

# Frequently-Asked Questions for COVID-19 Parent Child Centers Operational Relief Grants

*Updated 8/18/2020*

---

## ELIGIBILITY-RELATED QUESTIONS

### **1. Am I eligible if my organization provides services to children and families in Vermont?**

You are only eligible if you are recognized as a Vermont Parent Child Center by the Department for Children and Families (see list at: <https://dcf.vermont.gov/partners/pcc>)

## APPLICATION-RELATED QUESTIONS

### **2. How do I apply?**

The application is available on the website <https://dcf.vermont.gov/covid19-relief-grants/cis-pccs>.

### **Do I need receipts for all my expenses?**

Yes you do. When you complete the application, you will have to provide documents that verify expenses incurred in March 2020 through July 2020. For example: receipts/paid invoices that list the items purchased and payroll documents. In early November, you will do the same for expenses incurred in August through October.

### **3. Can I request money for other income losses?**

Yes, any income lost related to COVID-19 may be requested but must be documented and be specific to the provision of PCC services.

### **4. In addition to this grant, can I apply for a grant for my PCC's child care program?**

Yes, you may apply for both grants. A separate application needs to be completed for your child care program. This application is specific to PCC Master Grant services.

### **5. How is this grant opportunity different from the restart stipends and stabilization program?**

This is a competitive grant process. You need to submit documentation of your losses and expenses related to COVID and not covered by other funding sources. Applications will be reviewed and determined after the deadline. Questions will be answered in writing and will be added to our Frequently Asked Questions document on the public website to ensure that

information is available to all applicants. This document will be updated with new questions and answers frequently.

**6. Am I guaranteed to receive the funds I requested?**

No. This is a competitive grant process. Not all requests will be awarded. It is your responsibility to make sure your application is complete, accurate, and received on time. Submitting early will not affect the outcome.

**7. How much will my grant award be?**

If you get a grant, the amount will depend on the:

- Documentation of eligible expenses and losses.
- Availability of funds.

**8. When will I find out if I am getting a grant?**

You will be notified by email in mid-September. If you are awarded a grant for:

<b>Incurred expenses/losses</b>	You will receive funds for approved expenses/losses by early October 2020. It could be later if you have not received a payment from us recently.
<b>Anticipated expenses/losses</b>	You will be asked to send us an invoice and supporting documents for all approved expenses/losses in early November.

**9. What happens if I forgot something when I submitted my application? Can I provide more information later?**

It is important to submit a correct and complete application the first time. You will not be able to submit another application or modify your application. Only one application will be accepted per agent.

**10.If I have applied for PPP (Paycheck Protection Program) funding and have not received approval or an award, how do I reflect this in my Operational Relief Grant application?**

Include the PPP funding amount that you applied for in your grant application, along with documentation that the income is pending. The review team will consider this and will reach out with any questions.

**11.What if my question is not answered on this document?**

You can email [rey.garofano@vermont.gov](mailto:rey.garofano@vermont.gov) with your question. Questions will be answered in writing and will be added to our Frequently Asked Questions document on the public website to ensure that information is available to all applicants. This document will be updated with new questions and answers. New questions will be accepted through August 14<sup>th</sup>.

**12. Do PCC's that have child care programs or CIS submit one application for all types, or a separate application for child care, and a separate application for CIS?**

Each program type has a separate application and you have to complete a separate application for each type of program.

**13. If my PCC submits an application for all 3 types of applications, is there prioritization that happens with the funds?**

A decision about prioritization will not be made until all applications have been received.

**14. Do I need to complete the table in Section 3, if we check the second box "I have received or can reasonably anticipate receiving other COVID-19-specific state, federal, and/or municipal dollars to support this work."**

Yes. The table in Section 3 needs to be completed with details about other COVID-19-specific state, federal, and/or municipal dollars to support this work.

## **EXPENSE/LOSS-RELATED QUESTIONS**

**15. What if I had to hire additional staff?**

Additional staff hired due to COVID-19 may be covered by this grant.

**16. Can I get the money before I purchase the materials/hire the staff?**

This grant is only able to reimburse costs. There will be two payment periods:

- October - for expenses and losses incurred from March through July 2020.
- November - for expenses and losses incurred between August and October 2020.

**17. My expenses have not changed from before COVID-19, can I apply for help with expenses?**

No. This grant only covers expenses that are:

- Over and above what you would typically spend,
- Related to COVID-19, and
- Not covered by another funding source.

**18. What if I over estimate my expenses or losses? Do I need to pay the funds back?**

You will be required to submit documentation for all expenses and/or losses and will be only reimbursed for actual expenses.

**19. Why do the funds only go through October 31st? and will there be additional funding opportunities?**

The federal government requires that the state spends the money and submits the required reports by December 30<sup>th</sup>. The October 31<sup>st</sup> deadline ensure that programs have time to send

receipts and documentation for reimbursement in November, and receive the funds awarded.

**20.If my program made one purchase and had one receipt for that purchase, and it was for both child care and Parent Child Center expenses, can I allocate that between the two applications?**

Yes. In the case that a purchase or expense is applied to multiple programs within your organization, you must allocate that expense between the separate applications and clearly document the allocations.

**21.Can lost review include fundraising that didn't happen?**

According to the [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Updated June 30, 2020](#), for a cost to be considered to have been incurred, performance or delivery must occur during the covered period. A cancelled fundraising event was not performed or delivered, as it never happened, and is not eligible as an income loss.

**22.Will child care or afterschool programs be able to apply for expenses related to providing care to school age children attending more hours due to reduced school hours or remote learning?**

Child care and afterschool programs are able to apply for expenses related to COVID-19. If they have additional expenses that are not covered by tuition or other funds, for serving school age children additional hours, that may be an eligible expense. It is important for the program to ensure the expense is not covered by tuition and is an additional expense.