

Rhode Island

**City of Providence
Early Learning
Facilities Grant**



Capital Award Info Session

November 2021

LSC

City of Providence Early Learning Facilities Grant

AGENDA:

- Introductions
- Overview & Background
- Grant Uses
- Capital Grants
- Next Steps
- Contract Highlights
- Compliance Highlights
- Requesting Funds
- Reporting
- Selecting Professionals
- Questions



Introductions



Pauline Bellavance
pbellavance@lisc.org



Deanna Bruno
dbruno@lisc.org



Erin Cox, AIA
ecox@lisc.org



Megan Ressler
mressler@lisc.org



Nati Taveras
ntaveras@lisc.org

RICCELFF@lisc.org

401-331-0131

Overview and Background

Background on Grant Funding:

- [Local Initiatives Support Corporation \(LISC\)](#) is an “intermediary” or “pass through entity”
 - An intermediary channels funding from public and private sources to organizations that are members of their networks- typically funding is allocated to projects for specific program purposes
- LISC was contracted by the [City of Providence](#) to administer this grant funding to the early learning community

Overview and Background



Regulations

Several regulatory requirements govern the use of ALL federal funding and sometimes apply to state and local government contract funding as well. These requirements are implemented through the Office of Management and Budget (“OMB”) Circulars and the Code of Federal Regulations (“CFR”)



Contract

When LISC enters into a federally funded contract, we agree to the requirements of the funding source, and the regulations that apply across all federal programs



Subrecipients

When LISC awards funds to organizations (or subrecipients), we are required to pass along these requirements and regulations, as well as ensure that subrecipients are meeting them

Grant Uses

You have received notification that your grant proposals have been moved forward in the award process for one or both of the following eligible grant uses:

1. **Planning Grant** - Planning grants are intended to provide child care and early learning facilities with resources to develop a comprehensive indoor and/or outdoor facility plan.
2. **Capital Grant**— Capital grants can be used for renovations to address issues related to licensing compliance, health and safety and physical space barriers to quality improvement and/or expansion of quality programming.



Today's focus is the capital improvement use of funds

Capital Funding – Next Steps

- You have received a notification letter that specifies which parts of your proposal have been selected to move forward in this process
- The letter included a breakdown of the type of capital funding, the specific purchases/projects that have been approved, and a dollar amount
- You have been asked to provide some additional information/documentation to allow LISC to continue the review process
- Assuming all necessary next steps have been completed, you will receive a formal grant agreement to review and sign

LISC Contract Requirements

1) A formal LISC grant agreement with all terms and conditions will be drafted and sent for your review and signature

Starting the Grant Funded Work

If your grant award is for hiring a contractor, you will be required to:

- 1) Obtain multiple bids from licensed, bonded contractors, a free and open, documented competitive selection process must be completed prior to hiring
- 2) Enter into a signed, dated agreement with the contractor hired. The contract MUST INCLUDE Davis Bacon and RI General Law language - LISC can assist
- 3) Send copy of executed contract(s) to the RICCELFF at riccelff@lisc.org

Reporting and Accessing Grant Funds

- 1) For each invoice/expense to be paid with this grant, work-to-date must be inspected by the grantee or a qualified professional to ensure it has been completed in accordance with plans and specifications
- 2) Disbursement requests will include completion of a financial report to be submitted to the RICCELFF at riccelff@lisc.org
- 3) Monthly project status reports
- 4) Provision of proof of payment for all grant-funded expenses.

Capital Funding – Contract Highlights

Upon review and verification of information provided as requested in your application notification letter, LISC will generate an official grant agreement with [a budget and all terms and conditions](#). You will need to review, sign, and return this agreement to LISC.

You must sign the agreement, complete the attachments and return the document to LISC Grants and Contracts Management via email – instructions will be included with the agreement.

Capital Funding – Contract Highlights

Please note the following sections of the agreement:

- The work must take place within the grant term.
- Projects should be completed by [April 30, 2022](#).
- All final reports and closeout documentation such as proof of payment on all grant funded expenses must be submitted to LISC within 60 days of the grant term end date (but the grant-funded activities MUST have taken place prior to the term end date which is currently set at 4/30/22)



Capital Funding – Contract Highlights

Please note the following sections of the agreement:

Grant funds may ONLY BE USED to pay costs described in the budget

(3) Costs to be Paid with Grant Proceeds. The Grantee hereby agrees to use the Grant proceeds only to pay the costs described in the budget attached hereto as Exhibit A, which have been or shall be incurred in support of the purpose of this grant.

Capital Funding – Contract Highlights

(3) Costs to be Paid with Grant Proceeds. The Grantee hereby agrees to use the Grant proceeds only to pay the costs described in the budget attached hereto as Exhibit A, which have been or shall be incurred in support of the purpose of this grant.

EXHIBIT A

GRANT BUDGET

USE OF FUNDS	AMOUNT
Contractor: Window Replacement	\$5,020.00
TOTAL	\$5,020.00

Capital Funding – Contract Highlights

If your budget includes contractor work, the following items MUST include [Davis Bacon/RI General Law \(prevailing wage\)](#) language:

- [When seeking out bids](#) for your documented procurement process, ALL contractors MUST be aware this is a federally funded, Davis Bacon project and pricing should reflect this. We recommend you have the contractor write directly on the written quotation that Davis Bacon/prevailing wage rates apply.
- [When you have a selected a contractor](#), you must enter into a signed, dated agreement that includes Davis Bacon compliance language (we can provide sample language to you if needed) – LISC requires a copy of this agreement prior to beginning work.

If you have any questions at all on this, please let us know right away. This impacts pricing and is the law for utilizing this federal funding for facilities projects so we want to ensure everyone has what they need to be successful.

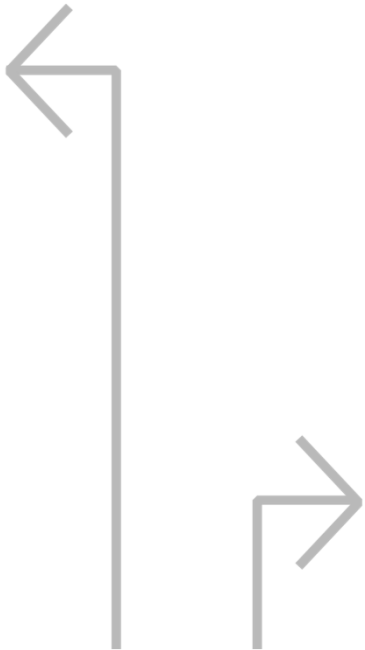
Compliance - Highlights

- We have gone over a few of the contract highlights. Once you receive your agreement, you may have questions on other terms and conditions – please do not hesitate to reach out.
- Now, back to that Office of Management and Budget (“OMB”) Circulars and the [Code of Federal Regulations \(“CFR”\)....](#)

- [Maintenance of files](#) – you must retain and keep available all grant-related documentation, including
 - Fully executed grant agreement with LISC
 - Documented procurement process (if you are funded to hire a contractor)
 - Final, signed contract between you and your contractor with Davis Bacon language (if you are funded to hire a contractor)
 - Copies of ALL invoices, receipts, and statements for grant-related expenses
 - Proof of payment for all grant-funded expenses
 - Financial report(s) (to be discussed further in the presentation)
- [Financial reporting requirements](#) - you will need to be able to produce financial reports of revenue and expenditures by grant.
- Due to the size and source of this funding, it is likely some of the grants will be [reviewed/audited](#). Please be sure your files contain all the necessary documents.

Overview of Next Steps

- ✓ All information and documentation requested in the initial application notification letter provided
- ✓ Grant agreement received and reviewed
- ✓ Grant agreement (with attachments) completed, signed, and returned to LISC Grants & Contracts Management
- ✓ A fully executed copy of the contract will be emailed to you from LISC Grants & Contracts Management
- ✓ If being funded to hire a contractor, you will provide a copy of your competitive selection process AND your signed agreement with the contractor hired. At a minimum, the contract should include:
 - The date
 - The scope of work
 - Davis Bacon and Related Acts
 - Your signature and the consultant's signature
- ✓ Once this is all completed, you will be able to begin work and start requesting funds...



Overview of Next Steps – Requesting Funding

How do you access grant funds?

Your written grant agreement will include a section called “**Conditions to Disbursement of the Grant**” – this section lays out the documents you will need in order to request disbursement of funds (along with meeting all other terms and conditions of the grant)

With this grant program, we have received approval to advance 50% of funding with receipt of:

- Your completed, signed LISC grant agreement
- Proof of a competitive selection process (if hiring a contractor is in your budget)
- A copy of the signed agreement with your contractor hired to perform grant-funded work (if hiring a contractor is in your budget)



Overview of Next Steps – Requesting Funding

How do you access grant funds?

The second 50% will be provided upon LISC's receipt of:

- Copy/copies of the invoice(s) from the contractor hired for grant-funded work performed (if applicable) and receipts for supplies and materials purchased (if applicable).
- A completed financial report (example to follow)

*Please note, depending on your budget, we may be able to disburse in one installment – we will take this on a case-by-case basis.

Once all funds are disbursed, you will be required to provide proof of payment on ALL grant funded expenses in order to close out your grant. If the amount that was given to you and the amount you have documented do not reconcile, you will be required to pay LISC back the difference. **Every dollar of funding must be documented and accounted for.**

GOVERNMENT GRANT FINANCIAL REPORT

Monthly/Quarterly/Other Report Address: New Address? Yes-No	Grantee Name: Grant PA#: Grant Term: Period Reporting On:	Prepared By: Title: Phone Number:
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Instructions: Send the completed and signed report to your LISC Program Officer. Enter the budget as it appears on the grant letter.

BUDGET DESCRIPTION	TOTAL APPROVED BUDGET	PRIOR PERIOD'S CUMULATIVE EXPENSES	CURRENT PERIOD'S EXPENSES	CUMULATIVE TOTAL EXPENSES	BUDGET BALANCE
GRAND TOTAL	\$ -	\$ -	\$ -	\$0.00	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Signature of Authorized Certifying Official:	Title:	Date: _____
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GOVERNMENT GRANT FINANCIAL REPORT

Monthly/Quarterly/Other Report	Other	Grantee Name:	ABC Child Care Center (AS IT IS SHOWN ON GRANT AGREEMENT)		
Address:	123 ABC Street, Providence, RI 02903	Grant PA#:	44444-0001	Prepared By:	Jane Smith
New Address? Yes-No	No	Grant Term:	10/1/2021 – 05/31/2022	Title:	Owner/Director
		Period Reporting On:	10/1/21 – 12/31/21	Phone Number:	401-867-5309

Instructions: Send the completed and signed report to your LISC Program Officer. Enter the budget as it appears on the grant letter.

BUDGET DESCRIPTION	TOTAL APPROVED BUDGET	PRIOR PERIOD'S CUMULATIVE EXPENSES	CURRENT PERIOD'S EXPENSES	CUMULATIVE TOTAL EXPENSES	BUDGET BALANCE
Contractor: Window Replacement	\$5,020.00	\$0.00	\$2,510.00	\$2,510.00	\$2,510.00
GRAND TOTAL	\$ 5,020.00	\$ -	\$ 2,510.00	\$2,510.00	\$2,510.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

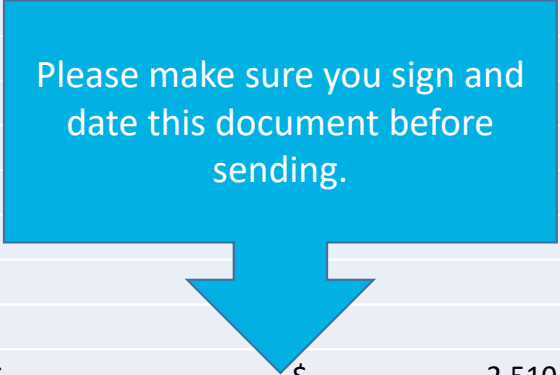
Signature of Authorized Certifying Official:	Title:	Date:
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GOVERNMENT GRANT FINANCIAL REPORT

Monthly/Quarterly/Other Report: **Other**
 Address: **123 ABC Street, Providence, RI 02903**
 New Address? Yes-No: **No**
 Grantee Name: **ABC Child Care Center (AS IT IS SHOWN ON GRANT AGREEMENT)**
 Grant PA#: **44444-0001**
 Grant Term: **10/01/2021 – 05/31/2021**
 Period Reporting On: **10/1/21 – 12/31/21**
 Prepared By: **Jane Smith**
 Title: **Owner/Director**
 Phone Number: **401-867-5309**

Instructions: Send the completed and signed report to your LISC Program Officer. Enter the budget as it appears on the grant letter.

BUDGET DESCRIPTION	TOTAL APPROVED BUDGET	PRIOR PERIOD'S CUMULATIVE EXPENSES	CURRENT PERIOD'S EXPENSES	CUMULATIVE TOTAL EXPENSES	BUDGET BALANCE
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Signature of Authorized Certifying Official: _____ Title: _____ Date: _____

Reporting Requirements

You will be required to submit a monthly narrative report (a template will be provided). These can be VERY brief updates on what actions have been taken to date to complete grant-funded activities. The monthly report will include:

- Project status and updates
- Project anticipated completion date
- Explanation for any delays in the work
- Any concerns or questions on activities to date

This update will help inform what kinds of technical assistance or support may be needed – but you can always reach out at any time if you have questions or concerns throughout this process.

Selecting Professionals – Davis Bacon



When utilizing capital grant funding to hire a contractor, you should alert the professionals providing you with bids that they will be required to comply with all aspects of the Davis Bacon Wage Act (>\$2,000) and Rhode Island General Law 37-13-1 (>\$1,000).

The contract you sign with the professional you select to complete the work must include language that guarantees that they will comply with all aspects of the Davis Bacon Wage Act.

[View the Davis Bacon Fact Sheet](#)

Davis-Bacon labor standards clauses must be included in contracts funded entirely or partially with facilities improvement capital grant funds.

Selecting Professionals – Procurement

You must have documented evidence of your competitive selection process for hiring a contractor with facility improvement grant funds:

- The purpose is to promote free and open competition
- We strongly recommend obtaining at least two bids from qualified professionals, preferably three
- Follow your organization's procurement policies and procedures

Document this process, including:

- The method used to make the opportunity available
- Cost price analysis which includes all contractors considered for the work
- Comparison of skills and experience

Selecting Professionals

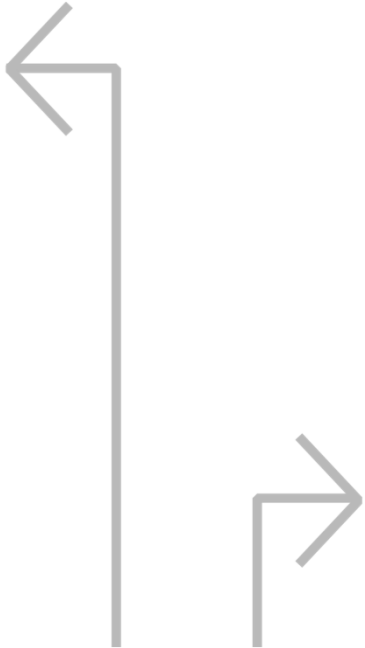
Selecting a contractor:

Look for a contractor who has:

1. The ability to manage a Davis-Bacon compliant project
2. Experience with projects similar (in size and type) to yours
3. Familiarity with your local area and building officials/codes/requirements
4. Good references
5. The ability to perform construction in a way that is least disruptive to your program (for example during hours that the program is not in session)

When choosing a professional to work with, it is important the company:

- Has appropriate licensure,
- Carries insurance, and
- Follows all appropriate building and fire codes



Selecting Professionals

Visit the www.riccelff.org resource library to:

- ✓ Download some “Fast Facts” on selecting a contractor for your project and
- ✓ Find links to the State of Rhode Island’s Contractors Registration and Licensing Board for a list of contractors and the status of their license

The screenshot displays the LISC RICCELFF website interface. At the top, a navigation bar includes links for Home, About Us, News, Case Studies, Funding, Resources, Contact, Log In, and Register. Below this, a blue banner features the 'Fast Facts' logo and title. The main content area is divided into two sections. The left section, titled 'RICCELFF Fast Facts: What is a Cost Estimate?', includes a thumbnail image of a document and a 'Read More' link. The right section, titled 'RICCELFF Fast Facts: Contractor', includes a thumbnail image of a document and a 'Read More' link. A search bar with a 'Search' button is positioned between the two sections. A large grey arrow on the left side of the page points from the text above towards the website screenshot. In the bottom right corner, there is a dark blue box containing the number '25' and the LISC logo.



Questions?
Comments?



LISC

Email the team at: riccelff@lisc.org