

# The Nevada Child Care and Development Program NV CARES Act Grant – Notice of Funding Opportunity

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## **Child Care Grant Opportunity**

Child care is an essential industry. Nevada needs a robust child care industry to ensure that the economy can fully recover from COVID-19. Nevada's Child Care and Development Program (CCDP), in partnership with The Children's Cabinet and The Las Vegas Urban League, has created the NV CARES Act grant program in response to the COVID-19 crisis.

- Completion of this application does not guarantee funding.
- Grantees are not guaranteed to receive the full requested amount.
- Receipt of federal funds is an agreement to follow all state and federal grant guidelines.
- Late or incomplete applications will not be considered for funding.
- Applications will be considered complete if all required documentation has been submitted.

## **Who Can Apply**

- Nevada licensed Family Child Care (FCC) and licensed Centers (excluding Head Start)
- Nevada Registered Emergency Child Care providers for COVID-19

**Grant applications are due by 5pm on Friday, May 29, 2020. The following documentation must be included for your application to be considered complete:**

- Completed NV CARES Act Application
- Completed Budget & Financial Appendix of the Application
- Annual Budget and Steps to Sustainability Plan including how you will spend the grant, if awarded (2 pages maximum)
- Marketing Plan including any marketing platforms you may use (2 pages maximum)
- Documentation of typical three months' operating expenses for licensed child care or one month of actual operating expenses for emergency child care

## **Business Training**

Applicants are strongly encouraged to take advantage of the business training webinars starting Tuesday, May 5<sup>th</sup> 2020. Please see attached flyer for details. These resources are provided to help applicants develop their annual budget and steps to sustainability plans, and their marketing plans. Applicants should begin drafting their plans from DAY ONE of the training. Business and marketing plan development Technical Assistance (TA) will be available to all applicants. TA will also be provided to grantees through the term of the grant.

## **Grant Amounts**

- Licensed child care providers may request a grant in the amount of up to three typical months of operating expenses.
- Child care providers registered as emergency providers may request a grant in the amount of up to three times one month of actual operating expenses for emergency child care.
- Providers that are both licensed child care and registered as an emergency provider may choose either of the above.

Applicants may request a grant amount as described above. CCDP understands that child care operations will take some time to return to "normal." In Part B of the Budget & Financial Appendix, applicants are asked to describe what the grant funds, if awarded, will be used to cover. Grant funds must be used by December 31, 2020 unless you receive written approval for an extension from CCDP.

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Grant funds may be used to cover operating or unusual expenses that you incurred starting on March 13, 2020 when Governor Sisolak declared a state of emergency in Nevada in response to COVID-19. Grant funds may be used to cover operating or unusual expenses between now and December 31, 2020 if they are needed to keep the applicant's child care in business. Grant funds may be used to cover expenses even if the business was closed for some of the time between March 13 and December 31, 2020.

Completion of this application does not guarantee funding. Grantees are not guaranteed to receive the full amount requested.

### **Criteria and Scoring:**

Grant applications will be reviewed and ranked by the Grant Evaluation Committee. Applications will be evaluated on the following:

- **Scope of Work:**
  - 5 points - Is the provider open? Or will these funds enable the provider to re-open?
  - 5 points - How many children will be served?
- **Budget:**
  - 5 points - What will the grant funds be spent on?
  - 5 points - Are the funds enough to sustain this business in the long term?
  - 5 points - Will this grant ensure the long-term sustainability of child care in Nevada?
- **Steps to Sustainability Plan:**
  - 5 points - Is the plan realistic?
  - 5 points - Is it likely this business will be available to provide care in the long term?
- **Marketing Plan:**
  - 5 points - Is the plan realistic?
  - 5 points - Will it bring in enrollment to sustain the business in the long term?
- **Additional info:**
  - 5 points - Does the provider offer services for critical populations that might not be available otherwise (essential workers, children who receive subsidy, non-traditional hours, etc.)?

### **Assurances:**

- Is the business a licensed child care provider or a registered emergency child care provider in Nevada?
- Does the business have a Nevada business license?
- Can the business meet the state and federal requirements of this grant?
  - State Requirements:
    - Track and administer the grant funds
    - Submit reports of activities and document for all spending
    - Notify The Children's Cabinet or The Urban League of any changes to your budget or program
    - Maintain all financial records, supporting documents, and records related to the grant for three years
    - Complete a final report to CCDP by January 31, 2021
  - Federal Requirements:
    - Subject to the requirements of the CARES Act and CCDBG

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## **Competitive Grant Process**

The CCDP's Grant Evaluation Committee will review and rank the applications based on community need, overall established goals, and budgetary stipulations designated by CCDP. The final allocation of funds will be based on the ranking and recommendations of the Grant Evaluation Committee.

Awards will be approved or denied by a Grant Evaluation Committee based on the ranking each grant receives. The Committee may consider the amount of money available and the amounts requested in making its decisions. The Committee may award full or partial grant amounts.

**Applicants will be notified by the Child Care and Development Program of the decision by June 18<sup>th</sup>, 2020.**

- If approved, grants will be awarded in TWO allotments: **The First Allotment** for 50% of the approved award will be granted at approval based on required documents listed above.
- **The Second Allotment** for the remaining 50% of the approved award will be granted after thirty days, pending the following:
  - Review and approval of a detailed narrative describing how the first and second allotment of funds have and will continue to support your annual budget and steps to sustainability plan and marketing plan
  - Review and approval of receipts or documentation of expenditures

Note: Provider will be responsible for full repayment of funds for unauthorized purchases, unspent funds, and items purchased with no receipt provided. If a provider closes or is sold within 12 months of receiving the funding, provider is at risk for repayment in full. Grants will only be awarded if funding is available.

**Please make a copy of your application to keep for your records.**

Submit all questions about this grant opportunity to The Children's Cabinet and The Urban League via the following email addresses:

- For all counties except Nye and Clark counties, please send to Brianna Cambra  
To send by e-mail: [bcambra@childrenscabinet.org](mailto:bcambra@childrenscabinet.org)
- For Nye and Clark counties, please send to the Las Vegas Urban League: [mregan@lvul.org](mailto:mregan@lvul.org)  
Attention: Mary Regan

## **GRANT TIMELINE *subject to change***

- May 5<sup>th</sup>, 2020-May 16<sup>th</sup>, 2020: Business training webinars
- May 8<sup>th</sup>, 2020 or Prior: Grant application available
- May 5<sup>th</sup>, 2020- December 31<sup>st</sup>, 2020: TA available to grant applicants
- May 29<sup>th</sup>, 2020: Deadline for grant submission
- June 1<sup>st</sup>, 2020-June 12<sup>th</sup>, 2020: Applications reviewed and scored; final recommendations made
- June 15<sup>th</sup>, 2020-June 18<sup>th</sup>, 2020: Grant decisions announced
- June 19<sup>th</sup>, 2020: Grant agreements generated by DWSS
- June 22<sup>nd</sup>, 2020 through June 26<sup>th</sup>, 2020: First grant installment distributed
- July 17<sup>th</sup>, 2020: Detailed narrative describing how the first and second allotment of funds have and will continue to support grantee's business AND receipts or documentation of expenses due to DWSS
- July 27<sup>th</sup>, 2020 through July 31<sup>st</sup>, 2020: Second grant installment distributed as long as report and receipts have been received and approved
- Final report due to CCDP by January 31, 2021

# The Nevada Child Care and Development Program NV CARES Act Grant – Application

## NV CARES Act Grant Application

Name of Business:					
Contact Name:					
Address:		City:		Zip Code:	
Phone:		Email:			
Amount Requested:					

Child Data	Under 1 yrs	Ages 1-2 yrs	Ages 2-3 yrs	Ages 4-5 yrs	Ages 6+ yrs
Capacity:					
Current Enrollment:					
# of Children of Essential Workers:					
# of Subsidy Children Enrolled:					
Staff Data	Currently Working	Laid Off	Receiving Unemployment	[REDACTED]	[REDACTED]
# of Staff				[REDACTED]	[REDACTED]

**Please select your Child Care business type and questions below:**

- Licensed Family Child Care
- Licensed Child Care Center
- Registered as an Emergency Child Care set up during COVID-19
- Currently Open
- Currently Closed
- We have Reduced Hours of Operation
- We have Increased Hours of Operation
- We are Open During Non-Traditional Hours (non-traditional: weekends or outside of 7am-6pm M-F)

**Did your Child Care business apply for a COVID-19 related small business loan or grant?**

- No
- Yes, and: (Check all that apply): \_\_\_\_\_ PPP \_\_\_\_\_ EIDL \_\_\_\_\_ NV Emergency Stipend
- We were denied for \_\_\_\_\_ PPP \_\_\_\_\_ EIDL \_\_\_\_\_ NV Emergency Stipend
- We have not been notified for \_\_\_\_\_ PPP \_\_\_\_\_ EIDL \_\_\_\_\_ NV Emergency Stipend
- We were approved for \$\_\_\_\_\_ to cover \_\_\_\_\_ through the \_\_\_\_\_ PPP \_\_\_\_\_ EIDL \_\_\_\_\_ NV Emergency Stipend

**Please attach the following to your application:**

- Completed Budget & Financial Appendix of the Application
- Annual Budget and Steps to Sustainability Plan including how you will spend the grant, if awarded (2 pages maximum)
- Marketing Plan including any marketing platforms you may use (2 pages maximum)
- Documentation of typical three months' operating expenses for licensed child care or one month of actual operating expenses for emergency child care

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**Based on operating expenses documented**, please enter the maximum dollar amount you may request (should match Part A total in Budget & Financial Appendix): \$\_\_\_\_\_

**Of the maximum amount listed above**, please list the amount are requesting (should match Part B total in Budget & Financial Appendix): \$\_\_\_\_\_

### Assurances

By signing this grant application, I affirm that:

- I am a licensed child care provider or a registered emergency child care provider in Nevada
- I have a Nevada business license
- I can meet the state and federal requirements of this grant
  - State Requirements:
    - Track and administer the grant funds
    - Submit reports of activities and documents for all spending
    - Notify The Children’s Cabinet or The Urban League of any changes to your budget or program
    - Maintain all financial records, supporting documents, and records related to the grant for three years
    - Complete a final report to CCDP by January 31, 2021
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    - Subject to the requirements of the CARES Act and CCDBG

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Signature of Owner/Director

Printed Name

Date

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### Budget & Financial Appendix

#### Part A

Please check the box for any expenses you have provided documentation for that reflect the typical three months' operating expenses for licensed child care or one month of actual operating expenses for emergency child care that you would like to be considered for this grant. Provided documentation should match the expenses listed below:

- |  |         |
|--|---------|
| <input type="checkbox"/> Payroll   | \$_____ |
| <input type="checkbox"/> Rent / Mortgage                                 | \$_____ |
| <input type="checkbox"/> Utilities (Electricity, gas, water, etc.)       | \$_____ |
| <input type="checkbox"/> Insurance                                       | \$_____ |
| <input type="checkbox"/> Phone, cable, internet                          | \$_____ |
| <input type="checkbox"/> Transportation (van, gas, etc.)                 | \$_____ |
| <input type="checkbox"/> Supplies (cleaning, paper, office, wipes, etc.) | \$_____ |
| <input type="checkbox"/> Food & milk (meals, snacks, etc.)               | \$_____ |
| <input type="checkbox"/> Equipment & furniture                           | \$_____ |
| <input type="checkbox"/> Other: _____                                    | \$_____ |
| Total Expenditures:  | \$_____ |

Note: this total should match the total of expenses provided with the application.

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### **Part B**

Please check the box for the budget proposal you would like the grant to cover:

- |  |          |
|--|----------|
| <input type="checkbox"/> Payroll   | \$ _____ |
| <input type="checkbox"/> Rent / Mortgage                                 | \$ _____ |
| <input type="checkbox"/> Utilities (Electricity, gas, water, etc.)       | \$ _____ |
| <input type="checkbox"/> Insurance                                       | \$ _____ |
| <input type="checkbox"/> Phone, cable, internet                          | \$ _____ |
| <input type="checkbox"/> Transportation (van, gas, etc.)                 | \$ _____ |
| <input type="checkbox"/> Supplies (cleaning, paper, office, wipes, etc.) | \$ _____ |
| <input type="checkbox"/> Food & milk (meals, snacks, etc.)               | \$ _____ |
| <input type="checkbox"/> Equipment & furniture                           | \$ _____ |
| <input type="checkbox"/> Other: _____                                    | \$ _____ |
| Total Amount Requested:  | \$ _____ |

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**Allotments must be expended by December 31<sup>st</sup>, 2020, unless you receive written approval for an extension from CCDP.**



## STRENGTHENING BUSINESS PRACTICES FOR CHILD CARE PROGRAMS

This training series addresses concepts in fiscal and operational management of child care programs. These trainings are geared towards owners, directors, or members of the management team.

Module 1: Budgets, Projections, and Planning

Module 2: Financial Reports and Internal Controls

Module 3: Marketing for Child Care Programs

### MAY 2020 | WEBINAR SERIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 Module 1 10:00am-11:30am  Module 1 1:00pm-2:30pm	6 Module 2 1:00pm-2:30pm	7 Module 3 5:30pm-7:00pm	8	9 Module 1 8:30am-10:00am  Module 2 10:30am-12:00pm  Module 3 1:00pm-2:30pm
10	11 Module 2 1:00pm-2:30pm	12 Module 3 10:00am-11:30am	13 Module 1 5:30pm-7:00pm  Module 3 1:00pm-2:30pm	14 Module 2 5:30pm-7:00pm	15	16 Module 1 8:30am-10:00am  Module 2 10:30am-12:00pm  Module 3 1:00pm-2:30pm

To register, click on the following link or copy and paste in your web browser:  
[www.eventbrite.com/o/the-childrens-cabinet-statewide-web-based-trainings-30185296276](http://www.eventbrite.com/o/the-childrens-cabinet-statewide-web-based-trainings-30185296276)

For questions about online classes or registration, please email:  
Liz Roldan at [eroldan@childrenscabinet.org](mailto:eroldan@childrenscabinet.org) (Northern & Rural Nevada) or  
Tiffany Durazo at [tdurazo@childrenscabinet.org](mailto:tdurazo@childrenscabinet.org) (Southern Nevada)