eligible.
5. Be in good standing with the Ministry of Children and Family Development;
6. Be in good standing with BC Corporate Registry; and
7. Have not completed the project, relocation, or acquired items prior to approval of a funding application. In situations where pre-purchase is required prior to approval, please notify the Ministry of Children and Family Development at MCF.CCCF@gov.bc.ca immediately with information about the nature of your emergency. **Please note: This notification is not a guarantee of funding approval.**

Ineligible applicants:

1. Child care arrangements such as Licence-Not-Required, Registered Licence-Not-Required, Childminding, Occasional Child Care, and residential care licences.

2.1 Funding Maximums

For the repair or replacement of items **due to emergency circumstances**, funding may be available for the following:

- Up to \$10,000 per child care facility (per single physical location, not per licence) for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers;
- Up to \$5,000 per child care facility (per single physical location, not per licence) for private licensed Group Child Care, Multi-Age Child Care, and Preschool providers that are not operating from a property that is also used as a home or dwelling; and
- Up to \$2,000 per child care facility for licensed personal residence care providers, regardless of licence type.

For the required relocation of a licensed facility **due to emergency circumstances**, funding may be available for the following:

- Up to a maximum of \$25,000 per facility/per fiscal year for costs associated with the relocation of a licensed Group, Multi-Age Child Care, and Preschool where the new licensed facility location will allow the organization to continue operating a licensed child care facility. **Please note: Relocation support is not available to licensed personal residence care providers, regardless of the licence type and circumstance.**

All funding applications for emergency circumstances will be considered by the Province on a case-by-case basis, with funding allocated at the sole discretion of the Province.

3. How to Apply

3.1 Applications for Repair and Replacement

To apply for the Childcare BC Maintenance Fund under this category, please:

1. Review the Childcare BC Maintenance Fund list of eligible items/expenses for a complete listing of eligible items and repair services (**Appendix C: Eligible Expenses**); and
2. Complete the Childcare BC Maintenance Fund [application form](#) and submit it online. Include the following mandatory supporting documents in your application¹:

¹An application is only considered to be complete when these documents have been submitted. An application is not *received* until it is considered to be complete. Incomplete applications are not placed in processing queue. Only when an application is complete is it placed in the queue, to be processed in date order from the date at which it is considered to be complete.

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- a. A detailed rationale for the request that provides a description of the emergency circumstance and speaks directly to the health and safety of children, and/or facility closure;
 - b. Number of spaces on your facility's licence;
 - c. A list of the items and/or repairs being requested on the application form;
 - d. Two (2) separate written quotes² from two (2) different companies for requested replacement items – must include estimated cost and source of estimate (**Appendix E: Written Quotes**); and/or
 - e. Two (2) separate estimates³ from two (2) different companies for repair and maintenance labour costs – must include estimated cost and source of estimate (**Appendix E: Written Quotes**);
 - f. Documentation that provides evidence of the emergency circumstance (e.g., inspection report, insurance company report, etc.);
 - g. A current copy of the of the facility's valid *Community Care and Assisted Living Act* licence(s) for the location indicated on the application; and
 - h. CCOF Identification Number.

3.2 Applications for Required Relocation

To apply for the Childcare BC Maintenance Fund under this category, please:

1. Review the Childcare BC Maintenance Fund list of Eligible items/expenses for a complete listing of eligible items and services associated with relocation expenses (**Appendix C: Eligible Expenses**); and
2. Complete the Childcare BC Maintenance Fund [application form](#) and submit it online. Include the following with your application:
 - a. A rationale for the request on the application form;
 - b. Number of spaces on your facility's licence;
 - c. Two (2) written quotes for requested relocation items – must include estimated cost and source of estimate (**Appendix E: Written Quotes**); and/or
 - d. Two (2) quotes² for relocation labour costs – must include estimated cost and source of estimate (**Appendix E: Written Quotes**);
 - e. Documentation that provides evidence of the emergency circumstance (e.g., Eviction Notice, unexpected lease termination letter, etc.);
 - f. A current copy of the facility's valid *Community Care and Assisted Living Act* licence; and
 - g. CCOF Identification Number.

² If your facility/organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

³ If only one quote/estimate is available, please contact the Ministry to discuss.

IMPORTANT NOTE: An application is not a guarantee of funding. If the application is incomplete or the required documentation is missing, the review process may be delayed or the application may be found ineligible. Funding is subject to availability within the fiscal year.

4. How to Reconcile Funding

4.1 Financial Reconciliation of the Childcare BC Maintenance Fund Grants

Recipients of Childcare BC Maintenance Fund grants for repair/replacement are required to submit a signed Childcare BC Maintenance Fund Financial Reconciliation Report form listing all their eligible expenditures (as indicated in the approval email), including invoices and proof of payment (**Appendix F: Proof of Payment**) reflecting the purchased, repaired or replaced items/services – up to the dollar value of the grant – within **60 business days** of funding approval.

Applicants for the Childcare BC Maintenance Fund are required to apply, where eligible, for CCFRI for the current contract term.

Recipients of the Childcare BC Maintenance Fund grant of up to \$25,000 for licensed Group or Preschool for the purpose of relocation are required to submit a signed Childcare BC Maintenance Fund Financial Reconciliation Report form listing all of their eligible expenditures, including invoices, proof of payment (**Appendix F: Proof of Payment**) reflecting the dollar value of the grant, and a copy of the new *Community Care and Assisted Living Act* facility licence issued for the relocated site. Reconciliations are required within **6 months** of your completed relocation, or upon immediate receipt of your facility licence.

If the Recipient's Financial Reconciliation Report does not reflect the purchase of approved items up to the dollar value of the grant, follow-up information on why expenses changed may be requested. Additionally, if recipients eligible for CCFRI do not enroll, a request to repay funding may be made. To remain eligible for this funding in the future and any other funding offered through the Child Care Capital and Community Services Branch, an organization must be in good standing with the Ministry. An applicant must therefore have no outstanding balances owing to the Ministry.

Appendix A: Definitions

Applicant: A person who puts forward an application for the Childcare BC Maintenance Fund.

Application: A submission of the Childcare BC Maintenance Fund Application form with mandatory supporting documentation.

Approved funding application: An application deemed eligible for the Childcare BC Maintenance Funding grant, up to a dollar value determined by the Ministry.

Arm's length: A person or group independent and removed from the Applicant and the project.

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

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

Child Care Operating Funding (CCOF): Funding provided by the Ministry to eligible licensed child care providers on a per-facility basis to assist with the day-to-day costs of running a licensed child care facility.

Child Care Fee Reduction Initiative (CCFRI): Funding intended to enhance child care affordability for families by offering eligible, licensed child care providers funding to reduce monthly parent fees.

Emergency Circumstances: Sudden and unexpected circumstances which pose a danger to the health and/or safety of the children being cared for and/or would cause the closure of a program.

Equipment costs: Costs for equipment that is necessary to operate a child care facility.

Funding maximums: The maximum funding amount the Ministry may provide towards eligible items or services listed in the Childcare BC Maintenance Fund Guidelines.

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

Ministry: The Ministry of Children and Family Development, which is responsible for the Childcare BC Maintenance Fund.

New licence: The most recent licence issued to the applicant under the *Community Care and Assisted Living Act*.

Non-profit organizations: Non-profit societies in good standing with BC Corporate Registry, local government, school boards, public institutions, band/tribal councils, and Indigenous and/or First Nations governments.

Personal residence care provider: A provider licensed under the *Community Care and Assisted Living Act* as a Family Child Care or In-Home Multi-Age Child Care, and any provider licensed as a Group Child Care, Multi-Age Child Care, or Preschool under the *Act* who operates their child care program from a property that is used as a home or dwelling.

Private organizations: Sole proprietors, partnerships, corporate and limited companies.

Proof of payment: A receipt reflecting the purchase of all eligible expenditures up to the dollar value of the grant (i.e., transaction receipts, bank statements, copy of the cheque, etc.) that contains an itemized description of the products purchased and the date the financial transaction was performed.

Repair/replacement costs: Expenses directly related to the repair or replacement of existing eligible items that are needed in order to maintain a licensed child care facility.

Reconciliation: Providing evidence to support your costs against the grant funding you receive from the Ministry.

Required relocation: The physical relocation of a licensed child care facility needed to remain in compliance with requirements under the *Community Care and Assisted Living Act*. For example, a physical relocation could be required because of a sudden and unexpected lease termination or a natural disaster.

Single physical location: Includes all structures/facilities that occupy the same location, as determined by, but not limited to, shared address elements (e.g., street name, civic number, and postal code).

Submission: An application submitted for review to the Childcare BC Maintenance Fund program.

Appendix B: Terms and Conditions

The following terms and conditions apply to a Childcare BC Maintenance Fund Application. A completed and submitted application indicates acceptance of all the terms that follow.

1. Ministry Discretion to Waive Deficiencies

The Ministry will be under no obligation to disqualify an Application that fails to comply with a stated rule or requirement and may allow the Applicant to rectify administrative deficiencies.

2. Proponent Representations and Warranties

The Ministry may disqualify the Application or rescind an approved notification of funding if said Application contains misrepresentations or any other inaccurate, misleading, or incomplete information.

3. Ministry Verification of Application Information

The Ministry may, in its sole discretion, verify the information provided in the Application. If in the sole discretion of the Ministry, the Ministry determines that the Application contains misrepresentations or any other inaccurate, misleading, or incomplete information, the Ministry may disqualify the Applicant and the Ministry may consider the Applicant's past performance on previous applications with the Ministry and other such reference checks as the Ministry deems appropriate.

4. Working Language of the Ministry

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

5. Applications and Submissions from a Single Entity

The Ministry will only accept Applications from a single legal entity that will act as the main contact to the Ministry in respect of the Childcare BC Maintenance Fund application process.

6. Cost Effective and Reasonable Requests

All requests submitted via the Childcare BC Maintenance Fund must be cost effective, reasonable requests that the applicant is not able to support without the assistance of this program. This funding is intended to assist with keeping child care facilities operational; it is not meant to cover the cost of 'wish-list' items. The Ministry will

make funding decisions in its sole discretion, which includes the actions it deems necessary to verify the validity of requests in order to remain fiscally responsible.

7. Appeals or Complaints

Proponents who wish to voice a concern about the service provided by the Capital Funding Team, or about a funding decision, must contact Child Care Capital and Community Services at 1-888-338-6622 (option 5) and ask to speak with a Child Care Capital Funding Operations Supervisor or send an email to MCF.CCCF@gov.bc.ca with the following subject: "Attention: Operations Supervisor".

Appendix C: Eligible Expenses

The Childcare BC Maintenance Fund supports licensed child care facilities with the costs of addressing maintenance issues that may impact children’s health, safety, or well-being, or could result in a facility being required to close **due to emergency circumstances**. The program also provides assistance with required relocation expenses **due to emergency circumstances**. The following tables outline costs and items that are eligible for funding. Please note: *Eligible items are **exclusive** to those listed below. Applying for eligible expenses does not guarantee funding, as the eligibility of an expense is not solely reliant on its inclusion on the Eligible Expense list. Requests must be supported by an adequate rationale and evidence of the emergency circumstance. For clarification or questions, please call the Child Care Capital and Community Services branch at 1-888-338-6622, option 5.*

Eligible Repair or Replacement Expenses
FOOD PREPARATION EQUIPMENT
<i>Includes the repair or replacement of hand washing sink, hot water tank, and major appliances (refrigerator, stove, dishwasher, washing machine and dryer).</i>
WASHROOMS
<i>Includes the repair or replacement of fixtures, counters, change tables, and skilled labourer fees related to repairs or replacement at arms-length.</i>
MAJOR SYSTEMS
<i>Includes the repair or replacement of a furnace/HVAC system, leaking roof, building foundation, sump pump, flooring, windows, doors, asbestos removal or encapsulation, secure entrances, electrical wiring upgrades, and plumbing.</i>
ACCESSIBILITY EQUIPMENT
<i>Includes the repair or replacement of wheelchair ramps, lifts, automated doors, modified bathroom equipment, and modified chairs or tables.</i>
FIRE & LIFE SAFETY
<i>Includes the repair or replacement of fixtures and equipment required by Fire and Safety Regulations (e.g., fire alarms, exit signs, fire extinguishers, first aid kits, earthquake kits, fire doors, car seats, helmets, etc.).</i>
PERMANENT OUTDOOR EQUIPMENT
<i>Includes the repair or replacement of fencing, sun shelters, and resilient ground covering.</i>
FURNITURE AND EQUIPMENT
<i>Includes the repair or replacement of strollers, room dividers, locking medicine cabinets, cribs/cots, highchairs, and baby gates.</i>
OUTDOOR PLAY EQUIPMENT
<i>Includes the required repair or removal of damaged outdoor play equipment (e.g., play structures, accessible playground equipment, swings, etc.).</i>

Eligible Required Relocation Expenses
PACKING MATERIALS
<i>Includes moving boxes, packing tape, and packing peanuts.</i>
MOVING COMPANY SERVICES/VEHICLES
<i>Includes rental costs, fuel, and vehicle insurance.</i>
UTILITY SERVICES
<i>Includes start-up/change costs for Hydro and phone lines.</i>
DEPOSITS
<i>Includes deposits on leases and rentals.</i>
TENANT IMPROVEMENTS
<i>Includes required partitions, painting, and fixtures.</i>
MUNICIPALITY FEES
<i>Includes mandatory inspections for occupants.</i>
ADDRESS FORWARDING
<i>Includes Canada Post change of address costs.</i>

Appendix D: Ineligible Expenses

The following table outlines the costs and items that are not eligible for funding under the Childcare BC Maintenance Fund. *Ineligible items include, but are not limited to, those listed below. For clarification or questions, please call the Child Care Capital and Community Services branch at 1-888-338-6622, option 5.*

Ineligible Repair or Replacement Expenditures
Small appliances (e.g., vacuum cleaner, toaster, blender, microwave, etc.)
Indoor play structures (e.g., climbers, tunnels, floor mats, cushions, etc.)
Replacement of outdoor play equipment
Office equipment (e.g., desks, software, chairs, filing cabinets, telephone, cell phone, multi-function device, fax machine, printers, computers, etc.)
Textiles (e.g., area rugs, window coverings, bedding, etc.)
Housewares (e.g., pots/pans, dishes, flatware, utensils, brooms, garbage cans, etc.)
Toys and books
Large educational materials (e.g., sand/water tables, art easels, art drying racks, etc.)
Staff wages or salaries
Cleaning costs (e.g., services, supplies, etc.)
Security alarm systems
Lawn mowers and gardening supplies
Free standing or window mounted air conditioners
Signage
Electronics (e.g., televisions, cameras, stereos, CD players, etc.)
Consumable art supplies (e.g., crayons, paints, markers, etc.)
Consumable office supplies (e.g., paper, printer ink, pens, etc.)
Vehicles

Appendix E: Written Quotes

Written quotes submitted with the Application should include the following components:

1. Name of company or individual providing the service/items. Note: quotes must come from a third party at arm's length⁴;
2. Date and length of time quote is valid (if applicable);
3. Description/scope of work involved (if applicable); and/or
4. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: If your facility or organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

Appendix F: Proof of Payment

Proof of payment submitted with the Reconciliation Report should reflect the purchase of all eligible expenditures and include the following components:

1. Receipts (e.g., transaction receipts, bank statements, copy of the cheque, etc.);
2. Invoices with zero dollar balances or corresponding receipt of payment (if applicable);
3. Name of company or individual from which items or services were purchased;
4. Date of purchase; and
5. Itemized description of the products purchased.

⁴ The province reserves the right to verify all information with third party sources. Additional information may be requested during the application process.