

## Grant Solicitation Waiver Instructions

**WHEN TO USE:** For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

**INSTRUCTIONS:** Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser ([oca@sfgov.org](mailto:oca@sfgov.org)), who shall convene the Grant Consensus Committee<sup>1</sup> to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

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<sup>1</sup> Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

## Grant Solicitation Waiver Form

**Department:** Department of Early Childhood **Phone:** 628-652-3063  
**Dept. Contact:** Matthew Ahn **Email:** MAhn@sfgov.org

**Request:** ☒ New ☐ Modification **Grantee:** Low Income Investment Fund (LIIF) **Supplier ID:** 0000016095

**Short Description of Grant:** To administer the San Francisco child care facilities fund and technical assistance.

**Grant Amount:** \$150,000,000 for requested 5

year grant --> **GRANT AMOUNT TO BE REDUCED COMMENSURATE WITH 2 YEAR GRANT**

(Attach itemized budget if available)

**Grant Duration:** 2 YEARS (reduced by Grant

Consensus Committee down from requested 5 year duration)

**Anticipated Dates:** 07/1/2024 -- 06/30/2029

To facilitate the creation, expansion, and renovation of high quality early education facilities and

**Describe the Public Purpose to be fulfilled by this Grant:** environments for San Francisco children and families.

### Justification for Waiver of Competitive Solicitation Requirements

Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

☐ **Competitive solicitation infeasible or impracticable**

- Is this grant required to respond to a public emergency or other exigent circumstances? ☐ Yes ☐ No
- If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
- If **NO**, grant is not required to respond to public emergency or other exigent circumstance:
  - Why is a competitive process infeasible or impracticable?
  - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
  - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

☒ **Public Purpose may reasonably be accomplished by one particular Grantee**

- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose?

Currently, there are approximately a thousand San Francisco-based licensed Early Childcare Education (ECE) facilities, of which, 400 are center-based and over 600 are licensed Family Child Care (FCC) homes. As the demand grows for licensed early learning programming in SF, so does the increase in the number of ECE programs requesting financing assistance to support facility development, and increase the number of child care spaces in the city. ECE providers lack the resources to fund new capital and historically depend on LIIF's ability to leverage public financing to gain the necessary resources for the development of facility funding and technical assistance for build-out and state-licensing requirements of child care spaces.

LIIF's Child Care Facilities Funding & Technical Assistance (CCFF&TA) program serves as a centralized resource for ECE providers to access support for all things related to facility development - pre-development, capital, start-up, and renovation/repair support - and has been providing these services for over 20 years. LIIF has demonstrated that it is the only agency qualified to perform this work. If this sole source grant is not approved, many San Francisco ECE

providers will lose the resources to expand early education access, resulting in SF families losing access to the essential ECE services they depend on. Many ECE agencies are currently working with LIIF on facility projects in the pipeline and will lose essential financial and TA support for crucial ongoing projects without LIIF's services.

- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

LIIF is recognized as the sole national leader/expert in providing child care facility advisory, consulting, and technical support. They currently are contracted to provide ECE facility services in Washington DC, New York City, Harris County, Texas, Oregon, and soon in Alameda County. LIIF was the sole respondent to both the 2012 Early Care and Education System Supports and the 2016 Child Care Facilities Funding & Technical Assistance RFPs and was awarded the grants. In the most recent 2022 RFP solicitation, DEC received two proposals, but one proposer was determined to not meet the minimum qualifications. Mission Neighborhood Centers (MNC) lacked the necessary experience in serving as a Community Development Financial Institution (CDFI) and providing capital projects and facilities-related technical assistance to licensed ECE programs. LIIF submitted a responsive proposal that received a score of 89.3 out of 100 from an evaluation panel and was awarded the grant.

- Is this a recurring Grant to the same recipient? ☒ Yes ☐ No

- If **YES**: How long has this entity fulfilled this Public Purpose for the department?

LIIF has been providing this ECE type service dating back to 1998. However, due to the departmental changes throughout the years, I was only able to provide work orders dating back from 2009. I've also provided all the 2012/2016/2022 RFP documentation that reaffirms that Low Income Investment Fund is the only qualified Grantee to perform this work. Please note that both the 2012/2016/2022 CCFF & TA RFPs were procured under the Human Services Agency the creation of the Department of Early Childhood.

- Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b). ☒ Yes ☐ No
- Solicitation document(s), result(s), and other supporting documentation attached? ☒ Yes ☐ No

**Grant Solicitation Waiver request is recommended by:**

Grants Officer (Dept Head) or Designee Name: Ingrid X. Mezquita

Grants Officer (Dept Head) or Designee Signature: Ingrid X. Mezquita Date: 04/22/2024

**For departments without board or commission, this Waiver request is approved by:**

OCA Director (on behalf of Grant Consensus Committee): \_\_\_\_\_ Date: 10/31/2024