Child Care Provider Relief Fund – Grant Information Session

**AGENDA:**
- Introduction & Overview
- Eligibility & Priority
- Purpose of Grants
- Grant Requirements
- Online Application Walk-through
- Selection Process
- Technical Assistance
- Questions
**Child Care Capacity:** *As of 7/13, more than 75% of child care programs have been approved to reopen.*

<table>
<thead>
<tr>
<th></th>
<th>Family Child Care</th>
<th>Center-Based Child Care</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-COVID # of Providers</td>
<td>462</td>
<td>429</td>
<td>891</td>
</tr>
<tr>
<td>COVID-19 Plans Approved by DHS*</td>
<td>380 (82%)</td>
<td>286 (67%)</td>
<td>666 (75%)</td>
</tr>
</tbody>
</table>

### Center-Based Child Care Slots:

<table>
<thead>
<tr>
<th></th>
<th>Infant</th>
<th>Toddler</th>
<th>Preschool</th>
<th>School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-COVID Capacity</td>
<td>2,175</td>
<td>3,737</td>
<td>10,525</td>
<td>6,790</td>
</tr>
<tr>
<td>COVID Capacity</td>
<td>1,897</td>
<td>3,183</td>
<td>7,769</td>
<td>3,678</td>
</tr>
<tr>
<td>Delta</td>
<td>278</td>
<td>554</td>
<td>2,756</td>
<td>3,112</td>
</tr>
</tbody>
</table>

### Family Child Care Slots:

<table>
<thead>
<tr>
<th></th>
<th>Family Child Care (Infant-13YO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-COVID Capacity</td>
<td>2,522</td>
</tr>
<tr>
<td>COVID Capacity</td>
<td>2,418</td>
</tr>
<tr>
<td>Delta</td>
<td>104</td>
</tr>
</tbody>
</table>
As RI implements Phase III guidance, the state’s child care system is slowly resuming full capacity. Below represents the capacity for each age category across all 666 child care providers approved for reopening.

<table>
<thead>
<tr>
<th>Age Category</th>
<th>% Capacity Upon Reopening</th>
<th>% increase since Phase I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>87%</td>
<td>+ 10%</td>
</tr>
<tr>
<td>Toddler</td>
<td>85%</td>
<td>+ 13%</td>
</tr>
<tr>
<td>Preschool</td>
<td>74%</td>
<td>+ 25%</td>
</tr>
<tr>
<td>School Age</td>
<td>54%</td>
<td>+ 13%</td>
</tr>
</tbody>
</table>

Pre-COVID Staff:Child Ratios & Group Size Requirements

<table>
<thead>
<tr>
<th>Age Category</th>
<th>Infant</th>
<th>Toddler</th>
<th>Preschool</th>
<th>School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff:Child Ratio (Group Size)</td>
<td>1:4 (8)</td>
<td>1:6 (12)</td>
<td>1:10 (20)</td>
<td>1:13 (26)</td>
</tr>
</tbody>
</table>

Phase III COVID-19 Staff:Child Ratios & Group Size Requirements

<table>
<thead>
<tr>
<th>Age Category</th>
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<td>1:10 (20)</td>
<td>1:13 (20)</td>
</tr>
<tr>
<td>Capacity</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>77%</td>
</tr>
</tbody>
</table>

*As of 7/13, 108 center-based programs applied to increase group sizes in accordance with Phase III guidelines. This represents 38% of reopened child care centers.*
Introduction & Overview

The State of Rhode Island has approved $5,000,000 to help sustain the State’s essential child care infrastructure through emergency relief grants.

These resources are being made available as a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act through the Coronavirus Relief Fund (CRF).

Funds must be used for actions taken to respond to the public health emergency by addressing a public health need and business interruptions due to COVID-19 related closures.
LISC, in partnership with the RI Department of Human Services (DHS), is administering the Child Care Provider Relief Fund to offer emergency grants to help child care providers navigating the impact of the COVID-19 outbreak.
Grants are available in amounts up to $150,000 in total per location* for the following two uses:

1. Small capital improvements necessary to facilitate compliance with COVID-19-related health and safety measures
2. Offset occupancy costs incurred during time of reduced revenue due to COVID-19 related closure or reduced enrollment; includes expenses such as rent/mortgage, utilities, and costs for disinfection of facilities in response to the COVID-19 public health emergency.

These uses will be described in greater detail later in the presentation.

*Providers who operate multiple locations must complete separate applications for each site.
In accordance with the federal Coronavirus Relief Fund guidance, these funds may be used to cover costs that:

1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) and

2) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

It is essential we ensure all proposals funded meet these and other specific compliance requirements set forth in the federal CRF guidance.
Introduction & Overview

Grant funds awarded will be disbursed based on the uses proposed and the time frame in which grant-funded activities occurred (within the 3/1/2020 – 12/31/2020 CRF timeframe).

Example 1 – Small Capital Renovation

If you are requesting funding for a planned capital improvement project to better meet health and safety measures related to COVID-19, such as installation of a handwashing sink, funds could be disbursed based on milestones.

For example, once a grant agreement is in place with LISC, 50% of the project cost could be provided when a signed, written agreement with a contractor is in place. The next 50% could be provided based on meeting the next milestone such as provision of the contractor’s invoice for work completed.

Example 2 – Occupancy Costs

If you are requesting a grant to offset eligible occupancy costs incurred during a period of closure and/or reduced enrollment and these expenses were already paid to sustain the business, with proper documentation (invoices/cancelled checks) and confirmation no other federal funding has been or will be used to cover these expenses, LISC could release 100% of that funding once a grant agreement is in place.
Eligibility & Priority
Eligibility & Priority

Non-profit and for-profit licensed child care or early learning providers, including family child care providers, are eligible as long as they meet the following criteria:

- Approved by DHS to reopen on or before August 17th, 2020 under the new COVID-19 Child Care Licensing Regulations and commits to remaining open beyond December 2020.
- Provides information on all pursuits of federal aid/funding.*
- Participates in the Child Care Assistance Program (CCAP), or demonstrates commitment to accepting CCAP in the future (submits an application at the time of request).
- Participates in the state’s Quality Rating and Improvement System, BrightStars (or commits to participating in the future and submits an application at time of request).
- Is a registered business with the Secretary of State OR if you are a sole proprietor, registered with your City/Town.
- Can provide most recent 2 years of approved business financials (independent audits, account reviews, or tax returns) and a current, year-to-date financial statement if/when requested.
- Can comply with any relevant project and financial reporting requirements, including necessary backup required to document expenses incurred.
- Can provide a Data Universal Numbering System, or “DUNS,” number for the entity applying.

* Child Care Provider Relief Fund grants may NOT be used if proposed use has already been or will be reimbursed under any other federal program. There can be no double-dipping of federal funds.
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<th>Details</th>
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<td></td>
</tr>
<tr>
<td>Is a registered business with the Rhode Island Secretary of State.</td>
<td></td>
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<tr>
<td>Can provide most recent 2 years of approved business financials (independent audits, account reviews, or tax returns) and a current, year-to-date financial statement if/when requested.</td>
<td></td>
</tr>
<tr>
<td>Can comply with any relevant project and financial reporting requirements, including necessary backup required to document expenses incurred.</td>
<td></td>
</tr>
<tr>
<td>Can provide a Data Universal Numbering System, or “DUNS,” number for the entity applying.</td>
<td>A DUNS number is a unique nine digit identifier for businesses that is a federal funding requirement. You can get a DUNS number for free and we’ve provided the link in the grant information and instructions document.</td>
</tr>
</tbody>
</table>

* Child Care Provider Relief Fund grants may NOT be used if proposed use has already been or will be reimbursed under any other federal program. There can be no double-dipping of federal funds.
Eligibility & Priority

Once you have determined if you are eligible, some priority areas that will be considered in this competitive application process include:

- Provides services for infants and toddlers
- Your program’s current (or anticipated) reopening enrollment is less than 65% of your licensed capacity
- Located in one of Rhode Island’s four urban cities: Central Falls, Pawtucket, Providence, or Woonsocket
- Can demonstrate the capacity to manage the activities proposed during the eligible time frame
Eligibility & Priority

Once you have determined if you are eligible, some priority areas that will be considered in the competitive application process include:

- Provides services for infants and toddlers
- Reports and is able to document less than 65% utilization for reopening slots
- Located in one of Rhode Island’s four urban cities: Central Falls, Pawtucket, Providence, or Woonsocket
- Can demonstrate the capacity to manage the activities proposed during the eligible time frame

Check out our resource guide, *Child Care Facilities Development & Financing*, for guidance on assessing your organization’s capacity along with other helpful information including resources for selecting professionals.
Purpose of Grants
Purpose of Grants

Capital Improvements - Capital grants are intended to provide child care and early learning facilities with resources to make small-scale renovations or offset other capital expenses to meet enhanced health and safety measures.

Examples include but are not limited to:

- Protective barriers to reduce airborne transmission (i.e.: sneeze guards/partition shields)
- Improved indoor air quality (i.e.: improvements to HVAC systems, replacement/addition of window to increase natural ventilation and air flow)
- Increased handwashing (i.e.: outdoor sink, additional indoor sinks, portable sinks, etc.)
- Expanding and/or reconfiguring space (i.e.: purchase of equipment, materials and furnishings needed to expand space to accommodate smaller groups and reduce the risk of cross-contamination due to shared equipment.)
- Replacing difficult to clean surfaces with those that are more easily sanitized
- Improvements to entry sequence to include safe circulation and touch-free entry
- Cleaning & sanitization supplies in adherence with CDC guidelines
Purpose of Grants

**Occupancy Cost Expenses** - These grants funds can be used by child care providers for occupancy costs incurred that have been necessary to sustain the program through the COVID-19 public health emergency who have experienced a loss of revenue due to required closure and/or reduced group size limits upon reopening.

Examples include but are not limited to:
- Rent
- Mortgage
- Utilities
- Costs for disinfection of facilities in response to the COVID-19 public health emergency.

Please note, requests for funding for occupancy cost expenses:
- Cannot exceed three months of actual occupancy cost expenses
- Must not exceed the amount of lost revenue due to COVID-19
- Must not be used for expenses that have been or will be reimbursed by other sources of federal funding
Grant Requirements
Grant Requirements

If you are planning to apply for funding for a Occupancy Cost Expenses please be aware of the following as you get ready to apply:

Backup Documents

You will need to be able to provide backup documentation to support the expenses that you are requesting reimbursement for. This could include, for example:

- A lease agreement or mortgage statement to indicate rent/mortgage cost on a monthly basis
- Utilities and/or bills for any building related expenses
- Invoices for services or other maintenance directly related to COVID response (like mechanical or cleaning services)
- Cancelled checks or credit card statements showing proof of payment

Demonstration of Need

One requirement from the CRF guidance is that recipients of funding must demonstrate their loss of revenue due to COVID-19. You will be asked to address this in the narrative portion of the grant application.

This is to provide documentation of the need and to ensure that the grant award does not exceed the loss caused by COVID-19 related reduction in revenues (a requirement of this aid funding).

*Please note that the amount you request for occupancy cost expenses cannot exceed three months of your actual expenses.
If you are planning to apply for funding for a Capital Improvement, please be aware of the following as you get ready to apply:

**Estimates**

The amount of your capital improvement grant request must be based on written estimates you have received for your proposed grant activity.

What is an estimate?

An estimate is a close approximation of the price that will be charged to do a job based on the information that is available at the time of estimate.

You will be asked to provide your estimate as part of your grant application.

**Davis Bacon and RI General Law**

If you are proposing to use grant funds to hire a contractor, when you seek out an estimate, you must alert the contractor that this is a federally funded project and must be compliant with Davis Bacon/RI General Law requirements (prevailing wage).

We recommend that this language be included in the written estimate to be sure the contractor is aware and has factored the additional expense into the estimate provided.
Grant Requirements

Should you be awarded funding for a Capital Improvement, please be aware of the following:

**Procurement**
You will be required to engage in a competitive selection process, seeking out multiple bids (the actual price a contractor states they will perform the work for based on a well-defined scope of work/plan) and pricing for the grant-funded work. We recommend getting three bids prior to making a selection. This process must be documented including your rationale for the decision you make.

All contractors providing bids must be made aware of the Davis Bacon compliance requirements!

**Time Restrictions**
Due to the expiration date of these funds, ALL GRANT-FUNDED ACTIVITIES MUST BE COMPLETED BY 12/31/2020.

If you are hiring a contractor, please be sure they are aware of this condition and that they have the capacity to complete the work in that timeframe (including any materials that must be ordered).
Grant Requirements

A little more on Davis Bacon Wage Act and Rhode Island General Law:

Requires payment of prevailing wages on federally funded or assisted construction projects in excess of $2,000 for Davis Bacon and $1,000 for RI General Law for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon labor standards clauses must be included in covered contracts.

Should you be awarded grant funding to hire a contractor:

• All contractors providing estimates and bids must be made aware that Davis Bacon labor standards will apply
• You will be required to provide LISC a copy of the signed, dated agreement between your organization and the contractor you hire – that agreement must include Davis Bacon labor standards clauses (LISC can provide language to insert into contracts)
Tip: If you are proposing utilizing grant funds to hire a contractor for a capital improvement project, please consider the following:

Look for a contractor who:

1. Has the ability to manage a Davis-Bacon compliant project
2. Has experience with projects similar (in size and type) to yours
3. Is familiar with your local area and building officials/codes/requirements
4. Provides good references
5. Has the ability to perform construction in a way that is least disruptive to your program (for example during hours that the program is not in session)
6. Has appropriate licensure,
7. Carries proper insurance, and
8. Follows all appropriate building and fire codes
**Grant Requirements**

Should you receive funding, you will receive a written grant agreement from LISC containing all terms and conditions and will be dependent on the awarded use of funds; however, general requirements will include:

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>All grant-funded activities must be completed prior to 12/31/20</td>
</tr>
<tr>
<td>Grant funds can ONLY be used for agreed upon expenses</td>
</tr>
<tr>
<td>Grant funds MUST NOT be used for expenses that have been or will be reimbursed by other federal funding programs</td>
</tr>
<tr>
<td>All grant documentation must be kept on file for three years and must be accessible for compliance monitoring during that time</td>
</tr>
<tr>
<td>Monthly reporting on project status will be required</td>
</tr>
<tr>
<td>You will need to be able to produce financial reports of revenue and expenditures by grant. This can be done with software like QuickBooks, but if this is not something you feel you can do with your current accounting system, you will need to hold these grant funds in a separate bank account, so expenditures can be properly tracked and reported on</td>
</tr>
</tbody>
</table>
Online Application Walk-through, Selection Process, and Technical Assistance
Online Application Walk-through

Some application features to consider:

- The application is electronic;
- The full application can be printed from the website to aid in collecting necessary information beforehand; and
- Your information can be saved in the electronic application before you submit it.

Visit www.riccelff.org to apply.
Selection Process

APPLICATION COMPLETION

- Submit a complete online application by August 31, 2020 at 5pm
- Applications received after August 31st will be considered on a rolling basis and processed subject to available funds
- Incomplete proposals will be returned to the applicant and may be re-submitted.

AWARD DECISIONS

- Applications will be reviewed by a committee including LISC’s Rhode Island Child Care and Early Learning Facilities Fund and DHS
- Additional information will be requested as needed to inform final decisions – this may include site visits (virtual)
- Applicants will be notified of the status of their application within 30 days of submission
Other Funding Opportunities

Please be sure to visit our website’s Funding page to learn more about current funding opportunities and to sign up for our eNews to receive announcements from the RICCFF:

www.riccelff.org/funding

Also, you can visit the LISC Rhode Island website (www.rilisc.org) for links to other opportunities, such as:
• SBA Paycheck Protection Program
• LISC Small Business Relief Grants
Technical Assistance

Technical assistance through the RICCELFF is available on all aspects of facility design and development, including guidance on:

- Navigating physical space challenges related to licensing and quality improvement;
- Creating financing and fundraising plans to turn project dreams into realities;
- Assessing the feasibility of proposed construction and renovation projects; and
- Obtaining playground audits and priority improvement plans.

Unsure on what facility improvements could be made to address a particular challenge with meeting COVID-19 related enhanced health and safety measures? We can help!
Access grant information and instructions along with frequently asked questions at the RICCELFF website: [www.riccelff.org](http://www.riccelff.org)