

COVID-19 PARENT CHILD CENTER OPERATIONAL RELIEF GRANTS Application Instructions

IMPORTANT:

- This grant opportunity is for Parent Child Center's to apply for funding to cover revenue loss and expenses incurred and anticipated as part of the provision of providing care to Vermont's children.
- This is a competitive grant process. You are responsible for making sure your application is complete, accurate, and received on time. *Submitting early will not affect the outcome.*
- The deadline to apply is August 26, 2020.

Remember: To be eligible you must be:

1. Be a Vermont Parent Child Center.
 2. Have eligible costs between 3/1/2020 and 10/31/2020 associated with COVID-19 that have not already been covered by a state/federal or municipal program related to COVID-19.
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OVERVIEW

Eligibility:

To be eligible for this funding opportunity programs must meet the following criteria:

1. Be a Vermont Parent Child Center.
2. Have documented eligible costs associated with COVID-19 that have not already been covered by a state/federal or municipal program, including other COVID-19 relief programs, this includes but is not limited to:
 - Restart Stipends issued in May/June 2020 by the Department for Children and Families (DCF).
 - Child Care Stabilization and Essential Person Program funds issued by the Child Development Division.
 - Children's Integrated Service's Extraordinary Financial Relief Retainer Fund.

- The Paycheck Protection Program.
 - The Agency of Commerce and Community Development's Small Business Grants.
 - Agency of Human Service's Health Care Stabilization funds.
 - Child Care Financial Assistance Program (CCFAP).
 - Act 166 Funding.
 - Strengthening Families Grant
3. Provide supporting documentation (i.e. receipts, caseloads, invoices, etc.) as to expenses, revenue losses, and projections for funds requested.

Application Deadline:

Applications must be postmarked on or before August 26, 2020. Applications shall be submitted via email to rey.garofano@vermont.gov or mail to

Parent Child Center ORG Application
Child Development Division
280 State Drive
NOB 1 North
Waterbury, VT 05671-1040

Late applications will not be accepted. Supporting documentation for anticipated costs will be due in November.

Questions:

Questions will be accepted through August 14th. They will be answered in the Frequently Asked Questions document, and can be submitted by emailing them to rey.garofano@vermont.gov.

APPLICATION

- This is a competitive grant process, which will result in awards to multiple programs. Programs shall apply using the [COVID-19 Parent Child Center Operational Relief Grant Application](#)

Guidance:

Revenue Losses/Anticipated due to COVID-19

Programs should document their revenue losses associated with COVID-19.

- For the months of March-July programs should document their actual revenue losses that have not been previously covered by a state/federal or municipal program, including COVID Relief Program. Programs must provide their supporting documentation for incurred costs/losses.
- For the months of August-October programs should document their anticipated revenue losses that have not been previously covered by a state/federal or municipal program, including COVID Relief Program.

Cost Incurred/Projected Due to COVID-19

Programs should document their costs associated with COVID-19. Typical costs would include, but not be limited to cleaning supplies, hand sanitizer, soap, classroom materials to reduce sharing, cleaning staff, additional staff associated with meeting health guidance, structural costs associated with health guidance.

- For the months of March-July programs should document their actual expenses incurred that have not been previously covered by a state/federal or municipal program, including COVID Relief Program. Programs shall provide documentation of expenses incurred in the form of receipts and invoices.
- For the months of July-October programs should document their anticipated costs associated with COVID-19 losses that have not been previously covered by a state/federal or municipal program, including COVID Relief Program. For example: ongoing cleaning supplies, monthly cost of cleaning company, continued costs associated with hand sanitizer/soap, continued staffing costs associated with meeting health care guidance.

Other COVID-19 Specific Additional State, Federal, and/or Municipal Dollars Received

Programs shall document all COVID-19 specific additional state, federal, and/or municipal dollars received to-date as well as any pending applications or cations for said funds.

GRANT AWARDS & PAYMENTS:

Programs will be notified of their grant award by September 11, 2020. Funds will be disbursed in early October.

Programs will invoice for anticipated losses/costs in accordance with the following provisions:

Invoice Due By:	Description:	Documentation Required:
November 15, 2020	Incurring Costs/Losses not paid in the first payment.	Itemized Invoice and supporting documentation