

# ECEI RECOVERY FUND

## APPLICATION PROCESS: WHAT TO EXPECT 7.10.20

The application is a two-step process.

**Step 1:** Complete the online application. As a reminder, the application is to be completed in one sitting.

**Step 2:** Once submitted, you will receive a confirmation email with a link to upload your required documents as well as provide enrollment data for April and May.

### IMPORTANT REMINDERS

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- Enter numerals when asked for numbers. DO NOT WRITE OUT WORDS. *Ex: 1, 2, 3, 4...not one, two, three, four.*
- Be very accurate with your email. The email you provide will be the identification used for communication, entering the document upload portal and confirmation. **USE ONLY ONE EMAIL THROUGHOUT THE APPLICATION.**

### STEP 1: ONLINE APPLICATION

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#### 1. Owner or Executive Director Contact Info

- Only the owner of the program (center or family childcare) should complete the information and provide contact info. If the program is operated by a board, then the executive director or individual responsible for fiscal decisions should complete it. This individual will also serve as the main contact should questions arise
- You will be asked for the LEGAL BUSINESS NAME. This is the same name that matches the IRS taxpayer identification number. You must be consistent in the use of this name. It will be the same name used when registering for the County's central vendor registration system when awards are distributed.

#### 2. Eligibility Requirements

- There are five specific requirements to qualify for these funds:
  - Program must be located and approved to operate in Montgomery County,
  - Program must serve children birth to age five years,
  - Businesses must be in good standing with the State of Maryland (sole proprietor and religious organizations are exempt),
  - 60% of children served are Montgomery County residents, and
  - *Be able to open by August 31, 2020 (this is asked in section 2)*

#### 3. Business Information

- Be prepared with your Federal Tax ID Number or if you are a sole proprietor, the last 4 digits of your social security.
- Properly identify the type of program you own and your registration or license number. The categories follow MSDE types of childcare (Center, LOC, FCC, LGFCC).
- If you are only submitting for one program, leave blank. If your program is applying for multiple sites, you must indicate how many you are applying for. Please keep in mind, each program

must submit a separate application. Each site will have its own unique profile: license number, capacity, enrollment, budget, etc....

- Properly identify the type of business entity you are established as (LLC, Partnership, Non-Profit, Corporation, Sole Proprietor). If your program does not follow into one of these categories, there is an "other" box to check off and you must write the type of business entity you operate.
- Know what year your program was established (licensed/registered)
- There will be a section asking about your licensed capacity versus new capacity following MSDE guidance:
  - The first set of numbers will ask about your total licensed enrollment capacity as is indicated on your license or registration. Be prepared to provide the number of children within 4 specific age ranges (less than 2 years old, 2-4 years old, 5 years old, and 6 years and older).
  - The second set of numbers will ask for your total enrollment capacity under recent MSDE approved COVID-19 guidance, separated again into 4 specific age ranges (less than 2 years old, 2-4 years old, 5 years old, and 6 years and older).
    - Guidance can be found on MSDE website:  
<https://earlychildhood.marylandpublicschools.org/early-childhood-grants-programming-and-initiatives-maryland-during-covid-19-state-emergency>
  - While the funds are not intended to support school age programs, we understand many programs have school age programming along with early childhood programming. This will allow us to see how programs are configured when reviewing the budget in section 4.
- You will be asked to share the number of total employees pre COVID-19 (prior to March 30) and the number of full/part time employees under new COVID-19 guidance.
  - Note the difference in what we ask: a total number pre COVID-19 but a split between full and part time employees under new ratio guidance
  - If you are not open, write down the number of employees you either continue to have on payroll or the number of employees you plan to have upon reopening.
- In this section you will be asked to verify that you are able to reopen by August 31. If you are already open, reply yes. For programs that are located inside a public school, you will be asked if you can reopen within two weeks of notification from MCPS. We do not have a reopening date yet.
- This section will also explore any previous federal, state or local funding you have applied for, whether you received any funding, the total amount you received, and the use of those funds. Be prepared with this information. These funds will be considered as income and taken into consideration when final calculations are made.
  - A comprehensive list will be provided to select from. If you don't see your grant listed, select "other" and explain.
  - Additional examples to consider under "other" include any EPCC tuition received and MSDE bonuses for operating as an approved EPCC site.
  - If you did not receive any funding, please note that in the check box regarding use of funds you must indicate "other" and write none or did not apply in the text box.
- A series of questions follow to establish priority (number of children receiving tuition assistance, number of children served with special needs, and participation in Maryland EXCELS).

- You will have an opportunity to describe specific information about your program. We recommend you use bullets as each the text box only allows a total of 150 words.
  - Briefly describe the additional expenses your program has already incurred due to the public health emergency as well as the total amount incurred to date. Examples can include purchase of personal protective equipment, additional cleaning supplies, training on cleaning procedures and health/safety requirements, materials for social distancing, reconfiguring space to accommodate new group size).
  - You will be asked to share 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.
  - Finally, you will explain how the funding will help your business remain viable

#### **4. Budget Information**

- All fields require a numerical value, even it is zero ("0")
- The first section will review actual expenses and income for February 2020
  - Income will focus on 4 categories: parent fees, state and county subsidy, and Other (other will include any CCADP, tiered reimbursement, fundraising, other grants, etc...)
  - Expenses will focus on 4 categories: payroll (salaries, insurance, unemployment taxes, disability, etc...), facilities (mortgage/rent, property taxes, utilities, repairs, maintenance, etc...), program (office supplies, food, health, safety supplies, advertising, staff development, field trips, etc...), and administrative costs (liability insurance, bank fees, anything not covered)
- The second section looks at your projected budget for the first month of reopening after July 1, 2020
  - Projected income and expenses will focus on the same 4 categories as above
  - You will also anticipate any additional COVID-19 related expenditures projected for the first month of reopening after July 1, 2020
  - If your program is already open, use your current budget for July. If you are opening in August, use the projected budget for August. If your program will open August 31, use your projected budget for September.

#### **5. Demographic Information**

- We will ask three questions about the owner regarding ethnicity, race and if the business is a minority or women's business enterprise

#### **6. Conflict of Interest Information**

- You are required to indicate if a conflict of interest exists by where any person(s) employed with Montgomery County Government would have direct or indirect personal or financial interest in the application

#### **7. Signature and Submission**

- You will sign your name and the again type in the legal business name referenced at the beginning of the application
- Once you hit submit no changes can be made to the application.

- If you submit more than one application for a single site, only the first application will be accepted.

## STEP 2: UPLOAD DOCUMENTS AND DATA

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### 1. Email Confirmation

- Once you hit submit, you will receive an email confirmation with a detailed report of everything you submitted, an ID number and a link to the upload application. Save this email for all future reference.
- If your program has an expired license/registration during the COVID-19 period, you must contact your licensing specialist to provide documentation that you are still in good standing with COMAR regulations.

### 2. Upload Site

- Click on the link to the upload application, use your ID number and email submitted with the application.

### 3. Enrollment for April and May

- You will submit the actual enrollment for the month April using 4 specific age ranges (less than 2 years old, 2-4 years old, 5 years old, and 6 years and older).
- You will submit the actual enrollment for the month May using 4 specific age ranges (less than 2 years old, 2-4 years old, 5 years old, and 6 years and older).

### 4. Required Documents

- Current and valid Maryland license or registration certificate from the Office of Child Care
- Certificate of Good Standing from MD Business Express (sole proprietor is exempt)
  - i. Can be found online at <https://businessexpress.maryland.gov/>
- Documentation of prior year profit and losses; examples include:
  - i. For a sole proprietorship – a copy of IRS Schedule C from your last personal tax return;
  - ii. For a Non-profit – a copy of the last IRS Form 990;
  - iii. For a for-profit organization or other business entity – a copy of last year's Statement of Revenue and Expenses, Revenue and Loss, or a comparable form.

### 5. Optional Document

- Current and valid Maryland EXCELS certificate

## FINAL REMINDERS

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**The application closes on July 17 at 5:00 pm.** Please note, once the applicant hits "submit" no changes can be made. The web application to upload documents will be available until July 17 at 5:00 pm. Only the first application will be accepted for applicants who submit more than one application for a single site. All applications and documents will be reviewed after July 18.