

Ministry of Education

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Ministère de l'Éducation

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2017: EYCC15

MEMORANDUM TO: Chief Administrative Officers, CMSMs and DSSABs
General Managers/Commissioners, CMSMs and DSSABs
Children's Service Managers, CMSMs and DSSABs

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

DATE: November 16, 2017

SUBJECT: **Request for Community-Based Early Years and Child Care Capital Program (CBCP) Funding Submissions**

We are writing to announce details of a new community-based capital funding program for child care and child and family programs, the 2017-18 Community-Based Early Years and Child Care Capital Program (CBCP). The CBCP supports the provincial government's vision for child care and early years under the Renewed Early Years and Child Care Policy Framework, as well as the commitments made in Ontario's Action Plan under the Canada-Ontario Early Learning and Child Care Agreement (ELCC).

The Renewed Early Years and Child Care Policy Framework aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are child and family centred and contribute to children's learning, development, and well-being. As part of this commitment, the government will be integrating Ontario's child and family programs into a more streamlined and accessible service for children aged 0 to 6 years and their families. In addition, the government is also investing up to \$157 million in capital funding over the next two years for purpose-built child care capital new construction, renovations, retrofits, and additions to promote the creation of up to 5,000 new licensed child care spaces in community-based, non-consolidated facilities for children aged 0 to 4 years.

The ELCC supports a shared commitment by the Ontario and Federal governments to provide investments in the early years to increase quality, accessibility, affordability,

flexibility, and inclusivity with consideration for those more in need. To support this commitment, the Ontario government received a one-time investment of \$30 million in capital funding over the next two years for child and family program renovations, retrofits, and additions in community-based, non-consolidated facilities.

This funding is to support greater access to licensed child care, and the government's efforts to create 100 new child and family program locations.

The CBCP is in response to these investments in child care and child and family program capital. This memo provides the details, eligibility criteria, and submission requirements for this program that focuses on community-based, non-consolidated child care and/or child and family program capital funding requests.

Highlights/Summary Points

- Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs) may apply for capital funding to support purpose-built new construction, renovations, retrofits, and additions of community-based, non-consolidated child care projects. (See Appendix A for more information on the community-based child care capital project submission requirements.)
- CMSMs/DSSABs may apply for capital funding to support purpose-built renovations, retrofits, and additions of community-based, non-consolidated child and family program projects; and **cannot** be used to purchase land or buildings. Please note that under this round of CBCP, there is **no** capital funding for community-based child and family program new construction projects. (See Appendix B for more information on the community-based child and family program capital project submission requirements.)
- The 2017-18 CBCP projects are required to open no later than **December 31, 2020**.
- CMSMs/DSSABs are required to provide a priority ranking for each child care and/or child and family program capital funding request being submitted for consideration, where there are multiple submissions.
- Though not required, the ministry may consider proposed financial and in-kind contributions towards capital projects by CMSMs/DSSABs and/or early years operators when prioritizing submissions. Details of proposed contributions should be noted in the 'comments' section of the CBCP submission template.
- The submission deadline for all CBCP capital funding requests is **Friday, January 19, 2018**. CBCP capital funding requests must be submitted to the ministry's e-mail address at EYCU@ontario.ca. The CBCP submission template should be downloaded, completed, signed by the CMSM/DSSAB, and e-mailed to the ministry (all files must be compressed and not exceed 10MB and/or send multiple e-mails, if needed).

- The ministry may approve the child care component of a capital funding request without approving capital funding for the child and family program component, where there are requests for integrated capital projects which include both child care and child and family programs.
- The ministry may request that capital projects be reduced in size or scope to align with available ministry resources. Where possible, CMSMs/DSSABs should note the feasibility of reductions to a capital project in the 'comments' section of the CBCP submission template.
- CMSMs/DSSABs are required to provide the ministry with a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to their child care capital funding allocation being flowed.

Project Submissions

CMSMs/DSSABs are required to complete a *Community-Based Early Years and Child Care Capital Program Submission –Capital Funding for Child Care and Child and Family Programs* template to request CBCP funding. The CBCP submission template is to be downloaded, completed, signed, and e-mailed to the Ministry of Education at EYCU@ontario.ca (all files must be compressed and not exceed 10MB and/or send multiple e-mails, if needed). See the attachment for the CBCP submission template.

CMSMs/DSSABs are required to submit their completed CBCP submission template by **Friday, January 19, 2018**. The ministry **will not** accept CBCP submissions after this date. Following this submission window, it is anticipated that there will be future opportunities to submit CBCP capital funding requests in 2018.

In support of the ministry's "Schools-First" approach, which helps to provide children and families with a seamless and integrated experience, the capital funding available for school-based early years and child care capital projects exceeds the capital funding available for community-based early years and child care capital projects. Therefore, the ministry continues to encourage CMSMs/DSSABs to utilize opportunities to build in schools, where possible, and to take this into consideration in local and regional early years planning.

Communications Protocol Requirements for Public Communications and Events – CBCP Funding

CMSMs/DSSABs are reminded that announcements regarding community-based early years and child care capital investments for child care and/or child and family programs are joint communications opportunities for the provincial government, federal government, CMSMs/DSSABs, and community partners. Therefore, CMSM/DSSAB announcements related to funding received for child care and/or child and family programs must clearly acknowledge that the contributions were made by the Province of Ontario and the Government of Canada. In addition, any such communications opportunities should remain confidential until they are announced publicly by the Province of Ontario and the

Government of Canada or jointly by the provincial government, federal government, and CMSM/DSSAB.

The intent is to help promote the role of the Ministry of Education, the Government of Canada, CMSMs/DSSABs, and community partners in bringing new investments to local communities. (See Appendix C for more information on the communications protocol.)

Accountability and Reporting Requirements

CMSMs/DSSABs which are approved for capital funding will be required to follow all of the terms and conditions of their Transfer Payment Agreements with the Ministry of Education. If the CMSM/DSSAB fails to meet the requirements of the transfer payment agreement, the ministry will recover capital funding as needed.

Ministry Contacts

Child Care and Child and Family Program Capital

If you have any questions, or require additional information, please contact the Early Years Advisor assigned to your CMSM/DSSAB or:

Jeff O'Grady, Manager, Capital Policy Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Communications Protocol

Should you have any questions related to the communications protocol or other requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future child care and child and family program capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Original signed by:

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

Appendices:

Appendix A: Community-Based Child Care Capital Projects Submission Requirements
Appendix B: Community-Based Child and Family Program Capital Projects Submission Requirements

Appendix C: Communications Protocol Requirements for Public Communications and Events – Community-Based Early Years and Child Care Capital Program Funding
Appendix D: Map – Site Specific Geographic Adjustment Factor (GAF) (2011)

Attachment:

Community-Based Early Years and Child Care Capital Program Submission – Capital Funding for Child Care and Child and Family Programs template

c.c. Early Years Advisors, Early Years and Child Care Programs and Service Integration Branch, Early Years and Child Care Division, Ministry of Education
Education Officers, Early Years and Child Care Programs and Service Integration Branch, Early Years and Child Care Division, Ministry of Education
Jeff O’Grady, Manager, Capital Policy Branch, Ministry of Education
Dylan Franks, Senior Information Officer, Communications Branch, Ministry of Education
Ontario Municipal Social Services Association
Association of Municipalities of Ontario

Appendix A: Community-Based Child Care Capital Project Submission Requirements

Child Care Eligibility

The ministry will consider funding community-based, non-consolidated capital projects where there is a need for purpose-built child care new construction, renovations, retrofits, and additions to existing child care spaces for children 0 to 4 years of age (excluding children eligible to attend junior kindergarten).

When selecting a space for child care, CMSMs/DSSABs should consider available operating funding, capacity, location, long-term viability, cost effectiveness, age groups, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the CBCP submission template. When considering long-term viability, CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space in the community.
- The potential for the space to close.
- Whether the space has existing child care and/or child and family program space.
- Current utilization rates, and historical/forward trend analysis.

Local Prioritization of Child Care Capital Projects

CMSMs/DSSABs are required to provide a priority ranking for each child care capital funding request being submitted for consideration, where there are multiple submissions.

Ministry Prioritization of Eligible Child Care Capital Projects

The ministry will use the following factors to prioritize child care capital projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to closure;
- age groupings (programs serving infants are a priority);
- accommodation pressures/service gaps;
- cost effectiveness and viability;
- consideration of financial and in-kind contributions towards a capital project by the CMSM/DSSAB and/or early years operator as part of the submission; and
- equitable geographic disbursement of new child care spaces.

Child Care Operational and Accountability Requirements

Approved purpose-built community-based, non-consolidated child care rooms must meet the following operational and accountability requirements:

- The child care rooms will not result in an operating pressure for the CMSM/DSSAB.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all purpose-built child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 4 years excluding children eligible to attend junior kindergarten (e.g., 10 infant spaces, 15 toddler spaces, 24 preschool spaces, and 15 family age grouping spaces), and that child care rooms will be for exclusive use. Although unobstructed space requirements are per child, infant, toddler, and family age grouping group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing child care floor plans. Considerations should also include the long-term use of the room, including the ability to convert to other child care age groups.
- It is important that CMSMs/DSSABs are taking into consideration licensed child care operator viability, and flexibility where appropriate, when determining appropriate mix of age groupings. Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the child care capital project proposal a preschool room must also be available, unless a family age grouping room is in place.
- For the purpose of this policy, an eligible child care operator:
 - is a not-for-profit operator or municipal operator; and
 - has a purchase of service agreement with the CMSM/DSSAB;
 - is a licensed child care centre that is eligible to receive fee subsidy payments from the CMSM/DSSAB; and
 - is expected to continue operating in the location for at least five years.
- Funding will not be provided for kindergarten and school-age child care capital projects as the ministry will not fund exclusive space for child care programs that run during school hours and before and after school.
- CMSMs/DSSABs will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care capital projects are within the approved project funding.

- CMSMs/DSSABs should contact their child care licensing representative as soon as possible as all child care capital projects require a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to their child care capital funding allocation being flowed. In order to streamline the floor plan approval process, CMSMs/DSSABs should note to their child care licensing representative if the child care floor plan has been used in the past (i.e., a repeat child care floor plan design) or if the child care floor plan will be used for multiple child care sites in the near future.
- CMSMs/DSSABs not permit the sale, lease, or otherwise disposal of any asset purchased or created with the funds or for which funds were provided, without the ministry's prior written consent, the cost of which exceeded the amount as provided for in the transfer payment agreement at the time of purchase.

Child Care Capital Funding Calculation and Eligible Expenses

The construction of child care rooms, regardless of age groupings (e.g., infant, toddler, preschool, and family age grouping rooms), will be funded using an allocation that aligns with school-based child care capital funding.

Capital Funding, Per Room, for New Child Care Construction and Additions:

\$500,000 multiplied by a site specific geographic adjustment factor (GAF)

Capital Funding, Per Room, for Retrofits and Renovations to Existing Child Care Space:

\$250,000 multiplied by a site specific GAF

The GAF recognizes the variation in construction costs throughout the province. (See Appendix D or this [ministry website](#) hyperlink for a map showing the GAF variations across Ontario.) If you would like more information on the GAF, please send an e-mail to EYCU@ontario.ca.

Any financial and in-kind contributions towards capital projects by CMSMs/DSSABs and/or early years operators will be deducted from the capital funding allocation.

Eligible expenses include:

- first-time equipping; and
- expenses incurred to meet CCEYA and Building Code standards.

Application Process – CBCP Submission

The CBCP submission includes project details and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding of new construction, renovations, retrofits, and additions of child care rooms, CMSMs/DSSABs must submit a CBCP submission signed by the CMSM/DSSAB Manager of Child Care and Early Years System.

The CBCP submission template is to be downloaded, completed, signed, and e-mailed to the Ministry of Education at EYCU@ontario.ca (all files must be compressed and not exceed 10MB and/or send multiple e-mails, if needed). See the attachment for the CBCP submission template.

CBCP submissions must be received by the ministry by **Friday, January 19, 2018**.

The ministry may request supporting documentation following a review of the CBCP submission.

Appendix B: Community-Based Child and Family Program Capital Project Submission Requirements

Child and Family Program Eligibility

The ministry will consider funding community-based, non-consolidated capital projects where there is a need for purpose-built child and family program renovations, retrofits, and additions to existing space; and **cannot** be used to purchase land or buildings. Please note that under this round of CBCP, there is **no** capital funding for community-based child and family program new construction projects.

When selecting a space for a child and family program, CMSMs/DSSABs should consider available operating funding, capacity, location, long-term viability, cost effectiveness, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the CBCP submission. When considering long-term viability, CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space in the community.
- The potential for the space to close.
- The potential for the child and family program to be part of a multi-service building, especially in rural, northern, and small communities.
- Whether the space has existing child care and/or child and family program space.
- Current utilization rates, and historical/forward trend analysis.

Child and family programs refer to the following ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish EarlyON centres (previously termed Ontario Early Years Child and Family Centres (OEYCFCs), rebranded as EarlyON centres in October 2017). While the expectation is that the key features of EarlyON centres are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of EarlyON centres as part of their existing service system management responsibilities for child care and other human services.

Local Prioritization of Child and Family Program Capital Projects

CMSMs/DSSABs are required to provide a priority ranking for each child and family program capital funding request being submitted for consideration, where there are multiple submissions.

Ministry Prioritization of Eligible Child and Family Program Capital Projects

The ministry will use the following factors to prioritize child and family program capital projects under this policy should the number of eligible submission surpass available funding:

- child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future EarlyON centres planning completed by CMSMs/DSSABs;
- projects are “ready-to-go” and the community has already made plans to renovate, retrofit or expand child and family program space;
- cost effectiveness and viability;
- consideration of financial and in-kind contributions towards a capital project by the CMSM/DSSAB and/or early years operator as part of the submission;
- equitable geographic disbursement of new child and family programs; and
- projects that are connected to a new or existing child care centre.

Child and Family Program Operational and Accountability Requirements

Approved purpose-built community-based, non-consolidated child and family program rooms must meet the following operational and accountability requirements:

- The child and family program rooms will not result in an operating pressure for the CMSM/DSSAB.
- CMSMs/DSSABs are to adhere to the ministry’s OEYCFC Management and Funding Guideline.
- The child and family program address local, regional and system priorities that have an impact on families more in need, such as lower-income families, Indigenous families, lone-parent families, families in underserved communities, those working non-standard hours, and/or families with children with varying abilities.
- It is expected that all ministry funded child and family programs spaces (until January 2018 when CMSMs/DSSABs will assume responsibility for funding child and family programs) renovated, retrofitted or expanded under this policy:
 - have separate and sufficient washroom space for parents and children using the centre;
 - have a separate sink for parents/caregivers and children using the centre; and

- have appropriate covered space for stroller parking on the property.
- For the purpose of this policy, an eligible child and family program operator:
 - is a not-for-profit operator or municipal operator;
 - is eligible to receive support from the ministry or CMSM/DSSAB to operate a child and family program; and
 - is expected to continue operating in the location for at least five years.
- CMSMs/DSSABs will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program capital projects are within the approved project funding.
- CMSMs/DSSABs not permit the sale, lease, or otherwise disposal of any asset purchased or created with the funds or for which funds were provided, without the ministry's prior written consent, the cost of which exceeded the amount as provided for in the transfer payment agreement at the time of purchase.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family program rooms will be funded using an allocation that aligns with school-based child and family program capital funding.

Capital Funding, Per Room, for New Child and Family Program Additions:

\$500,000 multiplied by a site specific GAF

Capital Funding, Per Room, for Retrofits and Renovations to Existing Child and Family Program Space:

\$250,000 multiplied by a site specific GAF

The GAF recognizes the variation in construction costs throughout the province. (See Appendix D or this [ministry website](#) hyperlink for a map showing the GAF variations across Ontario.) If you would like more information on the GAF, please send an e-mail to EYCU@ontario.ca.

Any financial and in-kind contributions towards capital projects by CMSMs/DSSABs and/or early years operators will be deducted from the capital funding allocation.

Eligible expenses include:

- first-time equipping; and
- expenses incurred to meet Building Code standards.

Application Process – CBCP Submission

The CBCP submission includes project details and confirms that the child and family program meets all eligibility and viability requirements.

In order to be considered for funding of renovations, retrofits, and additions of child and family program rooms, CMSMs/DSSABs must submit a CBCP submission signed by the CMSM/DSSAB Manager of Child Care and Early Years System.

The CBCP submission template is to be downloaded, completed, signed, and e-mailed to the Ministry of Education at EYCU@ontario.ca (all files must be compressed and not exceed 10MB and/or send multiple e-mails, if needed). See the attachment for the CBCP submission template.

CBCP submissions must be received by the ministry by **Friday, January 19, 2018**.

The ministry may request supporting documentation following a review of the CBCP submission.

Appendix C: Communications Protocol Requirements for Public Communications and Events – Community-Based Early Years and Child Care Capital Program Funding

All public announcements regarding provincial and federal capital investments in Ontario's child care and/or child and family programs are potential joint communication opportunities for the provincial government, the federal government, CMSMs/DSSABs, and community partners.

Public Communications

CMSMs/DSSABs and community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education and Government of Canada's role in funding the project. In addition, CMSMs/DSSABs and community partners should contact the Ministry of Education to receive additional content for the media-focused public communications, such as quotes from the Minister Responsible for Early Years and Child Care.

The Ministry of Education may also choose to issue its own news release and/or hold events about various project milestones in addition to those prepared by CMSMs/DSSABs and community partners. If the ministry chooses to do so, CMSMs/DSSABs and community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, it will help promote the role of all involved including the Ministry of Education, Government of Canada, CMSMs/DSSABs, and community partners in bringing exciting new child care and/or child and family program capital projects to benefit local communities.

Major Announcements and Events

Important: For all child care and/or child and family program openings or openings of major additions, the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to EYCCinvestments@ontario.ca, with a copy sent to your ministry Early Years Advisor/Education Officer. CMSMs/DSSABs and community partners will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. If the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the e-mail address above.

If the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your CMSM/DSSAB and/or community partner to coordinate the details (e.g., a joint announcement). CMSMs/DSSABs and community partners are not expected to delay their announcements to accommodate the Ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the Minister are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister Responsible for Early Years and Child Care by e-mail (see above) with at least three weeks' notice. Again, please send a copy to the ministry Early Years Advisor/Education Officer. If the date of your event changes at any time after the Minister have received the invitation, please confirm the change at the same e-mail address above.

CMSMs/DSSABs and community partners are not expected to delay these "other" events to accommodate the Minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace stakeholders' existing partnership with the Ministry of Education's Early Years Advisors/Education Officers. Early Years Advisors/Education Officers should still be regarded as the primary points of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

The support of the Government of Ontario and Government of Canada must be acknowledged in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital projects that exceed \$100,000, CMSMs/DSSABs and community partners will be required to display signage at the site of construction that identifies the support of the Government of Ontario and Government of Canada. Signage will be provided to CMSMs/DSSABs by the Ministry of Education. CMSMs/DSSABs are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to CMSMs/DSSABs.

Appendix D: Map – Site Specific Geographic Adjustment Factor (GAF) (2011)

