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**CANADA-ONTARIO EARLY LEARNING AND
CHILD CARE
CAPITAL FUNDING GUIDELINE**

**Peel Region Non-Profit Community-Based
Licensed Child Care Providers
& Government Agencies**

2017

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Introduction

The Province of Ontario and Government of Canada have announced a shared commitment to provide investments in early learning and child care to increase quality, accessibility, affordability, flexibility and inclusivity, with prioritization for children aged 0-6 years old.

Beginning in 2017, funding is available under the Early Learning and Child Care (ELCC) Agreement to support non-profit licensed child care providers and government agencies with new community-based capital projects.

ELCC Capital Funding can be used for children 0-6 years of age to create and support new non-profit community-based capital projects. Capital funds may be used for retrofits, renovations or expansion projects, but cannot be used to purchase land or buildings. Projects that began after January 1, 2017 may be eligible for retroactive funding.

Key Dates

- The Region of Peel will accept applications for ELCC Capital Funding from non-profit child care providers using the attached form from **September 16, 2017 to November 17, 2017**.
- Approved projects will be communicated by **December 22, 2017**
- Projects must be completed by **December 31, 2018**

Please refer to *Schedule C* for a timeline overview of the Capital Funding process.

Objective

This funding is intended to support parents, families and communities across Peel Region in their efforts to ensure the best possible future for their children.

Outcomes

ELCC Capital Funding will support Peel's Early Years and Child Care (EYCC) system by increasing parental access to community-based non-profit licensed child care spaces for children 0-6 years old.

Eligibility Criteria

To be eligible to apply for ELCC Capital Funding, child care providers are required to satisfy the following requirements:

- Be a licensed non-profit child care provider or a government agency in Peel Region ;
- Have a current Purchase of Service Agreement with the Region of Peel;

- Meet the following requirements under Peel’s Funding and Policy Framework;
 - Engagement in continuous quality enhancement practices;
 - Inclusion of children with special needs by participating in Peel Inclusion Resource Services (PIRS); and
 - Inclusion of children in receipt of fee subsidy through a Purchase of Services Agreement.
- Have sound business management practices and be in good standing with respect to financial/contract reporting requirements for all funds provided by the Region of Peel.

Additionally, providers submitting an application will be required to:

- Submit only one application per site;
- Consult with an Early Years Specialist prior to submitting a completed application;
- Submit a copy of your communication that was sent to the Ministry of Education (MEDU), Child Care Quality Assurance and Licensing Branch requesting a Floor Plan Approval letter to ensure retrofits, renovations or expansion projects are consistent with licensing standards.
Please note that the Floor Plan Approval letter will be required for approved projects before payments are issued;
- Provide a minimum of two quotes for the capital work that must be completed;
- Ensure projects are created to accommodate a maximum group size for each age grouping for children aged 0 to 6 years; and
- Complete the approved capital project by December 31, 2018.

Consultation with MEDU Program Advisor

Any capital work that will impact licensing capacity or room and/or play structure would require a consultation with your MEDU Program Advisor. Please notify your MEDU Program Advisor if there is any disruption of service or if the work is going to be done during regular hours when children would need to be displaced or moved.

If providers are unsure if the capital work aligns with the licensing requirements under the *Child Care and Early Years Act, 2014* (CCEYA) we encourage you to contact the MEDU, Program Advisor. This will ensure that capital projects funded through the ELCC Capital Funding align with licensing requirements under the CCEYA.

The Ministry of Education is not responsible for assessing compliance with the *Ontario Building Code*. It is the provider’s responsibility to consult their local Municipality (when building permits are required) or an architect or engineer to confirm that the space meets requirements in the *Ontario Building Code* regarding child care facilities.

Eligible Expenses

ELCC Capital Funding may be used to support retrofits, renovations or expansions to create new licensed infant, toddler, preschool community-based spaces within Peel Region. Funding may also be used to create new community-based kindergarten spaces that operate before-and-after school, and on non-school days such as Professional Development days, and school breaks.

Examples of retrofit, renovation, or expansion projects include: constructing a stand-alone building on existing land, adding an addition to an existing building, making substantive (change of 50% or more of space) renovation to an existing building, and/or retrofitting an existing space to meet licensed child care requirements.

Examples of expenses which are part of a capital build include:

- Architecture costs
- Building permits
- Legal costs
- Construction materials and labour costs
- Skilled trade costs
- Other costs which are reasonable for the purpose of retrofitting, renovating or expanding a building.

One-time start-up funding of \$1,300 per new eligible child care space created is available to support approved providers. Funding can be used to purchase:

- Play-based materials and equipment (toys, books, etc.)
- Indoor furniture/equipment (cots, cribs, strollers, tables, chairs etc.,)
- Playground equipment
- Kitchen equipment and supplies
- Marketing (online, signage, print materials)
- IT equipment/upgrades to facilitate internet connectivity for business purposes, e.g. computer, tablet, scanner, printer, photocopier, modem (available only to providers creating a new child care centre).

Some items are subject to a maximum allowable expense. Please refer to Schedule A for further information.

Non-Eligible Expenses

ELCC Capital Funding cannot be used to:

- Purchase land or buildings;
- Support capital projects for child care programs that run during school hours for kindergarten and school-age children; and
- Work completed by someone who is related by blood, marriage, common-law partnership or adoption that is not conducted as an arm's length transaction.

Funding Prioritization

The amount of ELCC Capital Funding is limited; therefore the Region of Peel is not able to guarantee that funding will be available for all applications received.

The Region will evaluate and prioritize applications according to the following criteria:

- Level of need: The project is located in a Service Delivery Area (geographic area) where there is an accommodation pressure or service gap for licensed child care (see attached resource for Peel Region Child Care Demand information);
- Age group: Priority will be given for projects that create new spaces for younger age groups (infants and toddlers); and
- Program budget, financial history and cost effectiveness.

The Region may also consider the following criteria when evaluating a proposed project:

- Current licensed and operational capacity;
- Long-term viability;
- Availability of other child care in the area; and
- Integration with early years services (i.e. are collocated with an Ontario Early Years Centre).

Application Process

Providers seeking ELCC Capital Funding may submit a completed application form and any required supporting documentation to the Region of Peel (Early Years and Child Care Services Division) by **November 17, 2017**. Applications received after this date may be considered, pending the availability of funding.

The ELCC Capital Funding application form is available to providers on the [Region's website](#). A separate application must be completed for each site for which ELCC Capital Funding is being requested.

As application packages are received by the Region, the following will apply:

- Each application package will be reviewed to verify that all supporting documentation is included.
- If an application form is incomplete, an email will be sent detailing the outstanding documentation.
- All applicants will be notified electronically regarding the status of their application.
- Approved projects will receive a Project Approval Letter outlining required documentation in order for an Agreement to be issued and initial payment to be disbursed.

In order for your application to be processed, the following documents are required:

1. Completed and signed application form;
2. Cash Flow Statement including projected information for the next 12 months on a monthly basis;
3. A copy of your communication to the Ministry of Education requesting a Floor Plan Approval Letter (e.g. email, screen shot of CCLS upload of your floor plan); and
4. Where the project is proposed or in progress, a minimum of two quotes is included from licensed contractors/suppliers, one of which should be completing the proposed work. For projects that have been completed since January 1 of the current calendar year receipts and/or paid invoices must be submitted.

In addition, providers will be required to submit the following additional documents listed below for projects that are **approved** by the Region:

5. A Floor Plan Approval Letter from the Ministry of Education (MEDU), Child Care Quality Assurance and Licensing Branch to confirm that retrofits, renovations or expansion projects are consistent with licensing standards;
6. An occupancy letter from the owner, in cases where the provider leases or rents the premises in which the ELCC Capital Funding will be used, that:
 - Authorizes the provider to complete the proposed ELCC Capital project; and
 - States that the provider has a commitment for the continued use of the space for a minimum of 3 years following the completion of renovations.

Completed applications forms must be submitted to the Region by email to:

EarlyYearsSystemDivision@peelregion.ca.

Disbursements, Reporting and Reconciliation Process

A maximum of 30% of the approved funding will be provided following a signed Agreement with the Region. Two additional payments up to a maximum of 30% each will be made based on completion of work. Payments will be aligned to project milestones.

In order to be reimbursed for the remaining 10%, providers should ensure that the project is completed and receipt(s) and/or invoice(s) are submitted to the Region of Peel by December 31, 2018.

Please ensure that receipts:

- Are marked "Paid"; and
- Clearly define and list the item purchased or project completed. Receipts containing only receipt codes or item numbers will be returned to you for clarification.

Please note:

- HST amounts will not be paid on invoices that do not provide a GST/HST number from the vendor.
- Funding can only be used for the approved purpose.
- Final payment is subject to the Region of Peel approval.

As part of provincial and regional funding verification processes, providers are required to keep all original receipts for a minimum of 7 years. Through the Region of Peel's audit selection process, service providers may be contacted to complete a review of the ELCC Capital Funding.

The Region of Peel may conduct site visits to confirm that funding was used for the approved purpose(s).

Contact Us

If you have any questions about the ELCC Capital Funding, please contact us at:

EarlyYearsSystemDivision@peelregion.ca.

Schedule A: Maximum Allowable Amounts for One-Time Start-Up Expenses

Item	Maximum Approval (per item)
Dishwasher	\$5,000
Stove: Gas	\$6,000
Stove: Electric	\$5,000
Range Hood	\$2,000
Fridge: 2 door	\$6,000
Fridge: 1 door	\$4,000
Freezer: 2 door	\$5,000
Freezer: 1 door	\$3,000
Washer	\$2,000
Dryer	\$1,000
Secure Entrances	\$3,000
Cot	\$75
Triple Stroller	\$700
Quad or more Stroller	\$1,000
Safety Gate	\$100
Highchair	\$300
Cradle, Crib or Playpen	\$400
Computer	\$1,000
Tablet/iPad	\$500
All in one Printer/Scanner/Copier	\$1,500
Website upgrade	\$5,000
On-line marketing	\$1,000
Print materials	\$500
Signage	\$1,500

Schedule B: Quote Components

A quote is a price for a job and should include:

1. Name of company or individual providing the service
2. Customer/client name and address
3. Reference/quotation number
4. GST/HST number
5. Date and length of time quote is valid
6. Description/scope of work involved and amounts
7. Total cost plus tax amount = Total cost after tax
8. Payment terms

