

## Montco Cares Program

### Provider Grant Guidelines – October 2020

#### Purpose

To support Montgomery County families and child care providers during the COVID-19 pandemic, the Montgomery County Board of Commissioners has launched the Montco Cares Program. This program will ensure the financial viability of Montgomery County child care centers that have experienced disruption due to the COVID-19 global pandemic.

Up to \$12,000,000 in Federal CARES Act monies allocated to Montgomery County is being made available for this program. The application window will open on **October 5, 2020** and close on **November 2, 2020**.

#### Program Guidelines

Eligible applicants for program must meet the following criteria:

- Eligible applicants must be a 501(c)(3) or for-profit entity, licensed by the Pennsylvania Department of Human Services, that was in operation on or before March 1<sup>st</sup>, 2020 and has experienced disruption due to the COVID-19 global pandemic and meet the following criteria:
  - o Has a licensed capacity not greater than 600 children.
  - o Did not receive a MontcoStrong Small Business Grant or a MontcoStrong Non-Profit Resiliency and Restoration Grant.
  - o Have a physical location in Montgomery County, Pennsylvania.
  - o Have a Certificate of Compliance from the Department of Human Services and must be in good standing with the Department of Human Services Bureau of Certification and the Office of Child Development and Early Learning.
- The organization's mission must be to provide Child Care/Educational Services to Montgomery County residents.
- Have been in operation for a period of time such that the organization filed at minimum a 2019 Form 990 and is still in operation as of the date of application.
- Entity must be acting in accordance with its by-laws, mission, and with all legal requirements as a 501(c)(3) or for-profit entity.

Additional eligibility criteria and information:

- Child care organizations that are in active default (not on a payment plan) with taxes or fees owed to local, county, state, and/ or the federal government may not apply.
- Child care organizations engaged in any activity that is illegal under Federal, state, or local law may not apply.

#### Grant Awards and Eligible Costs

Grant awards are as follows for eligible applicants:

- Grant awards will be up to \$48,600 as determined by the applicants most recent licensed capacity as follows:

Provider Category	Licensed Capacity		Grant Amount
Family Child Care	1	6	\$ 2,100
Group Child Care	1	12	\$ 5,600
School Age Only	N/A	N/A	\$ 6,300
Child Care Center	8	to 26	\$ 6,800
Child Care Center	27	to 38	\$ 11,800
Child Care Center	39	to 49	\$ 15,900
Child Care Center	50	to 62	\$ 19,300
Child Care Center	63	to 77	\$ 22,100
Child Care Center	78	to 93	\$ 28,300
Child Care Center	94	to 113	\$ 30,900
Child Care Center	114	to 138	\$ 41,200
Child Care Center	139	to 180	\$ 43,600
Child Care Center	181	to 598	\$ 48,600

- Submitting an application is not a guarantee of funding; determination of funding will be based upon the recommendations of a review team and the ratification of recommendations by the Montgomery County Early Learning Resource Center, Region #17 as the program administrator.

Eligible grant costs are as follows:

- Accounts payable including utilities, vendors, suppliers, and other eligible non-payroll expenses paid or to be paid between October 5, 2020 through December 30, 2020.
- Unbudgeted payroll expenses between October 5, 2020 through December 30, 2020 related to increased service levels, staff training, and/or increased staffing necessary as a direct result of the COVID-19 pandemic.
- Rent/mortgage payments on the child care centers primary offices/facility in Montgomery County, Pennsylvania paid or to be paid between October 5, 2020 through December 30, 2020.
- PPE or other justifiable equipment necessary to operate safely due to the COVID-19 global pandemic purchase or to be purchased between October 5, 2020 through December 30, 2020.

Grant awards cannot be used for the following costs:

- Budgeted payroll expenses/employee pay; this includes payments to 1099 employees and/or those identified as subcontractors.
- The payment of any obligations to the federal, state, and/or local governments.
- To finance an organization, project, activity, and/or location primarily located outside the geographic boundaries of Montgomery County, Pennsylvania.
- The repayment of any debts to private credits or lenders (ex. bank loans or lines of credit).
- Any political and/or lobbying activity.
- Any COVID-19 related expenses already paid for with other relief measures such as state grants or loans, US SBA Paycheck Protection Loans, local or regional grant and/or loan programs.
- Any activities not otherwise specified as allowable costs per the grant agreement.

- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise.

### Application Process

To apply, eligible organizations will be required to complete an online application – a link to the online application and other program information can be found at [www.montcopa.org/elrc](http://www.montcopa.org/elrc).

- Required Document Uploads:
  - o W-9 form; must be uploaded as a .pdf document. Template W-9 is available at [www.montcopa.org/elrc](http://www.montcopa.org/elrc).

### Award of Grant and Grant Contracting

Completed applications will be reviewed and considerations for grant awards will be based on satisfaction of eligibility criteria and demonstrated need in the grant application.

- o Complete and accurate application.
- o Identify a demonstrable need due to COVID-19 disruptions and the recovery process to come.
- o Verifiable explanation of activities being undertaken to support residents and/or communities of Montgomery County Pennsylvania.
- o Achieves program goal(s) based on the pandemic's impact on vulnerable populations and our communities while also helping to meet the expected needs of restoration of the livelihood of county residents and communities.

Applicants awarded grant funding will be required to sign a grant contract and documentation provided as part of the award and disbursement process. Upon execution of the grant contract and return of the contract to the Early Learning Resource Center, preparation will be made to disburse funds to grantees via direct deposit or check within 15 days. Grant administration, grant contracting and fund disbursement will be done by the Early Learning Resource Center in Montgomery County.

At least one individual representing the child care provider's legal entity will be required to sign a grant contract at the time of contract execution guaranteeing that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, the contract will acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in prosecution.

Grantees will be required to report on the use of funds as stipulated in their grant contract. Grant reporting for this program is due no later than **December 22, 2020**. Grant funds that have not been fully expended and/or grant funds used for ineligible costs must be returned to the Montgomery County Early Learning Resource Center no later than **December 29, 2020**.

### Additional Information

Submission of a grant application is not a guarantee of funding. Businesses, residents, and organizations in need of support and guidance can find additional resources and information as follows:

- For information on COVID-19 and Montgomery County's response to the global pandemic, visit [www.montcopa.org/COVID-19](http://www.montcopa.org/COVID-19).
- For information on the Commonwealth of Pennsylvania's response to the global pandemic, visit <https://www.pa.gov/guides/responding-to-covid-19/>.