



Office of the County Administrator

December __, 2020

[Grantee Childcare Provider Name]

[Contact Name]

[Grantee Address]

[Grantee email address]

Re: Child Care Provider Emergency Reimbursement Grant Award

Congratulations! The Boulder County Board of Commissioners on behalf of the County of Boulder, State of Colorado, a body corporate and politic, (the “County”) has approved your childcare business/agency/service, [Grantee name] (“Grantee”), to receive a Child Care Provider Emergency Reimbursement Grant (CCPERG) award of up to \$_____ provided that you comply with all of the following requirements.

1. Grantee shall only use the grant funds for expenses or lost revenue directly due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19). Eligible uses of grant funds include the following:
 - Lost revenue due to the COVID-19 public health emergency, as demonstrated in monthly financial statements from 2020 and 2019 showing decreased revenue amounts from the same time periods in 2020 compared to 2019
 - Expenses incurred between March 1st and October 31st, 2020 to make temporary facility modifications related to social distancing or otherwise to comply with public health orders
 - Personal protective equipment; cleaning and sanitation supplies
 - Supplies or equipment that were purchased between March 1st and October 31st, 2020 to support childcare activity adjustments necessary due to the COVID-19 public health emergency
 - Marketing/PR/Communications needs between March 1st and October 31st, 2020 to comply with public health orders or address childcare activity adjustments due to COVID-19.
 - Telecom/Internet connectivity to facilitate childcare activity due to COVID-19 between March 1st and October 31st, 2020 .
 - Business licenses, permits or other fees required due to the COVID-19 public health emergency to resume or continue childcare activity
 - New payroll amounts between March 1 and October 31 for staff that were not budgeted for in the nonprofit’s current annual budget and are needed specifically to support childcare activity adjustments due to the COVID-19 public health emergency.
2. As part of the application process, Grantee submitted documentation that included:

- Documentation demonstrating the lost revenue and/or expense(s) upon which the grant award funds were used between the eligible period of March 1, 2020 to October 31, 2020; and
 - Explanation of your use of the grant award funds and the fund's impact to your business/agency/service; and
 - Any other relevant information required by the County for purposes of administering the Boulder County Childcare Provider COVID-19 Emergency Relief Grant Program.
3. Grantee shall allow the County reasonable access to records to verify grant expenditures and agrees to provide any other relevant information required by the County for purposes of administering the Child Care Provider Emergency Reimbursement Grant Program.
 4. Grantee shall comply with all laws and regulations, including but not limited to all state and local public health orders and federal regulations – with reporting and monitoring as required and all supporting documents retained for at least seven years – in particular section 601(d) of the Social Security Act, Office of Management and Budget (OMB) Uniform Guidance at 2 CFR Part 25 and Part 200, and the 2019 OMB Compliance Supplement (Single Audit).
 5. Grantee has completed and attested to a duplication of benefits certification as part of its application. Grantee further agrees to provide additional duplication of benefits information and certification as necessary, such as at program end or during monitoring or audit. If a duplication is found to occur, meaning funds are received from multiple sources for the same purposes, the grantee will be required to repay duplicated grant funds.
 6. Grantee shall repay any portion of the funds not used for the specified purposes submitted with the grant application.
 7. Grantee certifies and affirms that all of the information provided in its grant application for this program, which is incorporated by reference into this award letter, is true and accurate.

The County has the right to require full repayment of the grant amount if you fail to comply with the requirements outlined in this letter and the Child Care Provider Emergency Reimbursement Grant Program. We encourage you to seek counsel from your tax professional about the taxable implications of accepting this grant. Boulder County is not liable if your acceptance of this funding impacts your eligibility for funding from other sources.

To accept this award, please have an authorized representative of the grant award recipient business/agency/provider named above sign below and return one copy to economicrecovery@bouldercounty.org with a cc: to crr@eccbouldercounty.org Upon receipt of this signed contract letter, the County will send a check in the award amount to the grant award recipient business/agency/provider at the address listed above.

Sincerely,

Daphne McCabe

Manager, Contracts and Evaluation Team

IMPACT Division

Boulder County Housing and Human Services

By your signature below, you are certifying: (1) that you are an individual authorized to act on behalf of the grant award recipient business/agency/provider named above; and (2) the grant award recipient business/agency/provider named above accepts the terms outlined in this letter and shall comply with the terms of this grant program and award.

Signature: _____

Name: _____

Title: _____

Date: _____



Boulder County CARES Act Duplication of Benefits Certification

CARES Act Coronavirus Relief Funds (CVRF), which is the federal funding source of your grant award, cannot pay for expenses or lost revenue for which you have received funding from other federal, state, or local sources. Practically speaking, CVRF funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another federal, state, or local grant or loan program (such as the Paycheck Protection Program or Economic Injury Disaster Loan); insurance; donations; or any other source. Funding by multiple sources for the same purpose is called a duplication of benefits. If a duplication is found to occur, the grantee may be required to repay its CVRF grant.

A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, in this case COVID-19-related specific business expenses or lost revenue for the same period, and the total assistance received for that purpose is more than the total need for assistance. The CARES Act requires the county to have adequate procedures in place to prevent any duplication of benefits.

Instructions: In order to prevent duplication of benefits, Child Care Provider Emergency Reimbursement Grant grantees must identify all sources of funds that the organization or business has received or expects to receive as a result of the coronavirus pandemic. **Please indicate below the amounts received by this Child Care Provider Emergency Reimbursement Grant as well as COVID-19-related funding assistance received from all other funding sources, along with the purpose (costs/expenditures or lost revenue) for which those funds have been or will be used.** CVRF can only fund purposes not covered by other sources. Please note that you may be asked to report duplication of benefits again in the future to ensure no future funding that you may receive causes a duplication.

Name of Person Completing this Form:

Child Care Provider Name on Your Grant Request Form:

Contact phone: _____

Contact email: _____

By my signature, I affirm and attest that I am an authorized agent for the applicant childcare provider and that the information provided herein is true and correct.

Signature: _____ **Date:** _____

Amount and purpose of CVRF-funded Child Care Provider Emergency Reimbursement :

Amount of your award from the Child Care Provider Emergency Reimbursement Grant	
Purpose or use of this grant	

Other funds received:

** If you have the information below in a different format (i.e., spreadsheet, QuickBooks, other generated reports), you may submit such reports in lieu of providing the information below, so long as the reports include and clearly show all of the information requested below for every funding source.*

EXAMPLE #1:

Lender or Grant Provider	State of Colorado grant
Purpose or use of the grant or loan	Childcare for essential workers from March through May
Amount received	\$12,000
If a loan, is it a forgivable loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A for grants

EXAMPLE #2:

Lender or Grant Provider	Community Foundation Grant
Purpose or use of the grant or loan	General Operating
Amount received	\$1,500
If a loan, is it a forgivable loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A for grants

Funding source #1:

Lender or Grant Provider	
Purpose or use of the grant or loan	
Amount received	
If a loan, is it a forgivable loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for grants

Funding source #2:

Lender or Grant Provider	
Purpose or use of the grant or loan	
Amount received	
If a loan, is it a forgivable loan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for grants	

Funding source #3:

Lender or Grant Provider	
Purpose or use of the grant or loan	
Amount received	
If a loan, is it a forgivable loan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for grants	

Funding source #4:

Lender or Grant Provider	
Purpose or use of the grant or loan	
Amount received	
If a loan, is it a forgivable loan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for grants	

Funding source #5:

Lender or Grant Provider	
Purpose or use of the grant or loan	
Amount received	
If a loan, is it a forgivable loan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for grants	

** Please list any additional funding sources separately and submit those along with this form.*