

**M E M O R A N D U M**

To: State College and University Facility Planners  
State College and University Fiscal Officers

From: James Nargang, Assistant Director, Capital Planning

Date: June 14, 2004

Re: Capital Funding for Campus Child-Care Facilities

Copies to: State College and University Presidents

**Request for Proposals for Campus Child-Care Facility Funding**

The FY 2005-2006 Capital Reappropriations Bill (Amended Substitute Senate Bill 189) includes \$742,695 in capital improvement funds for colleges and universities to construct and/or renovate space for child-care facilities. We had the funds reappropriated in recognition of the importance of providing a safe, healthy educational environment for young children while their parents pursue their education. Accessible and affordable campus child care improves student's attendance, relieves the burden of having their children in unsuitable and unhealthy child care arrangements, and promotes their child's growth and development.

Past awards were a catalyst in helping to create or expand much needed campus-based child care facilities. The impact is magnified beyond the available funds because the legislation requires an equal match to the state funds. Matching funds can be from local sources or other state capital appropriations.

As in previous rounds, top priority will be given to projects at institutions currently without child day-care facilities and to projects for which the principal clients are the children of students enrolled at the institution. Favorable consideration will be given for facilities aimed at caring for children with special needs, such as newborns or children with physical/mental handicaps, and for projects where the facility will be used as a classroom-training lab for child-care/pre-school education programs. The attached "Board of Regents Child Day Care Distributions: FY 1991-1992 to FY 2001-2002" provides what I hope is a helpful list on past support for such projects.

If your institution is interested in applying for a grant, please provide a proposal by July 30, 2004. Proposals received after this date will not be considered for funding. Grant awards will range from a minimum of \$50,000 to a maximum of \$250,000.

Successful proposals will include a brief proposal of no more than five (5) single-spaced pages and one (1) capital budget. The minimum font size a campus may use is 10 point. The proposal should consist of the following elements:

1. **Project Description**, which includes,
  - Brief description of current child care facility and situation;
  - Information regarding the need for additional funds;
  - Brief description of what the funds will be used for;
  - Answers to the following questions: Will the project increase the licensed capacity of the facility; how many additional children will be served through these funds?
2. **Capital Budget** – Specify other funding sources and the total cost of the work to be done. Please refer to the attached “Allowable Capital Expenditure Guidelines” for assistance with your capital budgeting. Utilize the attached capital budget form to provide estimates of sources and uses of capital funds. The electronic version of the budget form is also available from the Capital Development web site (<http://www.regents.state.oh.us/capital/>).
3. **Other Items** – Provide a fee schedule for **ALL** children enrolled and the child to staff ratio. Include proposed changes to fees and/or changes to the child to staff ratio if awarded funding.

Architectural drawings **do not need** to be submitted, but the proposal should clearly describe the planned construction and/or renovation. If the description does not clearly describe the planned construction or renovation, additional information may be requested from the campus.

The proposals will be reviewed by a panel of professionals who have early childhood experience and knowledge of child day care regulations. The panel will make recommendations based on their expertise in developing and operating child-care centers. The announcement of grant awards is tentatively scheduled for October 1, 2004.

Campuses awarded funding will be required to adhere to and be responsible for complying with the same policies, procedures, and regulations as required in any other capital improvement project.

**Five copies of the proposal** will be submitted no later than July 30, 2004 to:

James Nargang  
Assistant Director, Capital Development  
Ohio Board of Regents  
30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43226-0417

If have any questions or need technical assistance, please do not hesitate to contact me at (614) 752-9472 or at [jnargang@regents.state.oh.us](mailto:jnargang@regents.state.oh.us)

Thank you for your attention and assistance.

Attachments

Board of Regents Child Day Care Distributions: FY1991-1992 to FY2001-2002  
Proposal Capital Budget Sheet  
Allowable Capital Expenditure Guidelines

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