

# Child Care Facilities Fund

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## LETTER OF INQUIRY

## KEY INFORMATION

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**CITY OF SAN MATEO**

COMMUNITY DEVELOPMENT DEPARTMENT





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## Introduction

**Many families in San Mateo are challenged with the ability to find quality and affordable child care. To address that need, the City of San Mateo established a Child Care Development Fee. These legally restricted funds can provide financial assistance for the development or capital expansion of child care facilities. The required result is the increase of the number of high quality child care spaces within the City of San Mateo.**

In order to meet that goal to expand the number of quality, licensed, and affordable child care spaces, the City of San Mateo will surely be interested in unique ideas and opportunities for projects that may require a different form of collaboration. As listed in the [Interim Child Care Fund Guidelines](#), there are various project partners and examples of eligible types of projects. To explore the possibilities and initiate the conversation, the City invites a Letter of Inquiry that provides key information to the greatest extent possible. The expectation is for projects that are at the highest level of planning and readiness possible as funds will be considered in order received.

## City's Priorities

The City has established some priorities that it would like to see resulting from supported projects. These are key elements that will be part of determining a project's eligibility and strength. These criteria are also important if there are competing applications for limited funds.

- the greatest number of new child care spaces
- the greatest number of new designated spaces for children from families with incomes less than 80% of the Area Median Income (AMI) or "Low Income" as determined by the State of California, Department of Housing and Community Development. The [Official State Income Limits](#) are adjusted annually and are posted by the State for all counties.
- ability to leverage funding from additional private and/or public sources
- project readiness with the earliest estimated completion date

## Partners & Possibilities

The primary requisite is that the location of the child care facility must be within the City of San Mateo. It is also important to share the definitions and parameters of the eligible partners:

- Organizations must not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, gender, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law.
- Organizations with religious affiliations will be considered only if the proposal supports the attempt to address the needs of the wider community without regard to religious beliefs.
- Organizations must serve children birth through age 5 or school-age care and fall into one of the following categories:

1. *Nonprofits / Faith-based Organizations*

Organizations that plan to or currently serve children from birth through age 5 or provide licensed school-age child care.

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2. *Schools / School districts*

Publicly funded schools and/or school districts with a National Center for Education Statistics (NCES) ID.

3. *Private Child Care Centers / Family Child Care Homes (FCCH)*

Private child care centers or family child care homes with an Employer Identification Number (EIN) that plan to or currently serve children from birth through age 5, or after-school/school-age care.

Examples of the types of projects that would be eligible for funds. If you don't see something you're hoping to do, we encourage you to talk with us about what you are interested in.

- Purchase of property to create a child care center.
- Tenant improvements in an existing structure to make it a child care center.
- Construction of a new center on property you already own.
- Expand an existing and currently operating center.
- Partnering with a developer to build out space in their development for a child care center.
- Creating a child care center within new housing developments.

## IMPORTANT – Prevailing Wage

Any time the City's money is a part of construction, it is a California Labor Code legal requirement that all contractors and subcontractors are paying the area's prevailing wage. This process requires contractors to registration with the Department of Industrial Relations (DIR) and document and monitor the proper wage payments. This requirement does impose some administrative burden that may impact the contractors' willing to take the job. Therefore, it is important to understand the requirements of this law, plan appropriately, check qualifications and references of contractors, and budget accordingly. This responsibility would be assigned to any project organization to assure that all related laws are being followed.

## **City Child Care Facilities Site Assessment Program**

One of the primary challenges is knowing if a certain property is viable and what kind of work is required to meet the code for child care facilities. To help meet that challenge, the City of San Mateo has developed a service that can help provide some key information you need to make your most important business decisions.

The Child Care Facilities Site Assessment Program is a cross-departmental team from the Building Division, Planning Division, Public Works Department, and the San Mateo Consolidated Fire Department. Upon request, this team will assess a property, remotely or in person, to review for limitations and existing conditions that will require modifications. They will then prepare and provide you a summary report with their observations, requirements, and/or recommendations. This assessment and the information provided does not include every detail that may be encountered, nor is it any form of project approval. The goal of this is determining viability of the property.

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To prepare for the site assessment, some basic, initial planning and research will be needed. The [Child Care Facilities Fund Site Assessment Report form](#) is available on the City's CCFF website for all interested in requesting this service, whether applying for funds from the City or not.

## Capital Expenditures Only

The law places limitations on the use of development impact fees. Expenses may include purchasing property and the costs of design and construction. It also includes items that are physically attached or a permanent part of the facility, such as fixed storage cabinets, sink and counter, toilets, installed outdoor play structure, etc.

Other important and eligible uses include paying for the professional fees for architectural design services and project management. Funds can assist with the planning fees, building permit fees, and related expenses charged by the City for your project.

The following are not eligible for funds:

- Tables, chairs, bookshelves, cubbies, etc.
- Program materials such as toys, books, food, etc.
- Operational expenses, such as: utility costs, staff payroll, training expenses, etc.
- Structural additions or major remodels to Family Child Care Homes.

## Letter of Inquiry Submittal

The invitation to submit is part of the ongoing and open process for the Child Care Facilities Fund. It is the City's assessment that programs will be considered only when there are sufficient funds available to provide meaningful assistance and will reopen acceptance upon funds replenishment.

City staff will review the information provided and assess the initial eligibility and viability of the proposed project. Once complete, City staff will contact the submitter to schedule a meeting, as applicable, for further consideration of the proposal.

## Contact Information

For additional questions about the application materials or process, contact:

City of San Mateo, Community Development Department  
[childcarefacilitiesfund@cityofsanmateo.org](mailto:childcarefacilitiesfund@cityofsanmateo.org); (650) 522-7164

# LETTER OF INQUIRY

## PROPOSED PROJECT QUESTIONS

Please provide responses with the questions numbered accordingly, and if there are any supporting materials, please mark them with the corresponding question number.

### Project Information

1. Legal name of requestor, either organization or individual.
2. Identify the person who is the single point of contact for this project and provide: Name, Title, Email, Phone Number.
3. City of San Mateo address and Assessor's Parcel Number (APN) for the project site, as available.
4. Provide a brief narrative and general description of the overall project, the requested amount, and its planned uses.
  - a. Provide estimation in the Excel budget workbook on the "Funding Sources" and "Development Costs" tabs, as available.
5. Provide description of the project location, include the following information to the greatest degree available:
  - a. Description of the location and current condition
  - b. Describe the specific changes or new development to the property
  - c. Include square footage planned for both indoor and outdoor program areas and identify where that will be located on the proposed site
  - d. Describe traffic circulation plan, including the parking and pick up drop off areas
  - e. Include photos and any plans illustrating the identified property & site, include both interior and exterior spaces
6. Provide a proposed project timeline through projected completion date.
7. Identify the project team and/or individuals who will be managing this project and describe their experience with similar projects.
8. If a child care provider is identified, provide provider's company name, primary responsible person's name, title, email, and phone number.
  - a. As applicable, describe any partnerships between the requestor and the child care provider. Include the responsibilities assigned to each party.
9. How will the project result in the development, expansion or enhancement of high-quality child care and preschool facilities and increase the number of high-quality child care spaces available for children from birth through age 5 or for school-age children?
10. Describe any potential barriers or specific challenges that could impact successful project completion.