

# Child Care Restoration Grants 2021

## Monthly Reporting - Round 1

January, February, and March



## Frequently Asked Questions | May 2021

### General Questions

**1. CCRG Round 1 funding was designated for January, February, and March? Can any of this be used to recoup financial loss from previous months? Or could the funding be carried over into April expenses?**

No. These funds are designed to offset revenue loss during January, February and March and can only be used to expenses incurred for the months of January, February and March.

**2. Are grant funds taxable?**

Yes, and appropriate tax forms will be provided.

**3. How do we report expenses for January–March if the grant was not awarded until the end of May?**

A condition of this grant is that you were open and serving children by March 15, 2021. If you were open, you will retro-actively account for your expenses/lost revenue starting January 1, 2021 (of whatever date you reopened your program).

**4. When is monthly reporting due?**

Monthly reporting is due for CCRG 2021 round 1 funding upon receipt of your check.

**5. If you received \$9000 total for the 3-month period, do you have to spend \$3000 each month or just the entire \$9000 at some point during the 3-month period?**

You have three months (Jan–March) in which to expense the full grant check amount. The funding does not have to be spent equally in each month.

**6. What date do round 1 funds need to be spent by?**

CCRG 2021 round 1 funds must be spent by March 31, 2021.

**7. Are we using a cash basis or accrual basis? If I purchase PPE on a credit card in March but do not pay the credit card bill until April, what month do I claim the expense in?**

Claim expenses when they were incurred. So, if you charged PPE to your credit card in March, those should be claimed as March expenses on your budget reporting.

**8. Does the email address for the budget report have to be the email address connected to our Gateways membership? Or can it be a different one?**

No, the main contact listed in the monthly reports can be different than the one listed on the Director Portal.

**9. If we are receiving private pay that falls short of covering expenses, does the CCRG grant only cover the difference? OR can we expense salaries etc. against the full amount of the grant, and save Private Pay funds against future expenses or shortfalls?**

Yes, you can expense all salaries toward the full amount of the grant as long as those staff are not covered by other grant or federal relief funds and save private pay funds to pay for expenses not covered by the grant.

**10. The person in our program that would need to complete the reports is not someone that we would normally provide Director Portal Access to. What option is in place to grant limited access to someone to complete these duties?**

Please contact the Registry help desk at [onlinehelp@inccrra.org](mailto:onlinehelp@inccrra.org) to add an additional contact to the Director Portal access for your program.

## *Salary*

**1. For Salaries, do you want the gross amount or the net amount?**

List the full amount of your cost for salary for your staff. Fringe benefits are also allowable costs but are reported separately on the budget reporting form.

**2. Can I expense all employees' salaries to the grant?**

To be counted as an employee, you must be withholding state and federal taxes and paying the employers share of FICA.

**3. How does a family child care owner account for their salary, draw or pay?**

A family child care provider or owner may enter what you pay yourself monthly in salaries or you may enter 1/12th of your gross income (line 7 on Schedule C) from your last tax return.

**4. Can the entire grant be used toward staff salary, or do we have to use the funding in multiple categories?**

Yes, the entire grant amount in a monthly period can be used solely on salaries as long as staff salaries are not covered by another funding source, like Head Start or Preschool for All.

**5. Can you use the cost for hiring a staffing agency to stay properly staffed due to COVID related issues?**

Yes.

**6. Can operators be considered staff? Can we pay ourselves?**

Yes, you can pay yourself. Show the amount in Salaries.

**7. How do you want home providers to show proof of payment to self?**

Payment to yourself should be included in the salaries line of the budget reporting form. We would look to the 2021 tax return showing the grant as income.

**8. Can you spend the grant on payroll taxes?**

Yes. Payroll taxes are part of the salary expenses and can be included in what you claim.

**9. Can I offer hazard pay to my staff using grant dollars?**

Yes. Hazard pay is an allowable grant expense.

**10. Can I pay staff bonuses?**

Yes. Bonuses are an allowable grant expense.

## *Fringe Benefits*

**1. What exactly qualifies as fringe benefits?**

Fringe benefits are commonly known as non-wage compensation benefits. These often include health insurance, retirement plans, family, and medical leave, etc.

**2. Do salaries include employer portion of FICA, Medicare, and health insurance?**

FICA, Medicare, and health insurance should be claimed in fringe benefits and can be covered by the grant.

### **3. Can salaries include health care benefit costs?**

Health care benefit costs should be listed under Fringe Benefits.

### **4. Can I expense fringe benefits for staff that are paid by other public funding sources?**

No. The fringe benefits should follow the staff salary. If the staff is paid out of other public funding sources, there fringe benefits should also be paid out of other public funding sources.

## *Occupancy Cost*

### **1. What are examples of occupancy costs? And is there a certain percentage of this cost that can be claimed as CCRG Funds?**

Occupancy costs cover rent and mortgage. There is not a certain percentage that must be claimed for occupancy costs.

### **2. Is rent the only acceptable occupancy cost or is Mortgage acceptable as well?**

Both rent and mortgage are allowable expenses.

### **3. Due to financial issues, we were unable to pay rent in March. However, we made up for it in April. The March rent was paid, but the check was written in April.**

Claim March rent as a March expense even though the actual payment was not made until April due to hardship.

### **4. Do property taxes and CAM count towards occupancy costs?**

Yes. It should be claimed under 'occupancy costs' on your budget reporting form.

### **5. Can we include business insurance payments as occupancy cost?**

Yes, you can claim under 'occupancy costs' on your budget reporting form.

### **6. I just received notice that we need a huge building repair. Can this be charged to these funds under occupancy?**

Generally, no, unless the building repair is directly related to COVID, and you can provide proof of how this expense and repair was directly related to COVID. Otherwise, general building repair and maintenance are not allowable expenses.

## *Utilities*

### **1. Which utilities are covered?**

All utilities needed to operate your program including gas, water, electric, telephone expense, etc. are allowable expenses.

## *Food Service*

### **1. Can 100% of food service expense be covered with grant funds?**

Food services is an allowable grant expense and expenses related to snacks and meals not reimbursed by CACFP can be covered by the grant.

## *Remote Learning Cost for School-Age Care*

### **1. This is a new budget category, what can be reported here?**

We added this category for informational purposes. If you can identify expenses related strictly to serving school-age children during remote learning it is an allowable expense and can be reported here.

## *Supplies (Consumables)*

### **1. What are some examples for consumable supplies?**

If you are purchasing paper plates and cups due to COVID restrictions this could be an allowable expense. If you have had to alter your curriculum due to social distancing and additional supplies are needed to teach the children, that would also qualify as an allowable expense.

## *PPE/Cleaning Supplies & Testing*

### **1. Would additional cleaning services from a janitorial service to clean more times a day or to do deep cleaning fit into Contractual Services or PPE/Cleaning Supplies?**

Yes, this is an allowable grant expense and can be listed in the Cleaning/PPE expense category.

### **2. What testing could be covered?**

You may pay for COVID testing for your staff as an allowable grant expense.

### **3. Can all cleaning supplies be expensed to the grant or only additional supplies needed for COVID related activities?**

Yes. All cleaning supplies, maintenance supplies, and PPE are allowable expense with grant funds.

## *Equipment*

### **1. What equipment is considered an allowable grant expense?**

If the equipment needed can be directly related to COVID then it is an allowable expense. For example, this category could include the purchase and installation of hand washing stations, partitions to promote social distancing, an additional washing machine or vacuum.

### **2. Will remote learning equipment for school age children be allowed such as headphones, computer mouse etc.?**

Yes, this can be an allowable grant expense.

### **3. Does refrigerator count toward equipment if it is used exclusively to store student meal program meals?**

No, this expense would not be directly related to COVID, and would not be an allowable grant expense.

### **4. Can funds be used for tables, chairs, shelves, cubbies as a part of inventory?**

No, items cannot be purchased to fill inventory. However, if tables, chairs, shelves, or cubbies are needed to provide additional social distancing directly related to COVID than they would be an allowable grant expense.

### **5. Would adding a phone intercom system to the rooms that are remote learning to ensure we can communicate more readily be allowable?**

Yes. Due to public health recommendations and DCFS guidelines, random people entering classrooms during COVID-19 is not allowed, so installing a communication system would be an allowable expense.

## *Contractual Services*

### **1. What are examples of allowable expense under contractual?**

This could include janitorial services, cleaning services, trainers for staff, etc. If you hire a contractor to create dividers to accommodate social distancing, or install hand washing stations, the contractors fees are an allowable expense.

**2. We have secured a contract with a classroom communication app, so that we can communicate with parents since they are no longer allowed in the classroom, can we use this as a COVID expense?**

Yes, because this contractual service allows for parent communication outside of the building directly related to COVID guidance this would be an allowable grant expense.

**3. If we had to change our technology and required outside assistance/consulting to do so (for example, moving to handsfree tuition payment and online tracking tools) is this a covered COVID cost?**

Yes, a technology change to provide parent services to promote social distancing is directly related to COVID and would be an allowable expense..

**4. Are improvements to the ERV (Air Exchange System), HVAC (Heating, ventilation, and air conditioning) or other air filtration systems considered an equipment or contractual cost and are they allowable?**

Yes, if the improvements are related to health and safety precautions due to COVID, they are allowable expenses. This expense should be listed in contractual.

**5. Is roof damage covered by the grant?**

No, this damage was not directly related to COVID and would not be an allowable grant expense.

### *Consultant Services*

**1. What expenses can be covered under consultant services?**

An example would be nurse consultants, social services consultant, mental health services for staff or children, etc.

### *Direct Administrative Costs*

**1. What are administrative expenses covered by the grant?**

An example would be signage directly related to following the CDC/IDPH guidance on social distancing, face masks and handwashing. The cost of the signage is generally considered administrative and would be allowable under the grant.

**2. What, exactly are indirect costs?**

Indirect costs are those costs that cannot be directly attributed to a specific program or cost object. Some examples are, bookkeeping, audit costs, etc. Centers are limited to no more than 10% of the grant amount to be expensed here. Family Child Care providers may not claim indirect costs.

### *Record Keeping*

**1. Are bank records sufficient for receipts?**

No, bank records are not necessarily enough documentation for an expense. Records should allow a trail from the expenses reported on the form back to the source document that shows the expense incurred. Generally, bank records would not be sufficient as the sole source of documentation.

We would advise keeping a narrative with the expense report that explains the expense in more detail. For example, if a debit card was used to purchase PPE online three times during the month and the only record was the bank records, you should provide a backup narrative that provides the date of the purchase, where the purchase was made, how much of the transaction was for PPE. In general, that information would not be easily obtained from bank records.