



# Montgomery County Early Care and Education Initiative Fund

Updated July 1, 2020



# Intro

- This is a Montgomery County Council initiative intended to assist Child Care programs to reopen and recover financially. The grant can be used to support operating costs for reopening including COVID 19 expenses and to reimburse losses incurred due to the impact of COVID 19 on operations
- Intended recipients of this funding include:, Child Care Centers, Letter of Compliance programs, and Family Child Care and Large Family Child Care

# Eligibility

1. Have a licensed child care center, a registered family child care or large family child care home or a letter of compliance program located in the County.
2. Provide child care to children from birth to the age of five
3. Be in good standing with the State of Maryland (not required for sole proprietors)
4. Be able to reopen by August 31, 2020, *only childcare programs opening in MCPS school buildings exempted*
5. 60% of children served at site(s) must be Montgomery County residents

# Priorities

- Programs serving children receiving federal, state, or local subsidies
- Programs serving children with special needs
- Programs located in targeted zip codes (20877, 20886, 20902, 20866, and 20906)
- Programs participating in the Maryland EXCELS
- ***NOTE: You may apply if you do not meet these criteria—they are priorities, not requirements***

# Award Amounts

- Centers and Letter of Compliance Programs--**\$6.5 million**
  - \$75,000 for one site
  - \$150,000 for two sites
  - \$200,000 for three sites
  - \$250,000 for four or more sites
- Family and Large Family Child Care--**\$3.5 million**
  - \$25,000 for Family Childcare

# Documents Required

1. License or Registration Certificate
2. Copy of Maryland EXCELS certificate (if claiming EXCELS)  
<https://marylandexcels.org/>
3. Certificate of Good Standing from MD Department of Assessments and Taxation <https://businessexpress.maryland.gov/>
4. Documentation of prior year profit and losses, examples include: for a sole proprietor—IRS Schedule C from last personal tax return; for a Nonprofit—the most recent IRS Form 990; for a for profit organization—a copy of last year’s Statement of Revenue and Expenses or a comparable form
5. Montgomery County ***Central Vendor Registration System***  
<https://mcipcc.net>

# Application

- Application, FAQs, contact information for technical assistance online at <https://www.montgomerycountymd.gov/Biz-Resources/eceirp/index.html>

- Nonprofit Montgomery website:  
<https://www.nonprofitmoco.org/ecei/>

New instructions from the County now available:

[https://www.nonprofitmoco.org/wp-content/uploads/2020/07/ECEI-Application-Guide\\_Application-Steps.pdf](https://www.nonprofitmoco.org/wp-content/uploads/2020/07/ECEI-Application-Guide_Application-Steps.pdf)

# Application

- Applicant info
  - Owner or Executive Director
  - Mailing address
  - Telephone
  - Email
  - Legal business name



# Application

- Eligibility

- Is the Child Care Program physically located in Montgomery County?
- Is your program currently in compliance with Maryland State Department of Education - Office of Child Care?
- Does the child care enrollment consist of at least 60% of Montgomery County residents
- Is the business or business owner delinquent in any city, state or federal taxes; child support payments, or other penalties

# Application

- Business/Organization Information
  - Federal Tax ID Number
  - What type of child care program and license or registration number
  - If applying for multiple locations, how many child care locations in Montgomery County?
  - Type of business:
    - Sole Proprietor
    - LLC
    - Non-Profit
    - Corporation
    - Partnership
  - Year Child Care program established?

# Application

- Capacity

- Maximum licensed capacity of enrollment for this location
  - Number < 24 months at maximum capacity
  - Number 2-4 years at maximum capacity
  - Number at 5 years at maximum capacity
  - Number 6 years or older at maximum capacity
- Capacity under COVID 19 guidance?
  - Numbers for < 24 months, 2-4 years, 5 years, 6 years at maximum COVID 19 capacity

# Application

- Number of employees as of 2/1/20
- Number of current full time employees
- Number of current part time employees
- Is your program located in a public school?
- Other Funding
  - Have you applied to any Federal, State or Local funding assistance?

# Application

- If yes, which programs:
  - Montgomery County Public Health Emergency Grant Program
  - Montgomery County Microenterprise Grant Program
  - MD Small Business COVID-19 Emergency Small Business Relief Grant
  - MD Small Business COVID-19 Emergency Relief Loan
  - MD COVID-19 Layoff Aversion Fund – Workforce Development/Adult Learning
  - SBA Economic Injury Disaster Loan Assistance (EIDL)
  - SBA Emergency Economic Injury Grant
  - SBA Paycheck Protection Program
  - SBA Small Business Debt Relief Program
  - IRS Employee Retention Tax Credit
  - IRS Delay of Payment of Employer Payroll Taxes
  - Unemployment Insurance Benefits

# Application

- Did you receive funds?
- If yes, how much?
- What were the funds used for?
  - Payroll
  - Supplies/Materials (includes PPE and equipment for special needs children)
  - Rent/Mortgage
  - Utilities
  - Other

# Application

- Population Served as of 2/1/20
  - Does your program serve families receiving tuition assistance from Federal, State or Local scholarships? How many?
  - Does your program serve children with special needs? How many?
  - Is your program participating in Maryland EXCELS? Select the level.

# Application

- Long answer questions – bulleted list

Briefly describe additional expenses your program has incurred due to the public health emergency. (*examples include: purchase of personal protective equipment, additional cleaning supplies, training on cleaning procedures and health/safety requirement, materials for social distancing, etc.*). 150 words max

Total COVID 19 expenses to date (number)



# Application

Briefly describe how this public health emergency has caused financial stress or disrupted the business operations (*examples include: loss of enrollment, parents unable to pay tuition; inability to cover operational costs due to reduced revenue or suspended operations; etc.*). 150 words max.

***NOTE: The County plans to add a question about enrollment in April and May. They will use this information as part of their assessment of your losses.***

Explain how the funding will help your business remain viable. 150 words max.

# Application

- Financials
  - Pre COVID 19
    - Actual February 2020 income
    - Actual February 202 operating expenses
  - Post Covid 19
    - Projected income for one month after July 1, 2020
    - Projected operating expenses for one month after July 1, 2020 (include COVID 19 costs)

*NOTE: funds will be based on these calculations but awards may not equal the total amount requested*

# Application

One month budget sample - Income	Amount
Parent fees	\$2,000
State subsidy	\$2,000
County WPA	\$2,000
Other (State Bonus, Child Care & Adult Food Program, Tiered Reimbursement)	\$0
<b>TOTAL</b>	<b>\$6,000</b>

# Application

One month budget sample - Expenses	Amount
Payroll (salary, health, dental, unemployment, payroll taxes)	\$4,000
Facilities (mortgage, rent, property taxes, utilities, repairs and maintenance, etc)	\$2,000
Program Expenses (office supplies, food, health and safety supplies, advertising and printing, staff development, field trips, center-based subsidy, etc)	\$500
Administrative Costs (liability insurance, bank fees, and other items not covered above)	\$150
<i>COVID-19 EXPENSES (for budget after July 1, 2020)</i>	<b>\$350</b>
<b>TOTAL</b>	<b>\$7,000</b>

# Application

<b><i>Program Expenses</i></b>	
<b>Supplies Office</b>	\$120
<b>Supplies Classroom</b>	\$750
<b>Food</b>	\$850
<b>Health and safety supplies</b>	\$130
<b>Printing and duplication</b>	0
<b>Field trips</b>	\$75
<b>Conferences and conventions</b>	0
<b>Parent trainings, meetings, events</b>	\$80
<b>Staff development</b>	\$125
<b><i>Total Program Expenses</i></b>	<b>\$ 2,130</b>

# Application

- Demographic Information
  - Child Care Program Owner Ethnicity
  - Child Care Owner Race
  - Is the Business a Minority or Women's Business Enterprise (for businesses)
- Sign and Submit
  - Child Care Owner Name (ED for nonprofit)
  - Legal Business Name

# Application

- Second Step
  - Email sent with screen shot of submission, id number, and link to upload documents
  - List of documents to upload at link
  - Upload documents until July 17, but don't wait
- There will be reporting requirements, still waiting for details

# Application

Thank you! Your application for a Montgomery County Early Care and Education Initiative Recovery Program grant has been received. A summary of your application is included at the end of this message.

Your application number is XXXX

Please use your application number and the owner's email address to upload the documents required for this grant. To review the documentation you are required to submit, please visit the Montgomery County Early Care and Education Initiative Recovery Program web page at <https://www.montgomerycountymd.gov/biz-resources/eceirp/>.

To submit the required documentation, you must use the Montgomery County Early Care and Education Initiative Recovery Program File Upload web application.

<https://apps2.montgomerycountymd.gov/eceirp>

#### Important Notes:

The web application does not work with the Microsoft Internet Explorer web browsers. Please use Google Chrome, Microsoft Edge, or Firefox to use the application.

You can upload the following file formats – .doc, .docx, .pdf, .xls, .xlsx, .gif, .jpeg, .jpg, .png, and .tiff. The maximum file upload size limit is 10 MB per file. As a result, you will be able to upload 4 files that less than 10 MB each.

If you need to replace a file that you have already selected, then simply select a new file to upload. This will overwrite the previous file.



# Other Information

- Online application open June 29 to July 17
  - County website: <https://www.montgomerycountymd.gov/Biz-Resources/eceirp/index.html>
  - To ask questions: [ECEI@MontgomeryCountyMD.gov](mailto:ECEI@MontgomeryCountyMD.gov)
- Application must be filled out in one sitting, can not be saved and returned to
- Organizations need to have or set up ACH payment system.
- For current COVID 19 operating guidance: <https://earlychildhood.marylandpublicschools.org/early-childhood-grants-programming-and-initiatives-maryland-during-covid-19-state-emergency>

# Resources

- Nonprofit Montgomery – focus on Child Care Centers
  - Website: <https://www.nonprofitmoco.org/ecei/>
  - Email: [ECEI.Relief@gmail.com](mailto:ECEI.Relief@gmail.com)
  - Phone: 301-349-6373
- Phone support
  - 5-7 pm 7/1
  - 8-10 am, 5-7 pm 7/2
- Appointments for technical assistance available, book through website

# Resources

- Women's Business Center – focus on Family Child Care, contact for individual consultations
  - Website: <https://marylandwbc.org/events/>
  - Email: [martha@marylandwbc.org](mailto:martha@marylandwbc.org)
  - Phone: 301-355-2206

**Questions?**