

# COMMUNITY RESOURCES FOR CHILDREN

## Child Care Stabilization Fund Policy and Procedure

### OVERVIEW

Due to the adverse effects of COVID-19 on child-care providers in Napa County, Community Resources for Children (CRC) is partnering with the Napa County Board of Supervisors, First 5 Napa County, the Napa Valley Community Foundation, and Napa Valley Vintners to provide a one-time stabilization fund to Family Child Care Home providers and Child Care Centers to stabilize child care in the County and preserve the supply of child care slots. The aim of this project is to target funding efforts towards those providers who have been adversely impacted by COVID-19 and who serve vulnerable populations or for which there is a demonstrated need (such as providing infant care or providing high-quality programming or providing care in a location where there is a lack of child care availability).

As such, grant funding will be distributed based on a weighted point system that prioritizes providers who:

1. Serve children with child care subsidies
2. Serve other special populations<sup>1</sup>
3. Provide care to infants during regular operations
4. Are located in a part of Napa County where there is a lack of child care availability
5. Participate in quality improvement programs such as Quality Counts, Early Head Start-Child Care Partnership
6. Have attempted to secure additional financial support to pay for COVID-19 related expenses

<sup>1</sup>Special populations includes children who have special needs (including mental, behavioral and medical needs), are physically disabled or have developmental delays; children who are dual language learners; immigrant, migrant or refugee children; children who have experienced domestic violence, are involved with social services (eg. CPS, Family Wellness Court) or are in foster care; children who are living in a shelter, transitional, or temporary housing; and children who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ).

Grant amounts will differ based on program type. Family Child Care Home (FCCH) providers can receive grant amounts ranging from \$3,000 to \$5,000 for small providers (up to 8 children) and \$5,000 to \$10,000 for large providers (up to 14 children). Child Care Centers (CCC) can receive grant amounts ranging from \$10,000 to \$25,000. Grant funding can be put towards reimbursement of prior COVID-19 related expenses or anticipated COVID-19 related expenses. Publicly funded programs, such as those funded through NCOE, NVUSD and Head Start, are not eligible to apply. Funding is limited to one grant per individual or business owner.

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## TIMELINE

Grant Information Released (Eng/Span)	November 6 <sup>th</sup> , 2020 at 12:00AM
Application Released (Eng/Span)	November 6 <sup>th</sup> , 2020 at 12:00AM
Video Tutorial Released (Eng/Span)	November 6 <sup>th</sup> , 2020 at 12:00AM
Live Webinar (Eng)	November 9 <sup>th</sup> , 2020 at 6:30-7:30PM
Live Webinar (Span)	November 10 <sup>th</sup> , 2020 at 6:30-7:30PM
Application Due	November 15 <sup>th</sup> , 2020 at 11:59PM <b>Deadline extended to: November 23<sup>rd</sup>, 2020 at 12:00PM Noon</b>
Grant Acceptance and Notification	December 12 <sup>th</sup> , 2020
Funds Disbursed to Recipients	between December 28 <sup>th</sup> , 2020 and January 15 <sup>th</sup> , 2021

## OUTREACH/RECRUITMENT

The application will be made available in both English and Spanish, as well as in electronic and hard copy form. All licensed child care centers and family child care home providers in Napa County who are not publicly funded through a Napa County school district, NCOE or Head Start will receive an email invitation to apply with links to: Frequently Asked Questions (FAQ) about the grant and the application site. Child care providers who do not use email will receive a phone call. An announcement about the invitation to apply will also be made on social media and additional information and a link to the grant application site will be available on the CRC website.

A live webinar will be held on November 9<sup>th</sup>, 2020 at 6:30pm in English, as well as on November 10<sup>th</sup>, 2020 at 6:30pm in Spanish. In addition, a pre-recorded video tutorial will be available on the CRC website. All resources will be made available throughout the grant period to support providers in understanding the application process and requirements. In addition, applicants can reach out directly to CRC for clarification and assistance with completing the application.

## APPLICATION REQUIREMENTS AND PROCESS

The following criteria must be met by child care programs in order to apply:

1. Child care programs must be open
2. Child care programs must be located in Napa County
3. Child care programs must be licensed by the California Department of Social Services
4. Child care programs must demonstrate economic hardship directly due to COVID-19

Grant applications are due on ~~November 15<sup>th</sup>, 2020 at 11:59 PM~~ **November 23<sup>rd</sup>, 2020 at 12:00PM noon (deadline extended)** via the online application form on Survey Monkey at <https://www.surveymonkey.com/r/B7YWRR9>. Hard copies of applications can also be turned in at CRC at 3299 Claremont Way, Suite 1 in Napa. Applicants who do not have the ability to print an application may request one to be mailed to them or may pick one up at CRC. Please contact CRC at (707) 253-0376

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(ext. 101) or send an email to [info@crcnapa.org](mailto:info@crcnapa.org) to do so. Late applications will not be accepted. Providers will be notified of their acceptance and grant amount by December 12<sup>th</sup>, 2020.

To complete the application, it is recommended that the following information be available:

1. Number of children enrolled in your program on February 1, 2020
2. Number of children enrolled in your program on October 1, 2020
3. Ages of children enrolled in your program on February 1, 2020
4. Ages of children enrolled in your program on October 1, 2020
5. Number of children with subsidies enrolled in your program on October 1, 2020
6. Number of children with special needs enrolled in your program on October 1, 2020
7. Total income from your child care business for the month of February 2020
8. Total income from your child care business for the month of October 2020
9. Detailed expenses for your child care business for the months of February and October 2020 (including rent/mortgage for your child care site, property taxes and insurance, utilities, payroll, benefits, food & transportation costs related to child care, educational or instructional material, furniture and equipment related to child care, cleaning supplies and other)
10. One time COVID-19 related expenses
11. Ongoing COVID-19 related expenses that you are incurring every month
12. Amount of support, if any, that you have received in loans and other non-CRC grants for COVID-19 relief
13. Gross annual income in 2019 from your child care program
14. Gross annual household income from 2019 (as reported on your taxes)

For questions or technical assistance related to the application process or requirements, please contact:

**Name:** Maribel Miranda  
**Phone:** (707) 253-0376 (ext. 137)  
**Email:** maribelm@crcnapa.org

For additional information about the Child Care Stabilization Fund, please contact:

**Name:** Eva Simonsson  
**Phone:** (707) 253-0376 (ext. 140)  
**Email:** esimonsson@crcnapa.org

## **APPLICATION QUALIFICATION AND SELECTION CRITERIA**

An internal selection committee will be convened within CRC to review applications. Applications will be reviewed for meeting the specified qualification criteria and completion, subdivided into categories based on type (FCCH or CCC) and size if an FCCH (small or large), and then evaluated based on the following point system:

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Priority Selection Criteria	Weight (points)
Serves children with childcare subsidies	25 pts
Serve other special populations <sup>1</sup> (15 base pts; additional 5 pts for serving more than 2 children)	20 pts
Provide care to infants during regular operations	20 pts
Are located in a part of Napa County where there is a lack of child care availability	15 pts
Participate in quality improvement programs such as Quality Counts	10 pts
Have attempted to secure additional financial support to pay for COVID-19 related expenses	10 pts
<b>TOTAL POSSIBLE POINTS</b>	<b>100 pts</b>

<sup>1</sup>Special populations includes children who have special needs (including mental, behavioral and medical needs), are physically disabled or have developmental delays; children who are dual language learners; immigrant, migrant or refugee children; children who have experienced domestic violence, are involved with social services (eg. CPS, Family Wellness Court) or are in foster care; children who are living in a shelter, transitional, or temporary housing; and children who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ).

## **FUND DISBURSEMENT PROCESS**

Grant recipients will be notified of their acceptance and funding amounts by December 12<sup>th</sup>, 2020 via email or phone. Upon acceptance, a grant agreement and any other necessary documentation must be completed by providers and returned to CRC. Once the signed grant agreement and any other required documentation are received, funds will be disbursed within 15 days via ACH bank transfer. Community Resources for Children will also issue IRS Form 1099-MISC to providers for tax reporting purposes.

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## IMPACT SURVEY

An impact survey will be sent to grant recipients in March 2021 to gather information about the impact of the grants on the ability of FCCHs and CCCs to continue serving children and families in Napa County.

## APPLICATION FORM

### *Provider/Organization*

<b>Applicant Information</b>	
Provider/Organization Name:	
Legal Entity Name (if different from above):	
Employer Identification Number -EIN (if you have one):	
Date Established:	
Provider License Number:	
Primary Address:	
Address 2:	
City:	
State:	
Zip Code:	
<b>Primary Contact Information</b>	
First Name:	
Last Name:	
Email:	
Phone:	
Address (if different from above):	
Address 2:	
City:	
State:	
Zip Code:	

1. Are you currently open?
  - Yes
  - No
2. If you answered "No" to "Question 12: Are you currently open?" please call Maribel Miranda at (707) 253-0376 (ext. 137) to assess eligibility. Then, answer the question below to continue with the application.

Are you still eligible to apply?

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- I have confirmed with Maribel or CRC staff that I am still eligible to apply
  - I am not eligible to apply
3. What is your current licensed capacity according to your facility license(s)? (#)
  4. Are you a home-based or center-based provider?
    - Home-based
    - Center-based
  5. How many sites do you currently operate? (#)
  6. Who owns the site where your child care program is located?
    - I am a home-based provider and I own my home
    - I am a home-based provider and I rent my home
    - I am a center-based provider and we pay below market-rate for rent
    - I am a center-based provider and we pay market-rate for rent
    - I am a center-based provider and we own our site(s)
  7. Please check the following programs or trainings you participate in:
    - Quality Counts
    - Child Care Initiative Project / Provider Connections / Early Learning Connections
    - Early Head Start Partnership Program
    - Teaching Pyramid
    - I do not currently participate in any programs or trainings
    - Other (please describe)

8. Who were you serving and what were your funding sources prior to COVID-19? Please fill out the following table below based on enrollment (# of children) on February 1<sup>st</sup>, 2020, including the breakdown by funding source and age group. You should count each child only once (for children receiving funding from multiple sources, designate them in the primary funding category). Please enter "0" if not applicable. The "Private Pay" and the "Subsidy Program" columns should add up to "Total Enrolled."

Age Group	Total Enrolled (#)	Private Pay (#)	Subsidy Program (#)
Infant (Birth up to 24 mos)			
Preschool (24 mos up to 5 yrs)			
School-Age (Kindergarten up to 13 yrs)			
Total Number of Children			

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9. Who are you currently serving and what are your current funding sources? Please fill out the following table below based on enrollment (# of children) on October 1st, 2020, including the breakdown by funding source and age group. You should count each child only once (for children receiving funding from multiple sources, designate them in the primary funding category). Please enter "0" if not applicable. The "Private Pay" and the "Subsidy Program" columns should add up to "Total Enrolled."

Age Group	Total Enrolled (#)	Private Pay (#)	Subsidy Program (#)
Infant (Birth up to 24 mos)			
Preschool (24 mos up to 5 yrs)			
School-Age (Kindergarten up to 13 yrs)			
Total Number of Children			

10. Do you currently serve any special populations (# of children falling into each category)? You should count each child only once (for children in multiple categories, designate one category as the primary category).

Special Populations	Number of Children
Children who have special needs (including mental, behavioral and medical needs), are physically disabled or have developmental delays	
Children who are dual language learners	
Immigrant, migrant or refugee children	
Children who have experienced domestic violence, are involved with social services (eg. CPS, Family Wellness Court) or are in foster care	
Children who are living in a shelter, transitional, or temporary housing	
Children who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ)	

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Other (please describe below)	
Total Number of Children	

11. If you answered "Other" in Question 11, please describe:

### **Staffing & Economic Impact**

1. What was your gross annual income (in US\$) from your child care program in 2019?
2. For the month of February 2020, what were your monthly child care operating expenses (in US\$) in the following categories:

Expense Type	Amount (US\$)
Rent/mortgage	
Property taxes and insurance (incl. business insurance)	
Utilities	
Payroll (including money paid to yourself)	
Benefits	
Food and transportation costs related to child care	
Educational or instructional materials	
Furniture and equipment related to child care	
Cleaning supplies	
Other	
Total Expenses	

3. For the month of October 2020, what were your monthly child care operating expenses (in US\$) in the following categories:

Expense Type	Amount (US\$)
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Rent/mortgage	
Property taxes and insurance (incl. business insurance)	
Utilities	
Payroll (including money paid to yourself)	
Benefits	
Food and transportation costs related to child care	
Educational or instructional materials	
Furniture and equipment related to child care	
Cleaning supplies	
Other	
Total Expenses	

4. For the month of February 2020, how much total income (in US\$) did you receive from operating your child care program (including tuition, subsidies, donations, etc.)?
  
5. For the month of October 2020, how much total income (in US\$) did you receive from operating your child care program (including tuition, subsidies, donations, etc.)?
  
6. Have you sought support from any of the following sources:
  - Small Business Administration Payroll Protection Program
  - Small Business Administration Emergency Injury Disaster Loan
  - Unemployment
  - Bank Loan
  - Loans or Donations Friends & Families
  - Negotiated mortgage or rent deferral
  - Negotiated interest rate reduction with credit card company
  - I have not sought support from any outside sources
  - Other (please describe)
  
7. If you selected one of the options in Question 6, how much support have you received (in US\$)? Please enter 0 if you did not receive any support and enter - if you selected "I have not sought support from any outside sources." Please explain if you are not sure how much you have received.

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8. Between March 15th, 2020 and now, how much did you incur in one-time COVID-19 related expenses that are not included in your October expenses? Expenses could include items such as cleaning supplies, facilities expenses (such a new partition walls or furniture), program supplies, staffing, technology, etc.
9. Between March 15th, 2020 and now, how much did you incur in incremental ongoing monthly COVID-19 related expenses that are not included in your October expenses? Expenses could include items such as cleaning supplies, facilities expenses (such a new partition walls or furniture), program supplies, staffing, technology, etc.
10. If you are awarded a grant, how do you plan to use the funds? (Please rank in order of priority from 1 – Highest Priority to 5 – Lowest Priority)
  - Housing support (rent/mortgage for child care site)
  - Utilities
  - Paid sick leave for self or staff
  - Paying for staff substitutes
  - Additional costs for cleaning and sanitizing, or health and safety materials
  - Increased cost of food
  - Increased compensation for hazard pay
  - Professional service needs – legal, HR, etc.
  - Reopening costs
  - Repaying credit card debt or other loans
  - Marketing/communication of open/closed status
  - Immediate need for professional development, training or consultation
  - Other (please describe)

## **Narrative**

1. What else should we know about this program, your organization, and the landscape in which you work? [250 words]

## **Attestation**

Applicant attests that he/she is in compliance with the following (please note, by checking each box you are indicating that as of date of application submission, you are in full compliance with the following criteria):

- I. You are in good standing with Community Care Licensing
- II. You hold current insurance coverage if required by local licensing/regulatory authority
- III. You are current on all local, state and federal taxes (and/or is under payment plan)
- IV. You and your staff have active background checks as required by Department of Social Service Licensing and regulatory authorities
- V. You are open and intend to stay in business for the foreseeable future and after the conclusion of COVID-19

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VI. You give permission to CRC to input the above information electronically if you are completing a paper copy of this application

## **Optional Questions**

Answers to these questions are for data collection purposes only and will not affect the application nor the amount of funding received.

1. Is your business owned or controlled by a person or people of color? (Answer “yes” if more than half of the owners identify as Hispanic or a race other than White)
  - Yes
  - No
  - I prefer not to answer
  
2. Is your business owned or controlled by a women or women? (Answer “yes” if more than half of the owners identify as women)
  - Yes
  - No
  - I prefer not to answer
  
3. Please select the range in which your gross annual household income falls:
  - 0 - \$24,999
  - \$25,000 - \$49,999
  - \$50,000 - \$74,999
  - \$75,000 - \$99,999
  - \$100,000 and above
  - I prefer not to answer
  
4. Please check all that apply. This is for data collection only.
  - African-American owned business
  - Latinx-owned business
  - Asian-American owned business
  - Native-American owned business
  - White-owned business
  - LGBTQ-owned business
  - Woman-owned business
  - Disabled-owned business
  - Veteran-owned business
  - Immigrant-owned business
  - Other minority owned business
  - Prefer not to answer

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