

## Orange County Supervisor Lisa Bartlett District 5: Child Care Grants

### Frequently Asked Questions – Full List

#### How to Access Grant Application Information

- How do I access the grant application and how do I submit the application?
  - The grant application is only accessible online at: <https://charitableventuresoc.org/d5-childcare-relief-support-program/>
  - Only applications submitted online will be accepted. Once you complete the application online then at the end of the application there will be a “Submit” button. After you click on the “Submit” button then you will receive a confirmation email or notice to confirm your application has been received.
- Is grant application information available in other languages?
  - At the top of the webpage, there is a language selection available in the following languages: Spanish, Vietnamese, Chinese, Korean and Japanese.
- If I have questions that are not included on the website, who can I email?
  - Please email questions regarding the grant application and process to [relief5@charitableventuresoc.org](mailto:relief5@charitableventuresoc.org) or call  [\(714\) 597-6630 x134](tel:(714)597-6630). A response will be provided within 1-3 business days.

#### Eligibility for Grant Funding

- Who is eligible for funding? In order to be eligible, the childcare program/business/organization must:
  - Possess a current California Business License.
  - Have been affected by the COVID-19 public health emergency, including a reduction in revenue, layoffs, or voluntary and involuntary forced closures.
  - Comply with child-to-staff ratios mandated by the State of California.
  - Be located within the geographical boundaries of County of Orange Fifth Supervisorial District.
  - Self-certify that all funds will be used on eligible expenses.
  - Possess a valid childcare license issued by the State of California, Community Care Licensing, or provide a business statement of information if a license-exempt provider.
  - Have been in operation at least since April 1, 2021, and be open for business at the time of application.
  - Use funding only on childcare related expenses if a faith-based childcare program. Funds may not be used to pay for religious activity.
- What geographic areas are eligible for funding?
  - To be eligible for funding the childcare program/business/organization must be providing childcare services in the Fifth Supervisorial District.
  - The Fifth District encompasses the cities of The Fifth District encompasses the cities of Aliso Viejo, Costa Mesa, Dana Point, a large portion of Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Newport Beach, San Clemente, San Juan Capistrano, as well as the unincorporated areas of Coto de Caza, Emerald Bay, Ladera Ranch, Las Flores, Rancho Mission Viejo, Stonecliffe and Wagon Wheel
  - [Click here](#) to find out what district your address is in.
- Who is **not** eligible for funding?
  - School district programs funded by the Department of Education.
  - Family, Friend, and Neighbor license-exempt childcare providers.
- I am a Family, Friend, Neighbor (FNN) license-exempt provider. Am I eligible to apply?
  - No, FNN license-exempt providers are not eligible for this grant funding
- Are faith-based programs eligible for grant funding?
  - Faith based child care programs are eligible but must use funding only on child care related expenses. Funds may not be used to pay for religious activity.

- I run a day care service in my local church, sharing my religious values with the children. Am I eligible?
  - Faith based child care programs are eligible but must use funding only on child care related expenses. Funds may not be used to pay for religious activity.
- How much funding is a Family Child Care (FCC) provider eligible for?
  - Small and large FCC programs are eligible for up to \$8,000.
- How much funding is a center-based program eligible for?
  - Licensed childcare center-based programs are eligible for up to \$15,000.
- How much funding is a group care program serving school-age children (ages up to 12 years old) eligible for?
  - Group home care facilities that serves school school-age children (up to 12 years old) are eligible for up to \$15,000.
- I am a provider who lives in Supervisorial District 5 and I provide services in a different Supervisorial District, is my program eligible for funding?
  - No, only FCC, licensed child care centers, and group child care programs providing services in Supervisorial District 5 are eligible for funding.
- If my childcare program is located in Supervisorial District 5 but some of the children in my program live outside of Supervisorial District 5 then am I eligible for this grant funding?
  - Yes, your program will be eligible for funding if it meets the other eligibility requirements.

#### **Information Need to Provide in Grant Application**

- The application is asking for an Employer Identification Number (EIN), what is this?
  - An Employer Identification Number (EIN) also known as the Federal Employer Identification Number, or the Federal Tax Identification Number (FTIN) is a nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.
- What if I do not have an EIN?
  - If you do not have an EIN then enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) in the application section below the request for an EIN.
- Do I need to provide how many licensed spaces I am approved for or how many children are currently enrolled in my program?
  - Yes, you will need to provide how many children you are licensed to serve, how many subsidized and non-subsidized children you currently serve, and how many school-age children, up to 12 years of age, you are serving at the time you submit the application.
- Why do I need to provide my bank information in the application?
  - Once funding decisions are made then payments will be provided in one Automated Clearinghouse Network (ACH) disbursement.
- What do I do if I made a mistake on my application? Should I submit a new one?
  - Please email [relief5@charitableventuresoc.org](mailto:relief5@charitableventuresoc.org) and it will be determined whether a new application will need to be submitted. Staff can update your file for most things, such as small corrections and documents not uploaded with the original application.

#### **Selection of Grant Recipients**

- Is the funding awarded based on who submits their application first?
  - No, funding decisions will be based on how many applicants meet the funding criteria and completeness of applications.

## Use of Grant Funds

- What can I use the grant funds to pay for?
  - The grant funding must be used on one-time expenses to support providing childcare services in Supervisorial District 5, such as classroom supplies, technology, computers, printers and/or scanners, etc.
- Do I need to submit a budget with the application?
  - No, applicants do not need to include a budget, however, all expenses will be reviewed and assessed for appropriateness. If any expenses are determined not eligible then the provider will need to return the funding for that expense.
- What can't I use grant funds to pay for?
  - The Grant may not be used for ongoing costs such as payroll expenses for staff or the payment of mortgage or rent costs.
- Can I use the award to pay for expenses earlier in the year?
  - Programs awarded grant funding can submit receipts for purchases made from **September 19, 2022 – November 30, 2022**.
- I am a home day care provider. Can I use the funds to pay my mortgage?
  - No, mortgage payment or rent costs are not allowed under this grant program.

## Grant Funding Requirements & Managing Grant Funds

- When do I have to spend the grant funding by?
  - All grant funding must be spent by **November 30, 2022**, and any unspent grant funds must be returned to the County.
- What if the item(s) I want to buy are on back order and will not be delivered until after November 30, 2022?
  - A receipt for back-order items will be accepted.
  - A Purchase Order, a document that shows an item is being requested but has not been paid for, will not be accepted as an allowable "receipt" or "expense".
- When do I have to submit receipts?
  - All receipts for expenses must be sent in by **December 15, 2022** to verify expenditures.
- How do I submit receipts for the grant funding I spent?
  - Grantees will receive instructions from Charitable Ventures on how to submit receipts. Specifically, Charitable Ventures will send access to a website portal, where grantees will be able to upload all receipts by December 15, 2022. Grantees must keep and submit all receipts.
- Will I have to pay taxes on the grant funding I receive?
  - Yes. Grantees will receive a Form 1099 from Charitable Ventures by **December 2023**. We cannot provide tax advice and it is recommended that applicants seek financial counsel from an attorney or tax professional prior to applying for this grant.
- Are there reports I must submit after receiving the grant funding?
  - No, grantees will not be required to submit reports after receiving funding.
- What if I don't spend all the grant funding/money?
  - Your full award must be spent on allowable expenses by **November 30, 2022**. Any unspent funds, or funds spent on expenses that are not allowed, must be returned to the County.

- Please contact [relief5@charitableventuresoc.org](mailto:relief5@charitableventuresoc.org) if you are having difficulty spending down grant funds for more ideas.