



# Child Care Provider Emergency Reimbursement Grant

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## Grant Information and Criteria

*These grants are made possible through generous support from a partnership with **Boulder County, City of Longmont, and City of Boulder** via the **CARES Act funding***



### Grant Timeline

- Friday, October 30th** – Online request form opens via email invitation only. Do not forward.
- Thursday, November 5<sup>th</sup>, 6:30pm** – Q & A webinar by ECCBC (recorded & posted Nov 6<sup>th</sup>).
- Monday, November 16<sup>th</sup>, 5pm** – Grant Request Form due from invited programs
- Week of November 23<sup>rd</sup>** – Grantees notified of preliminary award amounts
- Friday December 4<sup>th</sup>, 5pm- Final documentation follow-up due** –technical assistance is available to assure complete and accurate documentation is submitted
- Week of December 7<sup>th</sup>- Final acceptance letter due** – must be signed by a legally authorized representative
- Week of December 14<sup>th</sup>- Final disbursements**

**Submit request form at the following link :**

### Technical Assistance

Technical Assistance Webinar will take place on November 5<sup>th</sup> at 6:30 pm. This webinar will be recorded for those unable to attend. Register [here](#). Please email Jessica Bernett Knight at [jknight@eccbouldercounty.org](mailto:jknight@eccbouldercounty.org) for further technical assistance.

*We cannot be held responsible for technology issues but will send a received notice.*



### **About the Boulder County Child Care Provider Emergency Relief Grant Program**

The Boulder County Board of County Commissioners in partnership with the City of Longmont and the City of Boulder are offering a Child Care Provider Emergency Relief Grant (CCPERG) program. The purpose of this program is to provide organization-level support for continued financial hardship directly related to the COVID-19 public health emergency. Please note that the opportunity to apply for these funds is by **invitation-only** and this email and information packet should not be forwarded to other entities. This funding is available only to specifically licensed Child Care providers operating in Boulder County and serving Boulder County children ages 0 through 12. The applicant must have one of the following active licenses and be in good standing in order to be eligible to receive funds: CCC, PRS, FCCH (all types), and SACC.

The Request Form opens Oct 30<sup>th</sup> and all Request Forms must be received by 5:00pm on Monday, November 16<sup>th</sup>, Mountain Daylight Time (MDT). Please reference complete eligibility criteria in this announcement before applying. These grants are intended to provide partial reimbursement for CARES Act-eligible expenses incurred and paid during the time period of March 1 through October 31, 2020. Grants will be awarded in variable amounts, based on eligible expense documentation submitted with the Request Form, not to exceed a maximum award of \$20,000. Submitted Request Forms must include proof of eligible expense and proof of payment for each expense or proof of lost revenue within the defined timeframe (methodology to be provided). **Requesting** this grant funding should be one component of a larger strategy for a childcare provider recovery from the impact of the COVID-19 pandemic and is not intended to be a sole source of aid.

The Early Childhood Council of Boulder County (ECCBC) will coordinate this round of grants to provide financial support for childcare programs at risk of closing permanently or with demonstrable hardship due to the pandemic. This opportunity is intended to help licensed childcare programs in Boulder County remain open, reopen, or maintain status quo due to financial emergencies during COVID-19 impact.



### **About the Early Childhood Council of Boulder County (ECCBC)**

Per House Bill 07-1062 “...there is hereby established a statewide integrated system of early childhood councils to improve and sustain the availability, accessibility, capacity, and quality of early childhood services for children and families.” In order to fulfill this legislative mandate, ECCBC employs the following strategies:

- Acts as the county wide convener (i.e. the backbone organization) for the Boulder County Early Childhood Collective Impact Collaboration to ensure coordinated and effective efforts to positively impact school readiness for young children in Boulder County
- Develops funding strategies to bring additional resources into Boulder County to support early childhood programs and services
- Impacts policy at the local and state level by providing expert testimony and consultation to policy-makers
- Builds public awareness of the importance of the first 5 years of life through community presentations, newspaper articles, Facebook and blogs
- Promotes accountability of our efforts to positively impact school readiness by publishing the ECCBC Indicators Report
- Works to improve the quality of licensed early care and education venues, including centers, family childcare homes and preschools

### **About the Child Care Provider Emergency Relief Grant – COVID-19 Reimbursement**

Grant Request Forms will be reviewed the week of November 16<sup>th</sup> with preliminary notice of awards by the week of November 23, 2020.

Funding eligibility will be screened for applicant need and a clear indication of COVID-19 impact.

Incomplete Request Forms, or Request Forms submitted after November 16<sup>th</sup>, 5:00pm MDT, will not be considered in this round.

Awards will be issued in an equitable manner based on actual eligible expenses submitted, the type of program being operated, and whether a program has utilized other federally funded supports. Depending on the number of applicants and the size of the program, grants will be awarded up to \$20,000.

Grant awards will be determined at the discretion of ECCBC and are subject to funding availability.

Funding priority will be assessed based on applicant’s demonstrated level of need, applicant’s compliance with public health orders, and applicant’s ability to serve priority populations.



## Grant Information

### Eligibility Criteria & Other Information:

- Must be a licensed childcare program in Boulder County that is not operating under the YMCA of Northern Colorado, the YWCA, programs under local governments, Head Start funded programs, or BVSD/SVVSD fiscal agents. These organizations are being awarded CARES Act funding separately.
- Child care program must have been in operation at some point since March 1, 2020.
- The child care licenses included in this grant are: CCC, PRS, FCCH (all types), and SACC.
- The program must serve ages 0 through 12.
- The program must be in good standing with the State of Colorado and Boulder County.
- The amount requested may be up to \$20,000, with the expectation that receipts or invoices for those expenses will be submitted or financial documentation that clearly demonstrates lost revenue will be submitted.
- Applicant must complete all fields of the Request Form and submit all required supporting documentation and receipts in order to be eligible to receive funding.
- Applicant must cooperate with ECCBC to complete missing or lacking expense or lost revenue documentation by no later than December 4 to maintain eligibility.
- Awarded programs must agree to complete a brief follow-up survey in February 2021.

### Exclusionary Criteria

- Child care providers with active investigations and/or suspended licensing must submit a letter of the status of their compliance plan in order to be considered.
- Child care providers with RSCMP licensure are ineligible for this round of funding. ECCBC will convene these providers to understand their unique re-opening challenges in the spring of 2021.
- **No duplication of benefits is allowed.** That is, expenses submitted for this grant consideration CANNOT have been submitted for, or reimbursed by, any other grant or aid program, e.g. Small Business Administration Paycheck Protection Program, the Colorado COVID-19 Relief Fund, local foundation support, donations, etc. or any other source.

### Allowable Expenses per CARES Act Guidance

Funds must be utilized to address one or more financial hardships of running a licensed child-care program during the COVID-19 pandemic that have not been covered by CARES Act funding in any other form. The complete list of eligible expenses includes:

- 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 since March 1, 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 since March 1, 2020 to support childcare activity adjustments necessary due to the COVID-19 public health emergency
- Marketing/PR/Communications needs since March 1, 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 since March 1, 2020
- Child care licenses, permits or other fees required due to the COVID-19 public health emergency to resume or continue childcare activity
- Delivery of services when in-person provision of services or goods has been reduced due to the pandemic
- New payroll amounts between March 1 and October 31 for staff that were not budgeted for in the business' current annual budget and are needed specifically to support childcare activity adjustments due to the COVID-19 public health emergency

### Required Documentation

- A completed and signed copy of the Child Care Provider Emergency Relief Grant request form.
- A copy of your current and legible Child Care license issued by the Colorado Department of Human Services, Office of Early Childhood.
- A copy of your organization's W-9.
- Supporting financial documentation and receipts as defined in the Request Form questions.

### Funding Priorities

The funding priorities for the Child Care Provider Emergency Relief Grant program are as follows:

- 1) Eligible Programs currently operating that have a proven hardship or are at risk of closing
- 2) Programs that have made public health COVID-19 adjustments to ensure the safety of children and staff while reopening or to remain open
- 3) Programs with a geographical distribution across the County (i.e., the awards will be proportional to the overall County population distribution as much as possible, which may put priority on rural and non-urban communities)
- 4) Programs that served children of essential workers and/or other priority populations\*
- 5) Programs that are engaged in the Colorado Shines Quality Rating Improvement System by pursuing a higher rating



- 6) Programs that have operated for at least one year prior to March 2020 that are unable to reopen or remain open without financial support

\*In addition, priority will be given to applicants that serve emergency services families and/or vulnerable families and children.

### **Funding Disclosures**

Funding for this grant program is limited. Submission of a request form is no assurance that a grant will be awarded, in whole or in part. Receipt of funds from this grant program, if and as awarded, may impact the amount of other funding offered or awarded by other entities. The applicant assumes such risk. In accordance with federal guidance, childcare programs that are awarded grants under this program should consider the awards taxable income, and there may be additional federal reporting requirements regarding the use of awarded funds.



**Section Three: Reimbursement Request Budget- SAMPLE (this will be submitted in Survey Monkey)**

- Please be as specific as you can.
- Organize your entries below by Loss of Revenue 2020 first, and/or then reimbursement of actual expenses if applicable.
- Only expenses for activities that have not already been reimbursed through the federal PPP loan, other CARES Act or other public funding opportunities since March 1, 2020 may be submitted.
- ECCBC will sponsor a webinar **with discussion of documentation.**
- For reimbursement of costs, invoices and/or receipts marked as paid and demonstrating proof of payment **must** be submitted in order to receive reimbursement. No personal or private business information is to be submitted (i.e. copies of payroll, Social Security numbers).
- Ensure that the items listed below are totaled accurately.

Lost Revenue and Expense Budget Items	Total Cost (Round all to even dollar amt)
<b>1. Lost Revenue 2020 (use this line, if submitting for this)</b>	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
<b>Total Amount Requested</b>	<b>\$</b>

\*\*ECCBC encourages you to seek counsel from your tax professional about the taxable implications of applying for this grant. Neither ECCBC or the county is liable if a **award** of this funding impacts your eligibility for funding from other sources or your organization's taxes.



**Section Four : Signature Page- This page will need to be printed and uploaded with your Survey Monkey submission.**

**Request Form Signatures**

By signing below, I hereby attest that everything included in the Survey Monkey request is valid and true. I certify that the requesting child care program is licensed and is in good standing with the State of Colorado. I understand that all expenditures made in conjunction with any grant award through this program must meet all applicable code and licensing requirements. I acknowledge that ECCBC may verify any and all information contained in this application, including but not limited to, our facility's licensing history and status. I understand it is my responsibility to be knowledgeable about the impact this possible funding may have on my organization's eligibility for other funding sources or its taxes. Furthermore, a brief follow-up survey due in February 2021 is a requirement for acceptance of a grant award, and additional follow-up may be required in the future, for example to ensure no duplication of benefits occurs.

By signing below, you understand the terms and requirements of the grant.

Name (please print):

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X



## Section Five: Checklist

### STEP 1: REQUEST FORM by Nov 16<sup>th</sup> 5pm

- Please complete online request form on Survey Monkey via email invitation only from ECCBC
- Copy of your current, legible program license issued by the Colorado Department of Human Services' Office of Early Childhood to be submitted via Survey Monkey
- Copy of your agency's W-9 to be submitted via Survey Monkey

### STEP 2: DOCUMENTATION TO INCLUDE WITH REQUEST FORM or by Dec 4<sup>th</sup> 5pm

To expedite award processing and payment, please also submit the following:

- If lost revenue is requested, please submit documentation supporting monthly or quarterly revenue loss in 2020 as compared to 2019. Acceptable forms of **documentation may include** 2019 and 2020 QuickBooks, quarterly financial reports, and/or General Ledger monthly statements showing revenue and expense.
- Receipts for expenses detailed in budget. Please also note that ECCBC can work with your team on receipt documentation requirements.

### STEP 3: NOTICE OF RECEIPT OF REQUEST FORM

- To ensure we have received your Request Form, please ensure that you have an email receipt of Request Form from Survey Monkey. If you do not receive an email upon completion, please email Jessica Bernett Knight at [jknight@eccbouldercounty.org](mailto:jknight@eccbouldercounty.org) asap.

### STEP 4: IF APPROVED, SIGN & RETURN ACCEPTANCE FORM

- Awardees will receive an acceptance letter that must be signed by Dec 7<sup>th</sup> by an authorized representative of your program/business. A sample is included for reference on ECCBC's website. To ensure you receive a payment for the approved grant amount, 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](mailto:economicrecovery@bouldercounty.org) with a cc: to [crr@eccbouldercounty.org](mailto: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.