

# Community Care Expansion Preservation Program – Eligible Uses Quick Guide

## Operating Subsidy Payments (OSP)

**Purpose:** OSP funds can cover an eligible licensed facility's potential or projected operating deficits. Operating costs are the costs associated with the day-to-day physical operation of qualified facilities. OSP funds will cover operating costs that are not covered by existing revenues.

### **Eligible uses of funds include the following:**

- Utilities, including heating, water, sewer, telephone, broadband and internet, and common area utilities
- Maintenance and repairs, including supplies, trash removal, snow removal, pest control, grounds upkeep and landscaping, and painting
- Staff and payroll costs required to sufficiently operate the licensed facility, including administrative, maintenance, training, and security staff/payrolls
  - Staffing costs must be attributed to the facility as a whole and not in direct service or support of any single individual
- Marketing and leasing, including advertising, credit investigations, and leasing fees
- Taxes and insurance, including real estate taxes and property insurance
- Office supplies and expenses
- Accounting, such as tax filings, audits, and reporting to investors associated with the operation of the qualified facility
- Strategic planning and coordination with local health, social services, or homelessness systems of care to support sustainable long-term facility operations

### **Ineligible uses of funds include, but are not limited to, the following:**

- Expenses unrelated to operational costs
- Sponsor distributions
- Expenses or fees related to change in ownership, limited partner buyout, substitution, or assignment of ownership interest
- Expenses or fees related to tort or contract liability

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## Capital Projects (CP)

Purpose: CP funds can be applied to physical repairs and upgrades on a facility's property, inside or outside the facility, within its property line.

### **Eligible uses of funds may include, but are not limited to, the following:**

- Weather stripping repair
- Outdoor activity space upgrades
- Perimeter fencing
- Delayed egress
- Repairs to holes in walls
- Signal system upgrade (e.g., egress and ingress systems, signals/alarms on doors, integration to personal emergency responses systems)
- Elevator repairs
- Water damage repairs
- Appliance upgrades
- Furniture upgrades
- Locked storage area upgrades
- Fire protection upgrades
- Fire alarm systems upgrades
- Employee accommodations upgrades (e.g., break rooms)
- First aid supply upgrades
- Windows and screens repair and upgrades
- Carpet and flooring upgrades
- Interior paint upgrades
- Roof repairs or replacement
- ADA upgrades and other upgrades to improve mobility and accessibility
- HVAC repairs
- Repairs or upgrades to bedrooms, bathrooms and showers, common areas, kitchens
- Seismic upgrades to applicable facility types with two stories or more
- Solar panel purchasing, installation, and other upgrades that will reduce long-term operating costs
- Other sustainable/green or energy-efficient building upgrades

### **Ineligible uses of funds include, but are not limited to, the following:**

- Foundations for leased properties
- Projects that would expand or create a new usable space that would increase the square footage of the facility (see the [CCE Capital Expansion Joint Request for Applications](#))
- Provision of services
- Operating costs

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## Additional Resources

For additional information, please reference:

- Notice of Funding Availability (NOFA): <https://www.ccegrant.com/wp-content/uploads/2023/11/Preservation-NOFA.pdf>
- All County Welfare Directors Letters (ACWDL): <https://www.ccegrant.com/wp-content/uploads/2023/11/PreservationACWDL12-14-22.pdf>
- Please reach out to your assigned Grant Coordinator for support.