



## COVID-19 OUT OF SCHOOL GRANT PROGRAM QUESTIONS AND ANSWERS – Version 2<sup>1</sup>

October 27, 2020

### **Program summary**

Governor Tony Evers has authorized up to \$10 million in financial assistance to support eligible out of school organizations impacted by the COVID-19 pandemic. Governor Evers' press release announcing the assistance is available [here](#). Funding for this assistance is provided to Wisconsin by the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The program is administered by the Department of Administration (DOA). Additional details are available on the [program website](#).

**Prior to contacting DOA please consult the Grant Announcement, Grant Application and this Question and Answer document available on the [Program Website](#).**

**U.S. Department of the Treasury CARES Act guidance can be found [here](#).**

### **FOR ALL QUESTIONS RELATED TO ALLOWABLE EXPENSES**

DOA will execute grant agreements with successful applicants only after DOA determines that expenses and lost revenues included in an application are reasonably consistent with CARES Act requirements and Program provisions. DOA's execution of grant agreements, however, is not dispositive as to whether any particular cost meets the criteria set forth in the CARES Act. Cultural organizations retain responsibility for demonstrating eligibility of expenses and are required to hold DOA harmless for any audit disallowance related to the eligibility of costs, including repayment of ineligible amounts.

### **FOR ALL QUESTIONS RELATED TO APPLICANT ELIGIBILITY**

DOA will not respond to inquiries regarding an applicant's specific eligibility. Each applicant is required to determine its eligibility based on program requirements provided in the Grant Announcement. However, DOA will accept and answer questions seeking clarification of eligibility requirements. DOA will determine applicant eligibility only as a routine matter during the application review process after the application deadline has passed. Applicants should carefully review Section 4. Eligibility Requirements of the Grant Announcement prior to applying.

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<sup>1</sup> Version 2 Questions and Answers #30 and #31 are new.

1. Are public schools, districts, or organizations affiliated with public schools who provide for a child care center that offers before and after school care for school age children at their facility eligible for the "Out of School Grant" program?

Response: No, please refer to the eligibility requirements under Section 4.0 of the Grant Announcement. Section 4.1.1 indicates "be a nonprofit, nongovernmental organization with IRS 501(c)3 tax-exempt status."

2. Is the DOA-6460 form required with the grant application? I'm sending application unfortunately I couldn't find doa-6460 is that a form?

Response: DOA-6460 form is no longer a required component at the time of submitting the application. The most up-to-date application materials are available on the Program website.

3. What is considered supporting documentation for the grant application and can you provide some examples which could be submitted with applications that would be helpful for reviewers?

Response: Supporting documentation may include pertinent documents which support the program's mission and may also include financial documents and receipts for eligible expenses.

4. Could you please tell me what is a DFI ID and what if my organization does not have one?

Response: Applicants should contact the Wisconsin Department of Financial Institutions for questions related to entity IDs. Per Section 4.1 of the Grant Announcement, applicants must be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date (October 28, 2020 at 2PM CDT): "restored to good standing", "incorporated/qualified/registered", "organized", or "registered".

5. How does demonstrating our expenses and reimbursement work? What do we submit and how to capture the grant money (if awarded)?

Response: Please refer to Section 2.4 of the Grant Application, Application Organization and Format, in which Section 3 requires the Budget and Appendix A – Budget to be completed. Demonstrating the expenses may be conducted by proving the Attachments, Supporting documentation. If awarded a grant, the funds would be received based upon the method selected on the application under Section 1, payment method preference, check or ACH.

6. Can someone help with the budget part please? I'm not sure if we would qualify because we started our school age program when the school district decided to go virtual, so we don't have any previous expenses lost for preschoolers. Clearly since we've started our preschool program, we've increased expenses.

Response: Please refer to 4.1.10 of the Grant Announcement which indicates that to be eligible, the school organization shall be in operation since at least March 1, 2019.

- 7.** My organization has had a reduction in the number of students taught and had to change the time of the services provided due to multiple locations (i.e. 8:00 to p.m.) and would like to utilize the grant funds to hire a teacher for virtual learning to increase services to the students. Would this qualify?

Response: Possibly. Please refer to Section 4.0 of the Grant Announcement detailing the eligibility requirements and specifically 4.1.4 which indicates the organization shall offer in-person care at a physical site to school-aged children ages 6-12 for a minimum of 10 hours each week.

- 8.** If a program is providing care for school-agers who are doing virtual learning and the child care program is not exclusively school-age (have infants through school-age), are they eligible for this grant?

Response: Possibly, if all the requirements are met in Section 4 of the Grant Announcement. Line 5 states that at least 1/3 of all enrolled children are ages 6-12 (measured by the number of children enrolled on October 2, 2020).

- 9.** We have endured COVID-19 related costs, but due to us running an all-day program instead of just an after-school program we are able to bring in more revenue than we have in years past for our Discovery Center. Are we still able to apply for the grant?

Response: You may be eligible to apply for unbudgeted expenses.

- 10.** We are located in the elementary schools where we pay rent to the schools to operate a site. Does this count as a physical site?

Response: Yes, a school counts as a physical site. However, a school district or an organization affiliated with a school district is not eligible to apply.

- 11.** Is there a specific number of hours to be open on a school day? We are open 1 day per week during school hours and 4 days "after school"

Response: Please refer to Section 4.1.4 of the Grant Announcement which indicates that the organization offer in-person care at a physical site to school aged children ages 6-12 for a minimum of 10 hours per week.

- 12.** Is it Gross or Net Revenue?

Response: Gross revenue.

- 13.** What will reporting look like in February if we apply for lost revenue?

Response: We anticipate the reporting will include financial records validating the lost revenue.

- 14.** If an applicant does not have any proprietary information in our application, do we need to fill out the related form?

Response: No, this is an optional form with the application.

- 15.** I'm wondering if you can explain what is meant by the organization's administrative presence in Wisconsin as stated in question 2.3.

Response: A description of where the organization provides services including its administrative offices, and a description of the area(s) served.

- 16.** When it asks for the Applicant's Fiscal Year Operating Revenue, are you looking for the entire organization or just the out of school time operations?

Response: Out-of-School operation.

- 17.** I am reaching out to clarify the eligibility for the COVID-19 Out-of-School Support Grant Program. \_\_\_\_\_ Schools offers before and after care through our \_\_\_\_\_ Recreation Department. \_\_\_\_\_ Public Schools is not 501(c)3, however we are tax exempt. Are we eligible to apply for this funding?

Response: No, please refer to the eligibility requirements under Section 4.0 of the Grant Announcement. Section 4.1.1 indicates "be a nonprofit, nongovernmental organization with IRS 501(c)3 tax-exempt status."

- 18.** I have been reviewing the documents for this grant award. One thing that I have not located (yet) is a definition of "Out-of- school provider." Is this defined somewhere?

Response: Section 1.4 of the Grant Announcement, Definitions, indicates an Out-of-School Organization is "An organization whose mission and operations provide Wisconsin school-aged children with out -of-school programming, including virtual and in-person learning and activities. See Section 4.1 for other requirements."

- 19.** Are the following allowable expenses?

- Purchase and installation "bottle fillers" as a COVID safety precaution, as we shut off the traditional bubblers in our building.

Response: Per Section 6.1 of the Grant announcement, emergency operation activities and services related to public health is an eligible use of funds.

- Technology expenses, including hardware purchase and monthly bandwidth costs to upgrade our ability to stream content to participants.

Response: Per Section 6.1 of the Grant Announcement, purchasing of services or equipment to facilitate telework by employees and additional costs to ensure high-quality programming otherwise impacted by COVID-19 are allowable expenses.

- Purchase and installation of new "awning" windows (which allow us to open the window to improve air circulation); along with purchase of fans and air-purifiers, for rooms that needed improved ventilation. (One of the rooms where we made this upgrade is our COVID isolation room.)

Response: Response: Per Section 6.1 of the Grant announcement, emergency operation activities and services related to public health is an eligible use of funds.

- Severance payments related to two positions that were eliminated a result of the economic fallout from the pandemic. We are wondering if the modest (1mo) severances that we paid out to these staff members would be reimbursable. (FYI we will not have unemployment claim costs, as we are exempt from UI.)

Response: Per Section 6.1 of the Grant Announcement, employee costs such as salary and fringe are eligible that are not reimbursed from another source such as unemployment insurance. If claimed as an expense, the same employee costs may not also be reimbursed using funds received from a lost revenue claim to this program.

**20.** Eligibility; are the following eligible:

- nonprofits?
- startups as of 2020?

I didn't see any language excluding nonprofits so I assume they are eligible to apply. Is that correct? It seems as if startups might ineligible be as the way you calculate your grant request is to use the difference of organization revenue the same time period of 2019 subtracted by the time period of 2020

Response: Possibly, depending on the date. Section 4.1 of the Grant Announcement, line 10 indicates the nonprofit school organization shall be in operation since at least March 1, 2019.

**21.** Does "offering non-traditional hours of care during the school day" in the future, in the case of a shutdown, qualify us if local schools are meeting full time right now?

Response: The grant is for expenses incurred or revenues lost by the applicant organization between March 1, 2020 and December 30, 2020.

**22.** We are "offering non-traditional hours of care during the school day" but because the school is currently open full-day for in-person instruction, we have no youth attending during the day. Are we still eligible for this grant?

Response: Possibly. Section 4.1, Line 4. Of the Grant Announcement indicates that eligible organizations shall offer in-person care at a physical site to school-aged children ages 6-12 for a minimum of 10 hours each week. Service hours after the school day may qualify.

**23.** If we are claiming revenue loss, do we need to document that the funds are used solely on eligible expenses?

Response: Yes, please refer to Section 6.1 of the Grant Announcement which states expenses incurred or revenues lost in Wisconsin or in direct support of the out-of-school organizations mission in Wisconsin.

- 24.** Our individual donations are down significantly and make up a large portion of our revenue loss. We don't have documentation from every donor, but national studies and anecdotal evidence attribute the COVID-19 pandemic with fewer donations and less amounts. Can we claim individual donations as revenue loss and how should we justify/document it?

Response: Per Section 6.1, lost revenues may be financial commitments made to the organization that were rescinded or reduced by a donor due to COVID-19, or the difference between organization revenues during the 2020 period for which payment is requested and revenues during the same period in 2019.

- 25.** I am not quite clear on what it is asking and how it is different from Section 1. "Out-of-school programming as a component of activities. Explain the degree to which out-of-school programming is a component of the organization's mission or goals."

Response: Provide a description of how your organizations out-of-school programming is part of the larger organization's mission.

- 26.** Is this grant for non profit centers only?

Response: Please refer to the eligibility requirements under Section 4.0 of the Grant Announcement. Section 4.1.1 indicates "be a nonprofit, nongovernmental organization with IRS 501(c)3 tax-exempt status."

- 27.** We have 8 licensed school age child care sites that have received no grant funding or DCF distributions. In addition, we provided school aged child care at our camp this summer. Our licensed child care center has received DCF distributions specific to child age 5 and under. We have been told cannot apply for an out of school support grant since our child care center received DCF funding, even though our school age programs were ineligible for any of that funding. Our school age child care is a completely separate licensed program and has received NO ADDITIONAL help, yet we've been providing out of school care. Are we eligible to apply for assistance for our school age program, please?

Response: Please refer to the eligibility requirements under Section 4.0 of the Grant Announcement. Specifically, 4.1.5, 4.1.6 and 4.1.7. Line 4.1.7 indicates that the organization must not have received funds through DCF's Child Care Counts: COVID-19 Supplementary Payment Program. If your organization received DCF's COVID-19 Emergency Payment funds, your organization may be eligible.

- 28.** Our Program is Reopening on October 19th and therefore we do not have enrolled children as of Oct. 2, are we eligible to apply?

Response: No. Please refer to the eligibility requirements under Section 4.0 of the Grant Announcement. Specifically, 4.1.5 requires that at least 1/3 of (measured by the number of children enrolled on 10/2/2020).

- 29.** Must we complete the DOA-6460 if we are requesting a check versus ACH transfer of the grant funds?

Response: The DOA-6460 is not required so long as all information required to be submitted as part of the application is provided.

- 30.** What type of documentation will be needed in the application or for future reports that shows we are following the health and safety guidelines for childcare providers outlined by DCF?

Response: As referenced in question 13, we anticipate the reporting for the grant portion will include financial records validating the lost revenue. Future reporting on health and safety guidelines should be directed to DCF.

- 31.** I am not sure how to submit the documents needed for the application. It says to email the documents, but how do I email an electronic copy that does not have a signature? Is a signature required? I do not have a scanner.

Response: Electronic and/or typed signatures are acceptable.