

TABLE OF CONTENTS

**Bond Fund Grants to Establish Child Care Facilities for
Children of Municipal and State Employees**

Repealed	17-31z-1—17-31z- 7
Definitions	17-31z- 8
Application and determination of eligibility	17-31z- 9
Determination of costs	17-31z-10
Planning the child care facility	17-31z-11
Applicant check list for grant application	17-31z-12
Application review and processing	17-31z-13
Execution of project	17-31z-14
Project financing	17-31z-15

Bond Fund Grants to Establish Child Care Facilities for Children of Municipal and State Employees

Secs. 17-31z-1—17-31z-7.

Repealed, May 24, 1988.

Sec. 17-31z-8. Definitions

(a) Applicant means a municipality or state agency that has submitted a child care facility grant application to the Department of Human Resources.

(b) Child Care Facility means a facility to house a program of supplementary care, primarily for infants and children of employees of municipalities and state agencies, which is licensed by the Connecticut Department of Health Services.

(c) Commissioner means Commissioner of the Connecticut Department of Human Resources.

(d) Department means the Connecticut Department of Human Resources.

(e) Grant Action means a Grant Action Request/Program Design and Financing Plan, which once executed, is legally binding on the signatories.

(f) Interagency Agreement means a document which formalizes the programmatic, fiscal and statutory requirements of the contract award among two or more state agencies, and is legally binding upon the signatories.

(g) Municipality means any one of the 169 towns and cities incorporated in the State of Connecticut.

(h) Operator means a person, group of persons, association, organization, corporation, institution or agency, public or private, to whom a Child Day Care License is issued by the Connecticut Department of Health Services.

(i) Primarily means that over a period of a year, at least 51% of the participants in a child care facility shall be the children of the employees of municipalities or state agencies, who have permanent employment status.

(j) State Agency means a department, agency or commission of the executive, judicial or legislative branches of the government of the State of Connecticut.

(Effective May 24, 1988)

Sec. 17-31z-9. Application and determination of eligibility

Any municipality or state agency that, as a result of unmet needs as demonstrated to the Department has determined that there is a sufficient demand for child care services among municipal and state agency employees in their area, and who can meet the following criteria, may apply:

(a) Demonstrate that the applicant has the managerial and administrative capability to undertake and successfully complete a physical development project;

(b) Submit a program plan in accordance with Section 17-31z-10 for the operation of a child care program that is predicated on the selection of an operator for the planned child care facility;

(c) Demonstrate adequate financial resources to maintain the operational status of the program;

(d) Affirm that the facility shall be used for said purpose for a minimum period of ten (10) years from the completion of the project. This condition shall be incorporated in the appropriate Grant Action/Interagency Agreement;

(e) Determine that over a period of a year the population of the proposed child care facility shall be composed primarily of children of employees of municipalities and/or state agencies who have permanent employment status;

(Effective May 24, 1988)

Sec. 17-31z-10. Determination of costs

(a) **Eligible costs for inclusion in a child care facility application:**

- (1) Architectural/Engineering, or other professional planning costs;
- (2) Facility acquisition;
- (3) Physical Development: site preparation; demolition; construction or rehabilitation; utility connections; fixed equipment; landscaping, driveways and necessary exterior improvements;

(b) **Ineligible costs:**

- (1) Surveys, tests and borings;
- (2) Feasibility studies;
- (3) Furnishings and moveable equipment;
- (4) Operating expenses: Program operation; building/grounds maintenance.

(c) All project costs are subject to review, modification and/or disallowance at the discretion of the Commissioner.

(Effective March 27, 1990)

Sec. 17-31z-11. Planning the child care facility

The application shall address two components: the Physical Development of the facility and the Program Operation Plan. Planning results for each of these components shall be reflected in the narrative submitted with the application, and shall include, as appropriate:

(a) **Physical Development Plan:**

(1) Project Area: Description of land and/or building to be used, including any special or unusual conditions affecting any or all parts of the site. Include documentation of any required local, state or federal approvals; and the following pertinent documents:

(2) Evidence of applicant ownership or lease of land and/or building, or option to purchase/draft of lease;

(3) Any deed restrictions and/or special conditions arising from public or private controls;

(4) Two (2) appraisals, if land is to be purchased;

(5) Map showing boundaries;

(6) A-2 survey, if land is to be purchased;

(7) One copy of architectural schematics;

(8) Evidence of pre-review of plans (memos, letters) by local building inspector, State Department of Health Services and the Bureau of the State Fire Marshal;

(9) Confirmation of zoning compliance; and

(10) Project cost estimate.

(b) **Program Operation Plan:**

(1) Documentation of unmet needs among municipal and state employees which indicates present and long range support for a child care facility;

(2) Copy of operator's IRS 501 (c) (3) letter, or management contract;

(3) Evidence of continuous operational funding and management capability; and

(4) Description of planned program, including numbers to be served by age group and services to be provided.

(Effective March 27, 1990)

Sec. 17-31z-12. Applicant check list for grant application

The application shall include the following information:

(a) Two (2) originally signed copies of the Grant Action Request/Program Financing Plan and Budget.

(b) For Municipalities only: Two (2) copies of Certified Resolution of Applicant, each with seal and original signature, the guideline form to be supplied by the Department. The date of the Certified Resolution shall indicate it was approved by the governing body prior to the date on the signature page of the Grant Action Request/Program Financing Plan and Budget.

(c) Two (2) copies of program design:

Which includes: long range justification; current plans for utilization of facilities; summary of capital improvements to be funded; construction supervision responsibilities and safeguards.

(d) Two copies of the Program Plan Narrative (Guideline as follows).

(1) Need for project. (Statistics; benefits to community; current facilities, if any)

(2) Describe the extent of participation by the population to be served in the planning and operation of the facility (financial/programmatic, etc.). Indicate any additional support for the program.

(3) Describe any public relations and/or public information efforts for the geographic area and/or the population that would be served by the facility.

(4) Evidence of applicant's ability to financially support continuing operation of the facility. (Submit estimate of annual operating costs for facility and personnel; cite specific public/private sources of financial support, with documentation.)

(5) Physical description of planned facility and site: facility size, space utilization, outdoor play space, parking, transportation access, possible socio-economic impact of project on neighborhood, etc.

(6) Program and activities to be conducted in facility; personnel to be utilized.

(7) Description of selection process for the program operator; qualifications of program operator selected.

(8) All documentation requested under Section 17-31z-11.

(Effective March 27, 1990)

Sec. 17-31z-13. Application review and processing

The application shall include the following information:

The Department's process for application review to the execution stage is as follows:

(a) The Department reviews the application. The primary responsibility for all information forwarded to the Department rests with the applicant and his architect.

(b) After all questions have been resolved a recommendation is forwarded to the Secretary of the State Bond Commission requesting that the applicant's request for funding be placed on its agenda for review and decision.

(c) Upon approval by the State Bond Commission, the applicant may forward the grant action to the Commissioner for his approval.

(d) The applicant shall notify the Department of the scheduled date for the bid openings. After the bid opening, the applicant shall submit to the Department:

(1) Affidavit of publication, or copy of bid advertisement;

(2) A copy of each bid;

(3) A copy of all bid bonds or certified checks, if required; and

(4) Any other documents required by the Department.

(Effective March 27, 1990)

Sec. 17-31z-14. Execution of project

(a) The Department shall be notified of the date and time of the construction contract signing. After the contract signing, the applicant shall submit to the Department:

- (1) One copy of the Executed Contract;
- (2) One copy of each: Performance Bond; Labor and Material Payment Bond and Power of Attorney for Surety.
- (3) One copy of contractor's certificate of Insurance.
- (b) The Department shall be notified of date of "groundbreaking" and subsequent work schedule for the facility. Department staff may make periodic site visits during construction and may attend job meetings.
- (c) The Department shall be notified as soon as it is evident that delays in construction may require a budget period extension.
(Effective March 27, 1990)

Sec. 17-31z-15. Project financing

- (a) The applicant shall submit financial reports in duplicate on Department forms with payment requests and upon completion of the program.
- (b) Financial records shall be maintained in accordance with the Department's Manual for Grantee Accounting, and shall provide a basis together with the financial reports, for a final independent audit.
- (c) Upon completion a final inspection will be made by department staff.
(Effective March 27, 1990)