



FY-23- DC- Child Care Stabilization Targeted Grant Application

Ends on April 2, 2023

SECTION I: GENERAL INFORMATION

Purpose

The DC Child Care Stabilization Targeted Grant provides funds, on an as-needed basis, to child development facilities that have experienced unique financial harm as a result of the coronavirus (COVID-19) pandemic and have additional financial needs that are not addressed by their DC Child Care Stabilization Grant awards or by other grant programs of the Office of the State Superintendent of Education (OSSE).

To disburse DC Child Care Stabilization Grant funds, OSSE partnered with the Washington Area Community Investment Fund (Wacif), the Low Income Investment Fund (LIIF), Hurley & Associates and the United Planning Organization (UPO). These organizations act as grantees of the DC Child Care Stabilization Grant and disburse grant funds to eligible child development facilities (or subgrantees). In 2022, Wacif, Hurley & Associates and UPO distributed stabilization grant funds to nearly all licensed child development facilities, on a formula basis, to help offset the impact of revenue losses and increased costs experienced by nearly all child development programs during the COVID-19 pandemic and recovery. Following conclusion of these distributions, LIIF is distributing additional funds, on an as-needed basis, through the DC Child Care Stabilization Targeted Grant.

The purpose of the DC Child Care Stabilization Targeted Grant is to ensure that child development facilities in the District can continue to provide services to children and families and achieve financial sustainability through and beyond recovery from the COVID-19 pandemic.

Objectives

The objectives for this grant are as follows:

1. Provide financial assistance to the District's child care providers during the COVID-19 recovery phase.
2. Assistance will be in support of funding cost(s) that represent one-time investments that will support long-term sustainability.

Eligibility

1. Eligible providers must meet federal and local eligibility criteria.

2. Eligible providers must be open and providing child care services as of the date of application for a grant from the DC Child Care Stabilization Targeted Grant program and must remain open and in operation through the duration of the grant period.
3. Eligible providers must have received a prior child care stabilization grant from LIIF, Wacif, Hurley & Associates or UPO.
4. Eligible providers cannot receive funds for the same site from OSSE's other active grant programs being administered by LIIF (e.g., Access to Quality Child Care or Back-to-Work Child Care).

Allowable Uses of Funding

Child care providers may use grant funds to cover a range of expenses. This grant will provide funds for **one-time** expenses related to the following areas, such as:

1. One-time Personnel costs
2. One-time rent/mortgage/utilities: May include back rent or mortgage payments
3. Insurance
4. Facility maintenance and improvements: Minor renovations and repairs to existing facility
5. Goods and services necessary to maintain or resume child care services
6. Funds may be used to cover the costs for expenses incurred after Jan. 31, 2020

Funding Availability

LIIF will make awards based on projected need, up to a maximum of \$500 per licensed slot.

An incomplete application will not be considered for funding. If assistance is needed in filling out the application, please contact childcareDC@liifund.org and a program officer will respond.

What is your preferred language?/ ¿Cuál es su idioma preferido?



English



Spanish

Organization Information

1. Agency/Business/Organization Name/ Nombre de la agencia/empresa/organización*

2. Legal Business Name/ Nombre comercial legal*

3. Main/Administrative Office Address Line/ Línea de dirección de la oficina principal/administrativa*

4. Main/Administrative Office City/ Ciudad de la oficina principal/administrativa*

5. Main/Administrative Office State/Estado de la oficina principal/administrativa*

Select...

6. Main/Administrative Office Zip Code/Código postal de la oficina principal/administrativa**

Digits Only Example: 12345

7. Phone Number/Número de teléfono*

8. Website/Sitio web

Contact Information

9. Name of CEO/Executive Director/ Nombre del director general/director ejecutivo*

First Name

Last Name

10. Title of CEO/Executive Director/Título del director general/director ejecutivo*

11. Email of CEO/Executive Director/Correo electrónico del director general/director ejecutivo*

12. Phone Number of CEO/Executive Director/Número de teléfono del director general/director ejecutivo*

13. Is the CEO/Executive Director the main contact for this grant application?/. ¿Es el director general/director ejecutivo el contacto principal para esta solicitud de subvención?*

Yes

No

14. Organization Type/Tipo de organización*

Nonprofit

For-Profit Business

Other

Site Information

15. Name of the site seeking funding/Nombre del centro que busca financiación*

16. Do you have a child care license number for this site?/¿Tiene un número de licencia de cuidado infantil para este centro? *

Yes

No

17. Project Site Address/Dirección del centro del proyecto*

18. Project Site City/ Ciudad del centro del proyecto*

19. Project Site State/ Estado del centro del proyecto*

Select...

20. Project Site Zip Code/Código postal del centro del proyecto*

Digits Only Example: 12345

21. Site Phone Number/Número de teléfono del centro*

22. Is there a main contact or site supervisor for this site that is different than the main contact for this grant application or the CEO/Owner?/¿Hay un contacto principal o supervisor del centro para este centro que sea diferente del contacto principal para esta solicitud de subvención o el director general/propietario?*

Yes

No

27. Facility Ownership Status/ Estado de la propiedad de las instalaciones*

Lease

Own

24. Amount of Grant Funding Requested/ Monto de la financiación de la subvención solicitada*

\$

USD

26. Annual Child Care Program Operating Budget (for all programs/sites)/Presupuesto operativo anual del programa de cuidado infantil (para todos los programas/centros*

\$

USD

28. In an average month, what does it cost to heat or cool your home/facility?/ En un mes promedio, ¿cuánto cuesta calentar o enfriar su hogar/instalación?*

\$

USD

Heating and cooling costs may include electricity, solar power, natural gas, etc.

29. Total Indoor Square Footage/Total de metros cuadrados interiores*

30. Total Outdoor Square Footage/Total de metros cuadrados al aire libre*

License & Enrollment

34. Are you currently fully enrolled?/¿En este momento está totalmente inscrito?

Yes/Sí

No/ No

Funding Request

35. What are your funding needs? /Elija una opción*

I am asking to cover cost not yet paid./ Solicito cubrir el costo que aún no se ha pagado.

I am asking to cover cost I have already paid./ Solicito cubrir el costo que ya pagué

I am asking to cover cost not yet paid and cover cost I have already paid. / Solicito cubrir el costo que aún no se ha pagado Y cubrir el costo que ya pagué.

36. Budget Narrative and Planned use of Funds (New Expense)

Please submit a budget narrative for planned use of funds for the grant, including any use of funds to cover expenses incurred between Jan. 31, 2020 and the grant application date. You are required to use grant funds for business expenses and solely for the purpose of continuing business operations in the District of Columbia. Priority will be given to programs whose expenses represent one-time investments that will contribute to ongoing business sustainability. (If you have any questions about how to complete this section of the application, please email childcareDC@liifund.org.)

Envíe una **descripción del presupuesto para el uso planificado de los fondos** para la subvención, incluido cualquier uso de fondos para cubrir los gastos en que se haya incurrido entre el 31 de enero de 2020 y la fecha de solicitud de la subvención. Debe usar los fondos de la subvención para gastos comerciales y únicamente con el fin de continuar las operaciones comerciales en el Distrito de Columbia. Se dará prioridad a los programas cuyos gastos representen inversiones únicas que contribuirán a una sostenibilidad empresarial continua. (Si tiene preguntas sobre cómo completar esta sección de la solicitud, envíe un correo electrónico a childcareDC@liifund.org).

36.1 Please select all areas where you expect to use the grant funds. Check all that apply. / Seleccione todas las áreas en las que espera usar los fondos de la subvención. Marque todo lo que corresponda.

a. Facility maintenance and improvements: Minor renovations and repairs to existing facility/a. mantenimiento y mejoras de los centros: renovaciones y reparaciones menores en los centros existentes;

b. One-time personnel costs/ costos de personal únicos;

c. One-time rent/mortgage/utilities: May include back rent or mortgage payments/ alquiler único/hipoteca/servicios públicos: puede incluir pagos de hipoteca o alquiler retroactivos.

d. Goods and services: Goods and services necessary to maintain or resume child care services./ bienes y servicios: bienes y servicios necesarios para mantener o reanudar los servicios de cuidado infantil.

36.2 Budget Narrative (Please provide a brief description of how you will use the grant funds for one-time expenses).*

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Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .pdf, .jpg, .jpeg, .png, .xls, .xlsx

36.3 Funds are to be used for minor renovation and repair. Minor renovations include items that do not significantly change the exterior, interior or foundation of the building. Minor renovations over \$5,000 will require a minimum of two bids depending on the size and scope of the project. (If applicable- only for request of a new expense) / Los fondos se utilizarán para pequeñas renovaciones y reparaciones. Las renovaciones menores incluyen elementos que no cambian significativamente el exterior, el interior o las bases del edificio. Las renovaciones menores de más de \$5,000 requerirán un mínimo de dos ofertas dependiendo de la magnitud y alcance del proyecto. (Si procede, solo para la solicitud de un nuevo gasto)

Applicant must upload two bids for new expenses - **applications received without two bids will not be considered complete.**

Bid 1/Oferta 1 *

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Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Applicant must upload three bids - **applications received without three bids will not be considered complete.**

Bid 2/Oferta 2 *

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Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

36.4 If requesting grant funds for program materials, please provide price verification (e.g., catalogue pages, pricing printouts, etc.)

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Choose File

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

37. Budget Narrative and Planned use of Funds (Previously Incurred Costs)

Please submit a budget narrative **for previously incurred costs (after Jan. 31, 2020)**. You are required to show proof that grant funds were used for business expenses and solely for the purpose of continuing business operations in the District of Columbia. If you have any questions about what an allowable incurred expense is, please email chilcaredc@liif.org.

Envíe una descripción del presupuesto **para los costos en los que se haya incurrido anteriormente (después del 31 de enero de 2020)**. Debe mostrar pruebas de que los fondos de la subvención se utilizaron para gastos comerciales y únicamente con el fin de continuar con las operaciones comerciales en el Distrito de Columbia. Si tiene preguntas sobre qué es un gasto en el que se puede incurrir, envíe un correo electrónico a chilcaredc@liif.org.

37.1 Please select all areas where you incurred a previous expense. Check all that apply. / Seleccione todas las áreas para las que solicita el reembolso de gastos en los que se ha incurrido anteriormente (marque todas las opciones que correspondan):

a. Facility maintenance and improvements: Minor renovations and repairs to existing facility/ mantenimiento y mejoras de los centros: renovaciones y reparaciones menores en los centros existentes.

b. One-time personnel costs /costos de personal únicos

c. Outstanding Debt- to include debts incurred from back rent obligations and utilities/deuda pendiente: incluye las deudas en que se incurra por obligaciones de alquiler retroactivas y servicios públicos



d. Goods and services: Goods and services necessary to maintain or resume child care services/bienes y servicios: bienes y servicios necesarios para mantener o reanudar los servicios de cuidado infantil.

37.2 Budget Narrative (Please provide a brief description of expenses incurred for one-time expenses).*

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Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .txt

37.3 If requesting grant funds for program materials, please provide price verification (e.g., catalogue pages, pricing printouts, etc.)

An animated circle used as a loading indicator

Choose File

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

38. Current operating budget for existing site(s)*

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Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

40. Please upload a copy of the license for your existing site: *

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Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .rtf, .jpg, .jpeg, .png

41. Annual audit, current unaudited financials, or your most recent tax return (Schedule C)*

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Choose File

Select up to 12 files to attach. No files have been attached yet. You may add 12 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

42. LIIF also offers technical assistance to help strengthen and optimize child care business operations. This includes individualized support, group trainings and workshops. LIIF works in partnership with other OSSE grantees, District agencies and local nonprofit organizations that support District businesses. Please select the topics you are interested in learning more about from the following list. You may select as many topics as you would like./LIIF puede ofrecer asistencia técnica para ayudar a fortalecer y optimizar sus operaciones del negocio de cuidado infantil. Esto incluye apoyo individualizado, capacitaciones grupales y talleres. LIIF trabaja en asociación con otros beneficiarios de la Oficina del Superintendente Estatal de Educación (Office of the State Superintendent of Education, OSSE), agencias del Distrito y organizaciones locales sin fines de lucro que apoyan a las empresas del Distrito. Seleccione los temas sobre los que le interesa obtener más información de la siguiente lista. Puede seleccionar tantos temas como desee.

- Personal finances

- Business skills

- Budgeting and finances for family child care

- Marketing

- How to apply for grants

- Record keeping and tax preparation

- Retention and recruitment of staff

- Child care management system (for example, Wonderschool, WeeCare or Procure)

- Child care facilities (design, construction, maintenance)

- Employment law

- How to run a capital campaign (a fundraising strategy to raise a large amount of money in short period of time)

- Personnel management

- Record keeping and tax preparation

- Asset building (e.g., financial counseling and coaching, credit counseling, credit building etc.)

43. CEO/Owner Demographic Information

Your answers to these questions will not affect your application's priority status or award determination. Answering these questions helps LIIF better understand and advocate for the needs of child care programs.

43.1 What is your gender?*

Female

Male

Non-binary

Prefer to self-describe

Prefer not to answer

43.3 Please indicate your ethnicity: *

Hispanic, Latino, Latina, or Latinx

Not Hispanic, Latino, Latina, or Latinx



Prefer not to answer

44.4 Please indicate your race: *

Asian or Asian American

Black, African-American, or African

Latino, Latina, or Latinx

Indigenous, First American, or Native American

Native Hawaiian or other Pacific Islander

White

An identity not specified here (feel free to specify)

Prefer not to answer

Select all that apply.

44.6 What is your gross income as listed in Line 7 of Schedule C of your most recent tax return?*

\$

USD

Certification & Permission

DC:

I certify that the information provided in this application is true, complete and correct. I give permission to the Low Income Investment Fund (LIIF) to share information contained in my application with the Office of the State Superintendent of Education (OSSE), District of Columbia Government and other entities as needed./Certifico que la información proporcionada en esta solicitud es verdadera, completa

y correcta. Otorgo mi permiso para que Low Income Investment Fund (LIIF) comparta la información contenida en mi solicitud con la Oficina del Superintendente Estatal de Educación (OSSE), el Gobierno del Distrito de Columbia y otras entidades, según sea necesario.

By typing my name below, I agree that the information above is true, complete, and correct.

First Name

Last Name

⚠ You are about to submit your application. ⚠

Please go back and review your material and answers - please double check that all attachments are correct and current. You will receive an e-mail confirmation when your application has been successfully submitted.

Please check your email to confirm receipt. If you do not receive a confirmation email, be sure to check the following:

- The junk/spam filters for your email account
- Check which email address you used to set up your Submittable account
- Make sure you have submitted the application and that it is not still saved as a draft
- **Be sure the email address associated with your Submittable account has been entered correctly.**

If you do not receive the confirmation email, you will not receive other important information.

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Save Draft

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Submit Application