

Repairs and Maintenance Funding Guidelines

Licensed child care operators holding a service contract with the City are eligible to apply for repairs and maintenance funding. This funding is to assist child care operators who are not, or may be at risk of not being, in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. Priority will be given to fund programs that serve children age birth to 3.8 years.

Common areas of repairs and maintenance concerns include:

<p>Food Preparation</p> <p>Repair or replacement of the following 3 items:</p> <ol style="list-style-type: none"> 1. Hand washing sink in the kitchen 2. Dishwasher or hot water booster 3. Major appliances 	<p>Washrooms</p> <p>Repair or replacement of the following 4 items:</p> <ol style="list-style-type: none"> 1. Fixtures 2. Partitions 3. Flooring material 4. Change table
<p>Major Systems</p> <p>Repair or replacement of the following 9 items:</p> <ol style="list-style-type: none"> 1. Leaking roof 2. Building foundation 3. Heating or cooling system 4. Sump pump 5. Emergency lighting 6. Accessibility 7. Windows or doors 8. Asbestos removal or encapsulation 9. Wiring upgrades 	<p>Play Area</p> <p>Repair or replacement of the following 7 items:</p> <ol style="list-style-type: none"> 1. Damaged walls or peeling paint that may contain lead 2. Windows 3. Damaged or worn flooring material or ceiling 4. Damaged or worn outdoor safety surfacing 5. Fencing 6. Drinking water system 7. Heating system
<p>Code Compliance (See the following 3 Codes)</p> <ol style="list-style-type: none"> 1. Ontario Fire Code orders and recommendations 2. Ontario Building Code orders and recommendations 3. Public Health Code orders and recommendations 	

Applications for Repairs and Maintenance will not be approved for requests that are covered by the Operator's Lease Agreement with their Landlord.

Application Process

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division.

Applicants will complete the attached form and mail their application along with applicable supporting documents to:

Social and Housing Services Department
Child Care Division
P.O. Box 877
Cornwall, Ontario K6H 5T9

In the event of multiple Repairs and Maintenance projects at one location, operators must complete one application form for each project.

Please refer to the following 15 points of clarification regarding the application process:

1. All applications must be received annually by July 15st. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.
2. Applications will only be considered for operators with a current lease with 12 months or more remaining at application date.
3. Applications for large projects such as those listed in the “Major Systems” category above will not be considered for operators who do not have long-term lease agreements of 10 (ten) or more years.
4. Note that funding in excess of \$1,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to application. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form.
5. Approved applications will receive confirmation of a funding allocation via email.
6. 100% of payment will be processed by direct deposit once application is approved.
7. All completed projects require invoices marked “Paid” and a copy of a cancelled cheque or proof of payment.

8. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Repairs and Maintenance funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the resources or should cease operation, the resources will remain the property of the Corporation and be returned to the Corporation.
9. Funding over \$20,000 is subject to City Council approval.
10. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
11. Operators may not pay with or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
12. Any Repairs and Maintenance Funding allocations must be spent by the operator by December 31st of each calendar year.
13. If there are any remaining funds after the purchase of items or services, this amount must be immediately reported to the City of Cornwall for reimbursement.
14. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose and Minor Capital Retrofit items or services allocation.
15. The City of Cornwall may conduct site visits to confirm that funding was used for the approved purpose(s).



Repairs and Maintenance Funding Application

Section 1 – Application Information

Name of Operator:

Site Name:

Site address:

Application submitted by:

Contact information:

Telephone:

Email:

Project Details (Description of the Project)

Funding Allocation requested from the City of Cornwall

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Number of licensed spaces, by age group, supported with this application:

_____ Infants

_____ Toddlers

_____ Preschoolers

_____ School-Aged Children

Required supporting documents – Check which of the following 4 applicable documents that are included with the application and *attach a copy*.

- Written report or documentation from licensing, Fire, Health or Child Care Division is included, where applicable.
- Written estimates from contractor or supplier are included with this application where the project status is proposed or in progress.
- Funding in excess of \$1,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to the application. Funding in excess of \$20,000 (before taxes) must be approved by City Council.
- Invoices are included with this application where the project has been completed within the calendar year of this application.

Repairs and Maintenance Funding Application

Section 2 – Eligibility Criteria

All applications will be assessed and considered based on the criteria and objectives outlined below:

Please check “Yes” or “No” to indicate compliance with the 6 items listed below:

Operator can demonstrate its non-profit status	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project goals are achievable within the calendar year.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operator has a lease for this location which is current with 12 months or more remaining at application date; 10 years or more for projects listed in the “Major Systems” category.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operator has regular license at application date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operator has held a regular license for previous 12 month period	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operator has completed and submitted required documentation for funded projects from previous years (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please check the following 3 objectives below that apply to this request and provide a brief description of how this project meets these objectives:

Project is required to ensure the program can meet the requirements of the *Child Care and Early Years Act, 2014*, Public Health, Fire Regulations, etc.

Project addresses emerging health and safety needs, including improvement to physical environments for children.

Investment responds to current service system pressures including accessibility, efficiencies and maintaining age or geographic equity.

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Signature of Signing Authority: _____

Date of Request: _____

Alternate formats of the document are available upon request. Please contact Diane Merpaw at dmerpaw@cornwall.ca or 613-933-6282 extension 3324 to request an alternate format.