

## Frequently Asked Questions

**Q: When can I apply for this grant, and will you offer a second round or more opportunities to apply?**

A: The application will be available for one week: Monday, December 13 at 9:00 AM PST through Monday, December 20, closing at 12:00 PM PST. This will be the only round for the application.

**Q: Is the City of LA COVID-19 Child Care Provider Grant Program a lottery?**

A: Grant awards will be determined using both a priority and lottery system. Priority will be given to microenterprise businesses with five or less employees that create low-income jobs, provide services in a low-to-moderate income area, those that did not receive grant funding from LIIF in December 2020, as well as those caring for special populations. A lottery will also be used in certain instances. For eligibility and program requirements, please visit [www.laecefund.org](http://www.laecefund.org).

**Q: How many grants will be awarded?**

A: Approximately 230 grants will be awarded, totaling \$3 million. Grants will be up to \$10,000 for family child care homes.

**Q: I own a Child Care Center or Head Start program, will I qualify?**

A: If you operate a Child Care Center or an ECE program that is primarily Head Start or Early Head Start, you will not qualify.

**Q: What languages will the application be offered?**

A: Applications will be offered in English and Spanish.

**Q: Must my family child care be licensed and/or what if we have any violations? Is there a time requirement for holding a license?**

A: Yes, you must hold a valid family child care home license through the California Community Care Licensing Department (CCLD) prior to the month of December 2020 and have no current Type A deficiencies or be on probationary status.

**Q: Is eligibility limited ONLY to family child care homes located within the City of Los Angeles? What if I am in the county of Los Angeles?**

A: You must provide evidence the child care business you operate is in the City of Los Angeles. We have provided a mapping tool within the application (or check [here](#) now). We advise all applicants verify their address before beginning the application process. Often, an address may appear to be outside or within the city limits and, only by verifying through the application tool provided, can you be sure you qualify.

**Q: If my program is closed due to COVID-19, can I apply for this Grant?**

A: You must be open and providing services to children in person or using a distance learning model. One exception is if you reopened but then had to close your business temporarily due to COVID-related

circumstances, we may consider your program. When you complete the Hardship Statement of the application, include if you had to close due to illness and the date you intend to reopen.

**Q: Does my program qualify for this Grant if I received a PPP or any other loans?**

A: Yes. Providers who received the PPP loan/grant are eligible for this LA Child Care grant. Providers will be asked if they received a PPP loan within the grant application. This will be considered when the applications are reviewed, and the grant funds are allocated. If you received any other type of loan/grant to cover Covid related operating costs, please explain this in the appropriate place in the application (amount, reason you received it, repayment schedule).

**Q. How will my center's information be handled within your organization (i.e.: staff, shareholders, other contacts)?**

A: Information will be entered into a confidential application system through the Low Income Investment Fund (LIIF). By signing the application, you agree that awards and other data may be shared with the following organizations:

- The City of Los Angeles
- LA Office of Workforce and Economic Development
- First 5 LA
- Avivar Capital
- Child Care Alliance of Los Angeles
- LA Planning Council
- LA Resource and Referral Agencies
- LA Alternative Payment Programs
- SEIU99/Child Care Providers United

LIIF does not share or sell any personal data and ensures that our practices are up to current regulations.

**Q: Is this grant taxable?**

A: Yes, you will need to submit a completed and signed W-9 form. Use the Social Security, EIN, TIN or ITIN that you use to file your business taxes. Grant income will be shared with the IRS and you will be required to report it when you do your taxes. Consult with your tax preparer when filing taxes.

**Q: Can the Grant funds be used to pay my child care's rent and vehicle expenses? Can I purchase a vehicle?**

A: You may not use funds to purchase a vehicle. Funds must be allocated towards any operating expenses or COVID-related improvements to your facility. You will not need to keep a record of how you utilized grant funds and verification they meet the eligible expenses outlined in the grant terms.

**Q: Can I operate as a "For Profit" business or do I have to operate as a "Non Profit – Tax Exempt" business?**

A: Most Family Child Care homes and many Centers operate as “For Profit” businesses. Both “For Profit” and “Non-Profit” businesses will be considered for this grant, if you operate in the City of Los Angeles and meet all our other application criteria.

**Q: If my child care’s license is under one name, but my EIN ID number is under a different name, do I qualify?**

A: Many small businesses use a name for their taxes and banking that is different from the business name. That is ok if both names are associated with the same business. When completing the W-9 Form, make sure the name in box 1 is the name under which you file your taxes.

**Q: Which identification number do I need to provide in my W-9 Form?**

A: Use the Social Security number, EIN, ITIN or TIN under which your business files taxes. Please only put one number on the W-9 Form.

**Q: What documents will I be required to submit?**

A: You will need to submit a completed and current W-9 Form, a voided check, and your complete tax returns from 2019 and 2020.

**Q: What is included in the annual program operating budget?**

A: The annual operating budget should include revenue from all programs you operate, including program revenue, food program, fundraising, non-childcare revenue, etc. If your operating budget for all programs exceeds \$5 million, you will not be eligible.

**Q: How do I track the status of my application?**

A: Once you open your account with Submittable, you may check your status there. If awarded, one of our staff will reach out to you to collect information so we can submit a payment. Please allow a period of 30 days to pass before checking to see if you were approved.

**Q: How can I contact your organization if I have trouble applying or have questions?**

A: You may call and leave a message at: 415-949-1412 or email us at: [laecfund@liifund.org](mailto:laecfund@liifund.org) with your contact information, and one of our team members will get back to you. We do not have the staffing to support a monitored help line but will ensure a response within 24 hours.

**Q: How soon can grant recipients expect to receive funds?**

A: Because of the number of expected grantees, funds will be awarded on a rolling basis. We expect all grant funds to be issued by March 31, 2022.

**Q: Do I need to report to you on how grant dollars were spent (save receipts, etc.)?**

A: No, there is no Use of Funds report required and you will not have to report back to the Low Income Investment Fund on how you spent grant dollars. As a reminder, the City of LA COVID-19 Child Care Provider Grant Program can be used on the following: employee payroll, payroll for employee sick time,

working capital to continue operations, payment of outstanding business expenses, and adaptive business practices needed to remain open.