**2020 Mini-Grants for VPK & SR Providers & Educators Frequently Asked Questions**

**Q1) Where is the mini-grant application?**

The mini-grant application can found on our website at [www.elcbroward.org/minigrants](file:///C%3A%5CUsers%5Cnemmanuel%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CFW5XI971%5Cwww.elcbroward.org%5Cminigrants). It is a State of Florida form, and is titled, “Program Guidance 240.20 Tracking Disaster Costs Attachment 1.”

**Q2) What are the eligibility requirements to receive mini-grants?**

To receive mini-grants for either infrastructure or health/safety and/or consumable support/welfare supplies, or for the instructors working at these facilities to receive training stipends, a facility must either be open or planning to open within 10 days of your application submission date. Also, a child care provider cannot be under a corrective action plan or on probation. In certain instances, ELC in its sole discretion may shorten corrective action plan and probationary periods.

Q3) **Is my center still eligible if I am under a VPK Improvement Plan or a Quality Improvement Plan for having a low CLASS score?**

Yes, your center IS still eligible. This rule does NOT include programmatic corrective actions, like a VPK improvement plan or Quality Improvement Plans (QIP’s) for programs with low CLASS scores.

**Q4) Does my facility need to be open for me to apply for a mini-grant?**

If you are applying for an infrastructure or a health/safety and/or consumable support/welfare supply mini-grant, you MUST either be open, or planning to open within 10 days of your application submission date.

**Q5) Where/how do I submit my mini-grant?**

Complete Attachment 1 and email it to minigrants@elcbroward.org. Within one business day, you will receive a response that your mini-grant has been received and is being reviewed. If you do not receive a response by close of business the next business day after applying, please contact Howard Bakalar, Chief Program Officer, at hbakalar@elcbroward.org.

For Instructor Training Stipends, the child care provider must still complete the Attachment 1 and send it to minigrants@elcbroward.org. In addition, Attachment 2 and all training certificates and individual instructor banking information must be submitted to elcb@elcbroward.org

**Q6) Is it correct that a provider only has to submit one application?**

Yes, only one Attachment 1 is needed per provider. Please just put a check mark for any/all mini-grants for which you are applying.

**Q7) Is the Attachment 1 all I need to submit?**

For the infrastructure mini-grant and the health/safety and/or consumable support/welfare supply mini-grant, YES.

**For training stipends**, Attachment 2 must also be completed by both the individual instructor and their child care provider, along with training certificates. are also on the ELC website. There is a separate FAQ that is specific to applying for the Statewide sponsored training stipends, located on the FAQ section on our [website](http://www.elcbroward.org/p/128/2020-mini-grants-for-sr-vpk-providers-educators).

**Q8) Are the mini-grants limited to birth to five only providers?**

 No, any contracted SR or VPK provider may receive mini-grants, as long as they meet the eligibility requirements.

**Q9) Are Public/Charter schools entitled to mini-grants?**

 Since the mini-grants require providers to be open or planning to open within 10 days of applying, public/charter schools do not qualify for FY19/20.

**Q10) How much in mini-grant monies can a qualifying provider receive?**

The following amounts of mini-grants can be earned per provider, per location.

* No cap set on funding for training stipends, since the maximum is $750 per teacher or qualifying staff member.
* Up to $2,000 combined maximum for the other two mini-grants from a single ELC (up to $1,000 for infrastructure costs; up to $1,000 for health/safety or consumable support/welfare supply costs).

**Q11) If my facility is located in one county, but I have SR/VPK contracts with more than one county, can I apply for mini-grants to more than one coalition? Are providers restricted to only applying to their “home” coalition?**

A: Instructions for how to treat potential duplicate payments will vary based on the type of mini-grant offered.

For professional development/training stipends – **“home” coalition instructions apply**

Child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition). Duplicate payments will not be offered. Any qualifying teacher/staff member can only be paid once for any completed training session/event by their “home” coalition.

For other emergency mini-grants - ***“home” coalition instructions do NOT apply***

Because of the unique nature of this public health emergency (and the federal/state intent to offer support ASAP), whether or not a provider receives mini-grants for certain items is not OEL’s focus.

* If a provider serves multiple ELCs, they could potentially be eligible to receive (a) infrastructure and/or (b) health/safety and/or consumable support/welfare supply mini-grants from either or both coalitions. However,
* Each ELC’s budgetary and board-approved spending plans for the program year still apply, and local limitations may impact the amount (if any) of mini-grant activity in these categories that an ELC chooses to fund.

**Q12) How quickly can I expect to receive my mini-grant funds?**

We will be accepting/paying mini-grants on a rolling basis and based on the availability of funding. For infrastructure and health/safety and/or consumable support/welfare supply mini-grants, once processed, payments will be made monthly on a rolling basis, taking between two and four weeks. These payments will be made separately from child care reimbursements.

For statewide child care teacher training stipends, once all documents have been verified as complete, please allow between two and four weeks for payment.

**Q13) What type of costs can be reimbursed by these mini-grants?**

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| **Type of Expense(s)3***See PG 240.20 Appendices A, B and C for more details* | **Allowable mini-grant cost(s)?** |
| Costs incurred prior to the activation of the emergency order | No1 |
| Teacher stipend for class taken before the emergency declaration occurred | No2 |
| Crib blankets | No3 |
| Utility bills (phone, power, water) | Yes1 |
| Provider’s monthly mortgage | Yes1 |
| Rent | Yes1 |
| Insurance | Yes1 |
| Staffing (salaries) | Yes1 |
| Classes repeated since March 1, 2020 by qualifying teachers/staff | No |

*1OEL records indicate* ***March 1, 2020****, as the effective start date for EO 20-51. Costs incurred after this date are allowable for the health/safety, support welfare supplies, and infrastructure mini-grants.*

*2Training stipends are allowable for classes taken/completed after* ***March 1, 2020****.*

**Q14) What documentation is required or allowable to support making payments for these mini-grants?**

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| **Type of Documentation** | **Required or allowable for mini-grant cost(s)?** |
| Separate/additional ELC-prepared reimbursement form | Not required |
| Single copy of completed Attachment 1 per provider, per location | Required |
| New Attachment 2 per teacher, per training session/event | Required |
| Electronic copy of training certificate with each Attachment 2 (per training session or event, per qualifying teacher/staff member) | Required |
| Provider receipts (for cleaning supplies, rent, etc.) | Not required |
| Provider “proof of payment” documentation (paid bills, bank stmts) | Not required |
| Documentation to pro-rate costs from providers1 | Not required |

**Q15) What is the time frame for spending the $1,000 on cleaning supplies?**

These min-grants are only available while the disaster or emergency declaration remains in effect.  Mini-grants monies awarded to any provider should be used for the listed/allowed costs as soon as possible, but no later than 30 days after the emergency declaration signed by the Governor on March 1, 2020 expires.

**Q16) Are there plans to create a “Reimbursement Request Form” or to issue other OEL tracking instructions?**

No.

**Additional Questions**

**Who should a child care provider contact regarding additional questions?**

For infrastructure and health/safety and/or consumable support/welfare supplies mini-grants, contact Howard Bakalar, Chief Program Officer, at hbakalar@elcbroward.org

For teacher training stipends, contact Allison Metsch, Director of Education and Quality Initiatives, at ametsch@elcbroward.org