

**COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**APPLICATION FOR CITY OF LAKE ELSINORE
2023- 2024 COOPERATING CITY ALLOCATION**

I. GENERAL INFORMATION

Applicant Name: WeeCare, Inc.

Type of Organization: Non-Profit Organization Faith Based Organization

For-Profit Organization Institution of Higher Education

Cooperating City

Address: 12130 Millennium Drive, Office # 03-127

City: Los Angeles, CA

Zip Code: 90094

Mailing Address: Same as above

City: _____

Zip Code: _____

Telephone Number: (323) 421-7479 Fax Number: _____

Executive Director/City Staff: Jessa Santangelo

Telephone Number: _____ E-mail: jessa@weecare.co

Program Manager: Nia-Melanie Moise

Telephone Number: _____ E-mail: nia@weecare.co

Grant Writer: Erica Torres-Ness

Address (If different from above): _____

Telephone Number: _____ E-mail: erica@weecare.co

II. ORGANIZATIONAL HISTORY (This is applicable only if you are a non-profit organization)

Date Organization founded: N/A

Date Organization incorporated as a non-profit organization (**Attach Articles of Incorporation and Bylaws**): _____

Federal identification number: _____

DUNS Number: _____

Organization Web Address: _____

Does your Organization expend \$750,000 or more a year in federal funds? Yes No

Number of paid staff: _____

Number of volunteers: _____

Members/Board of Directors (**Attach**): _____

III. PROJECT ACTIVITY

A. Name of Project: BOOST (Business Operation Optimization Support Tools)

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN:

City: Lake Elsinore

Zip Code: 92530, 92532

C. CDBG Funds Requested: \$192,000 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

The proposed activity will occur at 20 different Family Child Care Home locations, all within the City of Lake Elsinore's boundaries.

E. In which City (ies)/Communities does the activity occur?

City (ies): Lake Elsinore

Community (ies): _____

NOTE: HWS will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

N/A

G. Check ONLY the applicable category your application represents.

Public Service

Homeless Activities

Real Property Acquisition (Must consult with EDA prior to submitting application)

Housing

Rehabilitation/Preservation (please provide picture of structure)

Public Facilities (construction)

Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)

Other: Microenterprise Economic Development Business & Technical Assistance Activities

H. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes No

(b) If service is not new, will the existing public service activity level be substantially increased or improved? _____

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity.

WeeCare's BOOST Program supports Family Child Care Home (FCCH) Providers in developing a sustainable microenterprise by supplying them with technical assistance and support, free of charge for one year. WeeCare's user-friendly technology gives providers the technology tools to communicate with families, schedule and conduct tours, manage finances, share photos and videos, and more. Providers also have access to WeeCare support staff to answer questions, mediate the family/provider relationship, assist with operational troubleshooting, and ultimately support a healthy, self-sufficient business.

The BOOST program is specifically designed for LMI-qualifying FCCH providers with state-licensed child care businesses. The FCCH providers in Lake Elsinore make an average of \$18.92 an hour, or \$39,363 a year¹, putting them below 80% of the AMI (\$70,400 for a family of four and \$49,300 for a household of one). WeeCare's technology and support services will be made free of charge to retain 32 LMI jobs through existing FCCH providers and potentially create 14 new LMI jobs. By helping FCCH providers, WeeCare will also be helping 448 LMI families residing in Lake Elsinore because they will have more child care options in their area. The LMI families who enroll in a BOOST participant's FCCH will also have access to WeeCare's real-time matching and enrollment support services and all of WeeCare's mobile app premium features free of charge. This will help them find and secure child care at a reduced cost.

All of the CDBG funding requested in this proposal will be used only for the operation of Lake Elsinore's BOOST program. Giving access to WeeCare's technology and business support services, free of charge, will immediately support FCCH Providers by giving them time-saving tools and a dedicated support person, a Care Coach, to help find real-time solutions to any challenge. That valuable time and energy saved can be redirected into high-quality attention toward the children in their care.

FCCH providers who do not use WeeCare's tools typically struggle to optimize their available child care slots because they are stretched too thin. Many actively turn away families who want part-time care in favor of those who can attend full-time because part-time attendance means more administrative work for the provider. One child who can attend five days a week is easier to manage than 3 children in those same five days. This leaves slots open and potential revenue lost. The low wages that result are a major contributor to the high turnover rates in the

PROJECT NARRATIVE - Continued

child care industry. Many child care providers are closing their doors and opt for other low-wage jobs where they are better supported. Of the FCCH providers on WeeCare's waiting list in Lake Elsinore, 63% of them have open, full-time slots available as of the date of this application.² WeeCare's effective marketing and innovative real-time matchmaking technology increase a provider's enrollments by matching families to their exact open slots, always keeping legal regulations in mind. This ultimately removes the flaws of an antiquated wait list system which then increases enrollment for FCCH providers and saves a family the frustration of waiting indefinitely for a spot to open.

An increase in enrollment means an FCCH provider can increase their revenue simply by fulfilling the business model they already have in place. With the reliable income from serving more families, FCCH providers will be able to keep their microenterprises open and afford their cost of living. It will stabilize their housing payments and retain their position in the child care industry. Once child care providers have fully reached their current available capacity, WeeCare will help them expand their business by providing support to hire additional staff (teaching assistants). This can create an additional 1-2 LMI jobs per FCCH location and can increase the enrollment capacity of Small FCCHs (serving 8 children) so they can become Large FCCHs (serving 14 children).

BOOST will open the child care slots that FCCH providers have previously been unable to offer and therefore help the LMI families in Lake Elsinore. Many of whom have nontraditional work schedules that often fluctuate or alternate, like workers in the retail or service industries. A stronger FCCH field means LMI families will have more options and a well-managed source of child care to add to their support system. This will increase the workforce talent available to the local employers of Lake Elsinore and remove a major barrier that prevents parents, typically women, from returning to the workforce full-time. Currently, childcare in Lake Elsinore costs an average of \$262 per week or \$12,576 per year,³ which is 18% of a LMI 4-person household's income.

- B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. construction design, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

CDBG funds will be used to provide WeeCare's tools and services at no cost for one year to 32 licensed FCCH providers within the City of Lake Elsinore. Specifically, they will go toward waiving all provider fees which are typically 10% of tuition processed per enrolled child. The fees for LMI families who enroll their child in BOOST participating FCCHs will also be waived. This includes a \$98 one-time matching fee and a weekly \$2.93 support and safety fee, or \$152 annually, to access the parent services and tools year-round.

CDBG funding will also cover administrative and programmatic costs such as conducting outreach, marketing to eligible families, onboarding both providers and families to the technology, and conducting career-coaching for the FCCH providers. This includes the salaries of the dedicated Care Coaches and Care Managers who will directly serve Lake Elsinore's BOOST participants.

To ensure the price and program costs are reasonable, WeeCare has done extensive research, this includes a competitor analysis, an individual cost analysis, and incorporates historic pricing

and an independent third-party review. With this in mind, WeeCare will match all of the CDBG funding 1:1, therefore each new job created will cost an estimated \$13,714 CDBG dollars and each LMI person will be assisted for \$400 CDBG dollars per LMI person. These costs per LMJ job created and LMI person serviced are significantly lower than HUD requirements for CDBG programs.

- C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

BOOST's goal is to expand economic opportunities for LMI persons; both the microenterprise FCCH providers and the LMI families they serve. It can do that by helping to build and sustain a healthy child care business model. The objectives are to increase an FCCH's revenue, eliminate inefficient practices, and fulfill or expand their capacity by positioning them to hire additional staff. By the end of the 12-months, BOOST program providers will be financially able to cover the typical costs of business tools and continue the growth and sustainability of their microenterprise without public assistance. For LMI families, the objectives are to increase their access to affordable child care options, help them match with an FCCH that fits their needs, and increase the workforce talent available to local employers once child care is secured.

BOOST thoroughly evaluates each FCCH provider's microenterprise before and after the program. The preliminary evaluation leads to a unique work plan based on the strengths and weaknesses discovered. Care Coaches will confirm the provider has read and comprehend all modifications, help develop a provider action plan, and schedule parent-teacher conferences where families can discuss their child's performance with their provider one-on-one. Care Coaches are able to communicate with FCCH providers through push notifications, text, or phone via WeeCare's technology. This means they can verify that an FCCH Provider has successfully received, read, and comprehended information more effectively than if they were only to use traditional methods like letters or email.

BOOST will obtain qualitative data via quarterly anonymous feedback surveys so participants, both FCCH providers and families, can freely respond to questions about what features work well and what can be improved.

At the end of the 12-month program another evaluation will be conducted. These metrics include how many FCCH providers reach financial self-sufficiency, total revenue accumulation, time spent on administrative tasks, number of families receiving service, and the average length of time a child stays enrolled in their care. LMI family participants will have a similar pre and posttest collection of data that records their income, employment, and frequency of child care use.

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

Estimated Date(s)	Milestone	Description
Upon Award of Funding	Pre-Application Process	Develop the budget and confirm eligibility criteria.
March-April, 2023	Public Announcement & Marketing Strategies	Launch marketing and outreach campaigns to FCCH providers and LMI families to ensure all LMI persons within the city limits have an equal opportunity to participate in the program. WeeCares Public Announcement & marketing strategies include: Digital advertisements, social media campaigns, press releases, announcements through community organizations, and incentives for referrals.
June, 2023	Accept and Process Program Participant Applications Conduct pre-test surveys & evaluations	Document the size and annual income of the family of each person receiving the benefit. Confirm the microenterprises' eligibility and conduct an evaluation of each to identify its strengths and weaknesses.
July, 2023	Start BOOST Program	Begin program operations.
	FCCH Onboarding	Train FCCH providers on how to use the WeeCare platform.
	Eligible Family Onboarding	Outreach to new and existing families already enrolled in the FCCH locations to onboard them to the WeeCare platform.
	Participants Work Plan Creation	Work with each FCCH provider to develop a work plan to expand business capacity and establish unique business development goals.
September, 2023	Feedback Survey #1	Collect anonymous feedback survey #1 from FCCH providers and families.
December, 2023	Feedback Survey #2	Collect anonymous feedback survey #2 from FCCH providers and families.
March, 2023	Feedback Survey #3	Collect anonymous feedback survey #3 from FCCH providers and families.
Ongoing July 2023-June 2024	Business Support & Capacity Building Activities	Provide 24/7 dedicated business, technology, matching, enrollment, and post-enrollment support. Monitor when participants are ready to expand their licensing capacity and hire additional staff.
	Marketing Activities to New LMI Families	Continue marketing activities to attract new families in need of child care. This is to provide leads to consistently fill FCCH vacant slots to ensure an increase in revenue and business capacity.
	Family Engagement & Support	Provide 24/7 support to enrolled LMI families.
	Monitoring & Reporting	Submit custom reporting and data to monitor the program's success. Examples of reported information include: the number of providers outreached and onboarded, trainings provided, tours requested and completed by families, children enrolled in each location, updates on provider revenue.
June, 2024	Feedback Survey #4	Collect anonymous feedback survey #4 for FCCH providers and families.
June 30, 2024	Completion of BOOST Program	Close the program and evaluate the effectiveness of the program. Prepare required end of year funding and programming reports.

V. PROJECT BENEFIT

- A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

The BOOST program will directly benefit Lake Elsinore's LMI population by retaining 32 LMI jobs for FCCH providers and by potentially creating 14 new LMJ jobs when eligible FCCH's expand and hire teaching assistants. This will increase an FCCH provider's revenue and ensure employee stability and eventual upward socioeconomic mobility. Throughout the program, FCCH providers will be coached to define their business objectives and understand their target market so they can continue successful practices long after the program has ended. This will not only benefit the individual FCCH provider, but also strengthen Lake Elsinore's entire child care ecosystem.

Bolstering the child care sector benefits LMI persons in families that need child care services at a low cost. Child care is currently the number one reason individuals leave the workforce, and mothers are at a significant disadvantage. A parent or guardian is unable to join the workforce without ensuring their child is in reliable care at all times. Nor will they enter the workforce if it is more expensive than an LMI salary can afford. By supporting 32 FCCH providers in Lake Elsinore, 448 LMI families with children ages 0-12 years of age will benefit from the increased access to child care.

- B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

480+ Unduplicated clients will be served through the BOOST program.

- C. Length of proposed CDBG-funded activities or service (weeks, months, year):

The CDBG-funded service will last for 12 months. After which, participants are welcomed to continue their access to WeeCare's tools and services for as long as they would like under its standard model.

- D. Service will be provided to (check one or more):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Men | <input type="checkbox"/> Seniors |
| <input checked="" type="checkbox"/> Women | <input type="checkbox"/> Severely Disabled Adults |
| <input checked="" type="checkbox"/> Children (Range of children's ages : <u>0-12 years</u>) | <input type="checkbox"/> Migrant Farm |
| <input type="checkbox"/> Workers Homeless (Number of beds at facility : <u> </u>) | <input checked="" type="checkbox"/> Families |

- E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

WeeCare will launch marketing and outreach campaigns and coordinate with Lake Elsinore to ensure all LMI-eligible FCCH providers and families have an equal opportunity to learn about and participate in the program. WeeCare's Public Announcement & Marketing Strategies

include creating a unique website for Lake Elsinore that all digital marketing will direct to, publicity via social media, local newspapers, and announcements through community organizations that have proven relationships with FCCH providers (ex: First5 Riverside, local libraries, Parks and Recreation, etc.).

- F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

BOOST Program participants receive training throughout the program to transition their microenterprises into self-sufficiency, making them able to take on business development activity costs. By the end of the program, FCCH providers will be more financially stable due to capacity-building activities and an engaged customer pool. They will be more secure in taking on business costs they previously sacrificed when operating on slim margins.

After the BOOST program has ended, WeeCare will allow the provider to choose whether they would like to continue using WeeCare's platform to run their microenterprise. If they continue, but did not reach their self-sufficiency goals, they will be offered a discounted transaction fee for the following 12 months. After which, they will pay the standard service fee to continue using the tools and services. WeeCare's business model benefits from the continued partnership, therefore it is invested in pursuing a long-term relationship with each FCCH provider.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. **Limited Clientele:**

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

N/A

2. Clientele presumed to be principally low- and moderate-income persons:

The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

a. Describe the clientele above to be served by this activity:

N/A

b. Discuss how this project directly benefits low- and moderate- income residents:

N/A

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a County of Riverside, HWS CDBG Program Manager for Census Information)

2010 Census Tract and Block Group numbers:

(must use 2011-2015 ACS data pursuant to HUD Notice -C&D-19-02)

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

N/A

Total population in Census Tract(s) / block group(s): _____

Total percentage of low-moderate population in Census Tract(s) / block group(s): ____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: 14 _____

Total Jobs Expected to Retain: 32 _____

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: N/A

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2023. If your proposed CDBG-funded activity will start on a date other than July 1, 2023, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (**Note: CDBG funds requested must match amount requested in Project Activity, C above.**)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$ 360,000 _____	\$180,000 _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ _____	\$ _____
	PERSONNEL SUB-TOTAL \$360,000 _____	\$180,000 _____

II. Non-Personnel

A. Space Costs	\$ _____	\$ _____
B. Rental, Lease or Purchase of Equipment	\$ _____	\$ _____
C. Consumable Supplies	\$ _____	\$ _____
D. Travel	\$ _____	\$ _____
E. Telephone	\$ _____	\$ _____
F. Utilities	\$ _____	\$ _____
G. Other Costs	\$ _____	\$ _____

NON-PERSONNEL SUB-TOTAL: \$ _____ \$ _____

III. Other

A. Architectural/Engineering Design	\$ _____	\$ _____
B. Acquisition of Real Property	\$ _____	\$ _____
C. Construction/Rehabilitation	\$ _____	\$ _____
D. Indirect Costs	\$ _____	\$ _____
E. Other	\$ 24,000	\$ 12,000

OTHER SUB-TOTAL: \$ 24,000 \$ 12,000

GRAND TOTAL: \$ 384,000 \$ 192,000

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. **(Attach)**

TYPE	SOURCE	AMOUNT	TOTAL
FEDERAL			
STATE/LOCAL			
PRIVATE	WeeCare Funding Match	\$192,000	\$192,000
OTHER	Riverside County Funding Match (<i>pending</i>)	TBD	TBD

TOTAL: \$192,000

- C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

After the BOOST program is complete WeeCare is capable of maintaining its services for years to come and looks forward to a partnership with each FCCH provider. In addition to doing business with thousands of FCCH providers across the country, WeeCare has a surplus of financial resources available to cover several years of its own operational expenses, with a reserve of 20 million dollars plus access to an additional line of credit of up to 5 million dollars.

BOOST Program participants receive training throughout the program to transition their microenterprises into self-sufficiency, making them able to take on business development activity costs. By the end of the program, FCCH providers will be more financially stable due to capacity-building activities and an engaged customer pool. They will be more secure in taking on business costs they previously sacrificed when operating on slim margins.

- D. Provide a summary by line item of your organization's previous year's income and expense statement. **(Attach)**

Statement attached.

- E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes No

If yes, identify sources and indicate outcome. _____

If no, please explain. This project will only be made available to Lake Elsinore LMI FCCH providers.

- F. Was this project or activity previously funded with CDBG? Yes No

If yes, when? In 2021-2022 a BOOST program was created for Cathedral City, CA and funded with CDBG dollars.

Is this activity a continuation of a previously funded (CDBG) project? Yes No

If yes, explain: _____

VIII. MANAGEMENT CAPACITY

- A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

WeeCare is familiar with different funding requirements levels on the local, state, and federal levels and past projects have complied with all requirements, including timeliness and budget. Below are two examples of our most recent CDBG and other federal grant dollars. From 2021 to 2022, WeeCare worked with Cathedral City, CA, as a sub-recipient of CDBG to implement

MANAGEMENT CAPACITY - Continued

similar programs using CDBG funding. The programs implemented in Cathedral City were BOOST for child care providers, CASE childcare benefits for small enterprises, and Back2Work for unemployed LMI families. The total funding for the first program year was \$138,500 CDBG dollars.

WeeCare completed the projects successfully and is summarized below. Please see the attached "Accomplishment Reports for Cathedral City" for more details.

- BOOST: WeeCare assisted 40 LMI microenterprise FCCH providers and 232 LMI persons
- CASE: WeeCare assisted 1,416 LMI persons
- Back2Work: WeeCare assisted 15 LMI persons

Total: WeeCare assisted 1,703 LMI persons with the \$138,500 CDBG funds equating to \$81.32/LMI person assisted.⁴

WeeCare is also contracted with the State of California to administer child care subsidies to income-eligible families through the General Child Care and Development (CCTR) Expansion program using American Rescue Plan Act (ARPA) funds.⁵ WeeCare was awarded \$1.8 million and is in the process of rolling out a tailored subsidy program, WeeSubsidy, for the entire state.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, WeeCare has a written and adopted management system. There are internal controls to ensure compliance with contract requirements and a designated staff person to produce reports to assess the status of performance activity and communicate according to Lake Elsinore's reporting needs. There is also a time and effort tracking system to adequately record staff hours worked against awards received. WeeCare has an accounting and financial management manual, written descriptions of all its job positions, as well as weekly staff check-ins to ensure KPIs (Key Performance Indicators) are regularly established and met. WeeCare has a robust financial management system in place, including appropriate internal controls, budget controls, accounting controls, property controls, and procurement standards which avoid conflicts of interest. There are also procedures in place to prevent a duplication of benefits.

WeeCare has experience administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. All sensitive information is encrypted and best practices are used for all data security, including a secure html and a security incident response process.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Care Coaches - Oversee the success of their assigned FCCH Providers. Care Coaches focus on quality improvement and real-time support. They closely monitor quality and safety, developmentally appropriate activities, and assist with career-enhancing resources. Care Coaches work to improve the quality of child care given and support efforts to expand FCCH's licensed capacity and can provide support in English or Spanish.

Care Managers - Oversee the success of participating families and children. Assist with every step of enrollment and address any questions or concerns. Bridge the gap between families and FCCH providers to support at critical junctures such as enrollment, recertification, family meetings and transitions. Encourage family involvement and provide resources and referrals for additional services based on families' needs, such as access to food or parenting resources. Can provide support in English or Spanish.

Technical Assistance Staff - Handle all support requests during off-hours to ensure families and FCCH providers have access to support 24 hours a day. They also provide language translations to help facilitate each participant's home language.

Child Care Provider Recruitment and Onboarding Specialist - Performs outreach and onboarding of families entering the BOOST program.

ECE Workforce Development Specialist - Responsible for Recruiting & Professional Development, Child Development Staff Retention, Career Incentive Grants, Health and Safety Training Stipends, and Staff Development Plans.

Executive Director of Program Operations – Oversees the entire operations of the BOOST program, including all reporting metrics and teams. They ensure the overall quality of the program is thriving and constantly improving.

Accounting Staff - Responsible for the accounting and billing of all FCCH providers and family participants and provide additional support to address microenterprise-specific financial questions or concerns. The accounting staff's primary goal is to reduce errors and improper payments and support the Director of Fiscal Responsibility.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate.
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program.
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation.
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe.
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)**

DATE: 10/11/2022

Signature:  _____

Print Name/Title Authorized Representative: Jessa Santangelo, VP of Business Development

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application