

Family Child Care COVID Relief Grant FAQ (Frequently Asked Questions)

Last updated: November 20th, 2020

This document will be routinely updated throughout the application period.

General Questions

1. Q. Where can I ask questions?

A: Email ACFCCgrant@first5alamed.org with any questions. Responses will be posted on the FCC COVID Relief Grant FAQ link on the First 5 website <http://www.first5alameda.org/family-child-care-grant-application>. Questions from the Technical Assistance Session will be posted there as well.

2. Q. How many providers are the funding available for? If there are more than expected numbers of applicants, what is the selection criteria? If a provider does not serve a subsidy student what is her/his chances of getting the funding?

A: The Alameda County Social Services Agency has funded First 5 to administer \$3 million in federal CARES relief funds. The Alameda County FCC COVID Relief grant is for open, Alameda County licensed FCC's only. Centers and license-exempt Family Friend and Neighbor providers are not eligible to apply. FCC's who served at least one subsidized child in the last year (since Nov 1, 2019) will be prioritized. We intend to award all eligible subsidy serving providers and randomly select a small number of non-subsidy serving FCC's across Board of Supervisor Districts, as funding permits.

3. Q. What are Board of Supervisor Districts?

A. Alameda County has five elected Board members who oversee county government. For more information on Board of Supervisors Districts see <https://www.acgov.org/board/>

4. Q. Do I need to retain receipts if I am awarded a grant?

A: Yes, you will need to retain receipts and other proof of expenditures for up to 5 years in the event your grant payment is subject to audit. Per federal fiscal requirements, we will be monitoring a number of awardees and we will be reaching out to you individually for supporting documentation if needed.

5. Q. How will grants be awarded?

A: If the funding requests exceed available funding, individual grant levels may be adjusted to ensure eligible prioritized subsidy serving providers are awarded. A selection of non-subsidy serving sites will be awarded across Board of Supervisor Districts and considering languages served.

6. Q. How are people chosen for the grant? Do you get points for certain things like more subsidy kids? Speaking more languages?

A: No. As described above, subsidy serving providers will be categorically eligible and non-subsidy serving providers will be randomly selected with consideration of Board of Supervisor (BOS) District representation (equal number for each of the five districts.) Consideration for languages may be included in the BOS District selection, depending on the subsidy awardee language distribution.

7. Q. If I am awarded, how and when will I know?

A: We anticipate award letters, with award amounts being sent to your application email by **Dec. 30th**. We anticipate checks being issued by **Jan. 15th**.

8. Q. If I apply for a lower amount will it help me receive an award?

A: No. Providers are encouraged to apply for the maximum grant amount. The amount of need is not included in the prioritization of funding.

9. Q. Can I start the application, leave it, and go back to finish?

A: Yes, the application allows you to leave and return to complete. This was covered in the recorded Technical Assistance Section, which you can view on the First 5 website at <http://www.first5alameda.org/family-child-care-grant-application>

10. Q. Can I make changes once I submitted?

A: It is not possible to make changes once submitted. If you have included an incorrect license number or address or other critical issue, please submit the question to correct it to the grant email at ACFCCgrant@first5alameda.org. Over or under reporting the number of subsidized children will not impact your grant unless you claimed you cared for subsidized children and you did not. If you missed entering cost information that may impact your award amount, we will reach out to you at the contact email you provided. Please monitor your email.

11. Q. I already submitted and after listening to the TA session realized I entered my staff numbers rather than my staff costs? Can I resubmit?

A: A few providers made this error. Not to worry. If the staffing costs are needed to justify the grant, we will reach out to you to get your costs.

12. Q. I have someone helping me with my application, can they sign for me?

A: The application, invoice and W-9 should be signed by the Owner/Operator. If you have already submitted, we will reach out to obtain the correct signature.

13. Q. I made an error on my application. I put Supervisor instead of Owner is that going to affect my application?

A: This error is not critical and will not affect your application.

Eligibility Criteria

14. Q. Am I eligible to apply if I already received a grant from a city or if I received an SBA loan (PPP, EIDL, Express Bridge Loan)?

A: Yes, you are still eligible to apply although your grant request must not duplicate any expenses from these other sources. For example, if May's rent was already covered by PPP, do not include May's rent as an expense in the FCC COVID-19 Relief Grant application.

15. Q. Am I eligible if I received a LIIF grant?

A: Yes. Grantees who received LIIF grants are eligible. Total grant amounts will be adjusted in the "Grant Request Calculator" by the previous LIIF grant amount so as not to exceed the FCC COVID grant amounts for small and large FCCs.

16. Q: What is the LIIF grant?

A. Earlier this year the Low Income Investment Fund (LIIF) administered a similar smaller program funded in part by First 5. Those providers will have those grant awards deducted from their eligible amount through this program.

17. Q. Is CSCP Cleaning and Supplies for Child Care Providers a LIIF grant?

A. No, but you should not be including costs covered with other sources in your application for this FCC grant.

18. Q. I received a small grant in the summer through first five. I don't know if it was a LIIF grant. How do I find out if it was?

A. If you received funding directly from First 5, it likely was not a LIIF grant. We have all the information on LIIF grantees and BOS FCC grantees and will work with you on the back end prior to the award.

19. Q. Can I apply for the FCC COVID Relief Grant and the County Small Business Grant?

A: Yes, although your grant request should not duplicate any expenses.

20. Q. What if I am "Open" but had to temporarily close due to an incidence of COVID in my family child care home? Am I eligible?

A: YES! If you are currently open and previously temporarily closed per Alameda County Health requirements due to an incidence of COVID, you are eligible.

21. Q. How will First5 ensure information provided in application is correct with respect subsidy children and other grant money awarded to providers? How will First 5 know if I have provided care for a subsidized child since Nov. 1, 2019?

A: We are working with Alternative Payment Agencies (HIVELY, BANANAs, 4Cs and Davis St.) to confirm providers who were paid subsidies for Alameda County children during the period. We also have LIIF grant amounts. First 5 does not have a means of confirming other CARES Act funding you might have received. We urge providers to be careful so as to not set themselves up for awards of federal funds that could result from "double dipping" assistance for the same costs.

22. Q. Are essential service worker families' subsidies included in subsidized child eligibility?

A: YES! All Alameda County voucher subsidies -- CalWORKS 1, 2, 3, AP, Foster Care Bridge, local CARES homeless subsidies and Essential Worker subsidies qualify.

23. Q. Regarding the question about how many subsidized children did I enroll. Is that new ones enrolled or total that we have that we have been paid for? Does this number include children that were already subsidized before November 2019?

A. Include the total number of children for whom you cared for who were paid for by an Alameda County subsidy. Yes, include those enrolled prior to Nov. 2019 whom you continued to care for.

24. Q. What if I have a subsidized child from Children’s Council of San Francisco? Will my application be prioritized?

A: You may note this in your application however, you will not be considered as priority eligible based on an out-of-county voucher.

25. Q. I am a Quality Counts family child care provider. Is this grant for me too?

A: Yes, Quality Counts providers who are open are encouraged to apply.

26. Q. Can person on VISA/non-immigrant status be eligible to receive a grant?

A: FCC’s in this situation may check the CARES eligibility [HERE](#). A Department of Treasury reference is [HERE](#). A social security number or Tax Identification Number (TIN) is required to complete the application.

27. Q. I have a partner or two people on the business license, do we both need to apply for the grant?

A: No, only one application per business/FCC licensee is allowed to be submitted. You may want to work together when submitting costs.

Budget

28. Q: Can I apply for all my costs, even if they exceed the grant limit (\$5000 for small FCC’s and \$10000 for large?)

A: Yes. But do not apply for costs covered by other federal or local programs. For instance, if you received a PPP loan for staff, do not apply for staff costs for the period covered. But go ahead and apply for Mortgage or rent, utilities, etc.

29. Q. The Application is not accepting my expenses. Why might this happen?

A: The application budget is set up to accept numbers, not symbols. Make sure you are not inputting dollar signs (\$).

30. Q. What are allowable staff costs?

A: Any staffing costs for which you have documentation.

31. Q. Can I include myself in my staffing cost? How do I consider paying myself? Do I reflect that on staffing?

A: Yes. You should include yourself in the staffing cost, as long as you have not had that cost covered in other relief programs. Consider how you will provide documentation to support the claim.

32. Q. I don't use a payroll service to pay my staff, may I still submit my expenses related to paying these staff?

A: Yes. As long as you have documentation of the payment and have not claimed these costs through other relief programs.

33. Q. Could I put the payment I did to my worker before the pandemic in my personal purchases?

A. The period prior to the Pandemic (March 2020) is not included in the allowable period of reporting costs.

34. Q. Are you eligible for this grant if you have already received Pandemic Unemployment Assistance (PUA)?

A. Yes. But do not include the costs covered by that program in your application for the AC FCC COVID Relief Grant.

35. Q. What if I received a small PPP that was small and only covered two months? Can I still claim those same expenses for the months that it didn't cover?

A. Yes. Exactly. Submit your costs for the months uncovered.

36. Q. Am I reporting parents child care fees that are paid to me monthly?

A: Not really, rather you are being asked to submit business costs/expenses for mortgage or rent (occupancy), staff (including yourself), utilities, as outlined in the table on the budget page.

37. Q. For listing expenses for mortgage and utilities for each month is it for the whole amount paid or time- space percentage?

A. Business use, which is, as you posed, the time/space percentage of these items.

38. Q. For the budget section, why would the total listed in expense add up to less than the numbers you entered?

A: If the provider previously received a LIIF grant, that will be deducted from the grant total. But providers who received LIIF grants are eligible for the difference up to the maximum grant amount in this program.

39. Q. How do we do put December when it has not happened yet?

A: You may estimate December costs if you need those costs to reach the \$5000/\$10000 justification. If you have enough costs reported already, you don't need to put in December estimates. If you need to enter December estimates, make sure you use cost estimates which you feel confident you will have receipts and documentation for.

40. If any of my eligible expenses are paid by my spouse, partner, friend, or child can we still include them?

A: You should include your business portion of the expenses for the March through December period. If your spouse helped cover your business costs during the March through December when you were impacted by COVID, those costs should be allowable. The documentation of costs should be the actual business costs and not the reimbursement to your spouse.

41. If I am a small FCC and the maximum grant is only \$5000, do I only need show the months that support that amount? Likewise, if we exceed the grant amount of \$5000 or \$10000 then we can stop inputting other business expenses even if I have more that I could document?

A: Yes. While you may complete the entire budget, or if you are confident that you have documentation to support the grant up to the maximum, it is not necessary to complete **all** the columns or months in the budget section.

42. Q. What if we don't have rent or mortgage?

A: Complete the other sections of the budget section to justify staffing costs, utilities, insurance, etc.

43. Q. I tried to accurately report utilities. Some are by monthly or quarterly so I may be slightly off. Will this affect my application?

A. This should not be a problem as long as you have documentation for the costs which cover the period from March until December.

44. Would you please let us know if Property tax is an allowable expense? Does the funding cover this?

A: Yes. You may report the monthly portion of your property tax attributable to your business use. For instance, if you report 40% of your home as business use, you may submit 40% of your monthly property tax cost.

45. Q what kind of additional documentation will be required?

A: Documentation may include receipts, mortgage or rent payment records. For staff costs, payroll or other records showing you or staff were paid. We will require receipts of purchases, the business portion of home insurance, renters' insurance, auto insurance and/or business insurance expenses. If you are claiming property tax records, we would need annual property tax records.

46. Q. Would house loans be counted in the cost?

A: Mortgages and 2nd home mortgages, such as home equity loans are an allowable cost, with costs distributed to the monthly business expense.

47. Q. If rent is being shared with someone else, should the amount entered be only of the applicant or all of it?

A: You will prorate the rent for your share of rent that is business use.

48. Q. What about funds received for PPE and cleaning supplies?

A: Do not include the costs of PPE or cleaning supplies which you received through your Child Care Resource and Referral Agency (e.g. Bananas, Hively, 4Cs) on your application. These are not eligible expenses.

49. Q. If the provider couldn't pay the rent can they still enter the cost of their rent?

A. If this is a business-related cost, you can include it on your application. You will need to have documentation of your business costs should it be requested.

50. Q. If I need to be counted as part of the staff, can I include myself as part of "employee wages" costs? Or is it only for payroll employees? I'm a sole proprietor and I do not pay myself through payroll.

A: Yes, you are encouraged to include yourself as part of the staff costs. You can include yourself and anyone who you paid to work in your business. Consider documentation that you can provide to support your request. If you normally have income drawn on your business and that is how you "pay yourself", these costs are allowable.

51. Q. Can we use utility bills as an eligible cost? What about car insurance or car loan if I use my car for my business.

A: Yes, you can submit the business portion of utility bills such as electricity, gas, water, garbage and internet service. Likewise, you may submit the business portion of your car insurance or car loan.

52. Q. Is this grant tax free? Will this show up on our taxes?

A. This grant is reportable income. Since the check will be issued in January 2021, you will receive a 1099 for the income for your 2021 tax reporting.

53. Q. What do we use this money for?

A: The funds are relief funds to reimburse you for costs already incurred. They are intended to mitigate the financial impact on your business caused by COVID-19.

54. Q. When will the application be available for signing?

A: Applications require the submitter to electronically sign the application, invoice and W-9. If you are awarded funding, you will receive the countersigned document with award amount prior to December 30th.

55. Q. Is submitting on DocuSign all we need to do? Do we need to send the downloaded pdf of the DocuSign to a certain email address?

A: Your application is submitted through DocuSign which is online and viewable to First 5. You do not need to download a PDF of the application and submit it to First 5. Applications received only through DocuSign will be considered (i.e. do not complete the application via PDF and submit).