



CHILD CARE PROVIDER RELIEF FUND INFORMATION & INSTRUCTIONS

The Rhode Island Governor's Office recently announced the establishment of a \$5,000,000 Child Care Provider Relief Fund to provide critical resources necessary to help sustain the State's essential child care infrastructure. These resources are being made available as a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act. Through the [Coronavirus Relief Fund \(CRF\)](#), the CARES Act provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak.

LISC, in partnership with the Department of Human Services (DHS), is administering this fund as emergency relief grants to the Rhode Island child care and early learning provider community through a competitive application process.

In accordance with the federal Coronavirus Relief Fund guidance, these funds may be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) and
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Expenditures must be used for actions taken to respond to the public health emergency by addressing a medical or public health need and business interruptions due to COVID-19 related business closures.

Grant Use

Grants will be available for the following 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 categories are described in greater detail below.

Grant Eligibility

Non-profit and for-profit licensed child care or early learning providers, including family child care providers, are eligible as long as they are a registered business operating in good standing in the State of Rhode Island and meet the following criteria:

1. 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.
2. Provides information on all pursuits of federal aid/funding (such as SBA Economic Injury Disaster Loan funding or Paycheck Protection Program loan funding). 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.
3. 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).
4. 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).
5. Is a registered business with the [Rhode Island Secretary of State](#).
6. 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.
7. Can comply with any relevant project and financial reporting requirements, including necessary backup required to document expenses incurred.
8. Can provide a Data Universal Numbering System, or "DUNS," number for the entity applying (if you do not currently have a DUNS, please visit this link to get one: <https://www.dnb.com/duns-number/get-a-duns.html>)

Priority areas for grant funding 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

Purpose of Grants

1) **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*

Programs applying for **capital grant funding** should be aware that any contractors used must be licensed and insured. Proof of licensure and insurance will be required. **Labor costs must comply with the Fair Labor Standards Act and the Davis-Bacon Wage Act (prevailing wage)**. All construction must follow proper building and fire codes. If you are looking for helpful hints on ways to meet CDC guidelines, please read [“REOPENING CHILDCARE: The CDC Guidelines and helpful hints on how to meet them” by Karen Shirley, StudioMLA Architects.](#)

2) **Occupancy Cost Expenses** – These grants are intended to reimburse 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. Occupancy costs can include expenses such as rent, mortgage, utilities, and costs for disinfection of facilities in response to the COVID-19 public health emergency.

Grants are available for *up to \$150,000* in total per site. Applicants may apply for both types of grant funding (capital improvement grants and occupancy cost expense grants); however, the portion of a grant proposed for occupancy expense reimbursement cannot exceed three months of actual occupancy costs.

Eligible applicants must be able to provide and maintain documentation that grant funds requested are to address a pandemic-caused need and will be utilized for activities and expenses that have been incurred or will be incurred during the time frame of March 1, 2020 through December 30, 2020. All capital improvement projects proposed must be completed within this time frame.

Selection Process

Applicants will be notified of the status of their application within 30 days of complete application submission.

In addition to the eligibility requirements and identified priorities outlined above, selection will also be based on:

- The clarity and completeness of the application;
- The applicant’s demonstrated ability to carry out the project in a timely manner;
- An assessment prior to the final decision to award funding, either done by phone, virtual meeting or on site; and
- The availability of funding.

The decision for acceptance of an application will be made at the discretion of LISC’s Rhode Island Child Care and Early Learning Facilities Fund in partnership with DHS.

How to Apply

- Review online application deadlines- Applications for Child Care Provider Relief Fund grants will be open starting Friday, **July 31st** We request all applicants complete the online application by Monday, **August 31st** at 5pm. When initial award determinations have been made, LISC will contact the applicant for additional documentation that will be used to inform final decisions. Once final decisions are made, a signed agreement will be provided. Providers will then return signed agreements prior to payment processing. Applications received after August 31st will be considered on a rolling basis and processed subject to available funds.
- Applications must be submitted electronically through the online application system which can be found at riccelff.org.
- If you are unable to complete an online application, please contact Megan Ressler at riccelff@lisc.org or 401-519-5689 for technical assistance. Incomplete proposals will be returned to the applicant and may be re-submitted.
- If your organization has multiple sites you must submit separate applications for each site.
- The RICCELFF may request further information and/or clarification from applicants.
- Please contact Megan Ressler at 401-519-5689 or riccelff@lisc.org with questions.

What You Will Need to Apply

PLEASE NOTE: this list is for REFERENCE ONLY, applications must be submitted electronically via the online application. If you are having difficulty with the online application, please contact us for support.

Information about Your Program:

- The legal name of your organization and “Doing Business As” (DBA) name, if applicable
- The organization’s DUNS number
- The name and address of the program applying (including [Zip+4](#) and [Congressional District](#))
- The name of the Executive Director/Owner/Principal
- The contact person’s name, title, phone number, and email address
- Type of provider
- The program’s participation in the Child Care Assistance Program (CCAP)
- If the program has reopened at the time of application, the date of reopening
- If the program has not yet reopened at the time of application, anticipated reopening date
- The program’s total licensed capacity broken down by infant/toddler, preschool, and school age
- The program’s *pre-COVID enrollment* (children served, not slots) broken down by infants, toddlers, preschool, and school age
- If opened, what is the program’s *current actual enrollment* (children served, not slots) broken down by infants, toddlers, preschool, and school age
- If you have not reopened, what are your *estimated enrollment numbers you expect upon reopening* (children served, not slots) broken down by infants, toddlers, preschool, and school age?
- Based on pre-COVID enrollment, the percentage of children served receiving DHS CCAP subsidy

- The program's BrightStars rating
- If the program is an IRS 501(c)(3) nonprofit, a Head Start, or a State Pre-K
- Whether the space is owned (if owned, whether there is a current mortgage on the facility) or leased (if leased, what is the term of the lease and the monthly lease payment)

FFATA Information:

- In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If no, skip the remaining two questions.
- Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under Section 13(a) or 15(d) of the Security Exchange Act of 1934 (15 USC 78m(a), 78(o(d))) or Section 6104 of the Internal Revenue Code of 1986? If yes, skip the next question.
- List the name and total compensation amount of the five highest paid executives in your business or organization.

Information about the grant request:

- Proposed use of funds up to \$150,000 itemized by type (Capital Improvement and Occupancy Cost Expenses) and amount dedicated to each type – reminder that the portion of the grant budget proposed for occupancy cost expenses must not exceed three months of occupancy costs
- The total dollar amount being requested
- The age group(s) served by improvements funded by the proposed grant
- Information on other federal relief funding received or pursued:
- Confirmation that funding uses proposed in this application have not been/will not be reimbursed by any other federal funding program
- A *brief* summary of the grant request
- A *brief* summary of how this grant request meets a pandemic-caused need

A Narrative Document:

- Brief summary of your organization including mission, history, goals and key achievements
- Overview of organization's structure and programs
- Summary of key leadership staff and board members (if applicable) including a summary of their qualifications
- Description of the proposed grant fund use and, if requesting capital improvement funding, how will the proposed project result in program's ability to meet the intent of COVID-19-related health and safety measures
- An anticipated budget – what are the total estimated costs? Are there other sources of funding you have you secured or committed to this use?

- How are COVID-related health and safety measures impacting your organization's revenue and expenses?
- Description of your organization's capacity and plan to complete the proposed activity within the allowed time frame (all expenses and/or renovation projects must be completed by December 31, 2020).

Other Information to be uploaded or emailed as an attachment within the Application:

- Most recent independent audit, account review, or tax return
- If requesting funding for a facility renovation, a written estimate for each project proposed. *Please note that if you are selected to receive grant funding to hire a contractor or purchase materials, you are required to seek multiple bids or cost estimates (we recommend at least three) and document this process prior to beginning work or making a purchase. In addition, for capital funding, the selected contractor must follow the Fair Labor Standard Act and the Davis Bacon Wage Act. All professionals used must have appropriate licensure and must carry proper insurance. Projects must follow all appropriate building and fire codes.*

LISC recommends you also begin collecting the following information. If your application receives initial acceptance, you may be required to submit the following documentation to further prove eligibility.

- Additional approved business financials (independent audit, account review, or tax return)
- Year-to-date financial statement for the current fiscal year (balance sheet and an income statement/profit and loss statement)
- Completed W-9
- IRS Tax Determination Letter confirming 501(c)(3) tax-exempt status (if applicable)
- If requesting occupancy cost expense grant funding, documentation to show actual costs incurred (invoices/cancelled checks)