HoCo RISE
Howard County Child Care Provider Grants

Applications will OPEN 7:00 a.m. on July 15, 2020
and will CLOSE 11:59 p.m. on August 14, 2020

PURPOSE: The purpose of this grant is to provide financial assistance to Howard County businesses in targeted sectors that have been most impacted by the COVID-19 public health emergency and plan continue operations or to re-open. Because of the limited funding available, eligible sectors have been identified and the grant formula is intended to distribute funds to all qualified businesses in that cohort.

This grant opportunity has recently been expanded to include licensed/registered center- and home-based child care providers serving children ages birth to five (5) AND licensed school-aged providers located in Howard County that have experienced significant financial loss caused directly or indirectly by the COVID-19 public health emergency.

Eligible uses include expenditures related to reimburse for the costs of business interruption caused by the required business closures due to COVID-19, or for costs required to re-open safely. Grant amount: Up to $2,500.

Eligible child care providers include Howard County-based:
- Licensed child care centers;
- Registered family or large family child care homes; and
- Letters of Compliance child care programs

All grant values are estimated and subject to availability.

The deadline to submit an application and required documentation is 11:59 p.m. on August 14, 2020.

Please note that while financial information will be kept confidential, the names of businesses receiving grants, and the amount they receive, are public information.
HOW TO PREPARE TO SUBMIT A GRANT APPLICATION

Please read ALL instructions before beginning application.

1. Review eligibility requirements

For **ALL** grant categories, businesses must:

1. Operate a licensed/registered center- or home-based child care in Howard County  
   (Note: You must have a license/registration number to apply).
2. Provide child care to children ages birth through five (5) years of age or; provide child  
   care to school-aged children.
3. Have incurred financial losses caused directly or indirectly by the COVID-19 public health  
   emergency;
4. Be in “Good Standing” with the State of Maryland and Howard County (See section 2);
5. Not be in bankruptcy or litigation that would restrict the receipt of grant funds;
6. Pledge to re-open.

**Ineligible Businesses:**

1. Child care programs run by the HC Department of Recreation and Parks are not eligible  
   for this grant opportunity.
2. Child care providers who are not registered/licensed with the State of Maryland are not  
   eligible for this grant.
3. Businesses who are not in “Good Standing” with the County and State of Maryland are  
   not eligible for the grant.

For resources and programs to assist your business, contact your financial advisor or review  
the Howard County Business Portal at [www.hceda/coronavirus](http://www.hceda/coronavirus).

2. Prepare required information

Grant recipients must be in “Good Standing” with applicable County and State taxes. This  
information will be verified prior to grants being awarded. Grant funds will be withheld if  
Applicants are not in “Good Standing”.

*(SOLE PROPRIETORS: This is not required for sole proprietors or other types of businesses that  
are not required to register with the State of Maryland.)*

To verify that your company is in “Good Standing”, look up your business on [SDAT’s free online  
search](http://www.hceda/coronavirus):

- Enter your business name and select "Search". Your business will be listed if you are  
  registered.
- Select your business and check under the General Information tab to verify that your  
  business is in Good Standing. It is not necessary to order a copy of your Certificate of  
  Status.
- If your business is not in Good Standing follow instructions in the [Good Standing  
  Checklist](http://www.hceda/coronavirus)
- **Any deficiencies MUST be corrected before applying for this grant program.**
REQUIRED DOCUMENTATION:

You will need to upload the following documentation with your application:

- A completed and signed Form W-9 (Request for Taxpayer Identification Number and Certification)
- A copy of your Maryland State Department of Education (MSDE) License or Certificate of Registration

HOW TO SUBMIT YOUR APPLICATION

3. Apply

When applications open, you will need to:

- Have ALL of the required information and documentation when you begin to fill out the application.
- Complete ALL required fields. Review ALL responses for accuracy before submitting application. INCOMPLETE OR INACCURATE APPLICATIONS WILL NOT BE PROCESSED.
- Submit your application online before the published deadline. Applications are only accepted online and will be processed as quickly as possible.

Applications will close on August 14, 2020 at 11:59 p.m.

To apply, go to http://www.hceda.org/c19grants

4. Notification

Recipients of a grant will be notified by email provided on the application. Applicants will certify at the end of the application that all information provided is accurate and true and electronically accept all terms and conditions of the grant. All financial information is kept confidential. Grant recipients, and the dollar amount of the grant received, are public information.

Howard County Government cannot provide tax advice and recommends that you consult with a tax professional. It is possible that relief grant funds may be reported as taxable income to the businesses. (If awarded, grant recipients will receive a form 1099-G from Howard County Government.)

5. Acceptance of Grant Terms

Once an entity has been approved for a grant, the applicant will need to accept the Grant Terms with Howard County Government adhering to the following:

- All of the information set forth in the Application is true and correct.
- The Grantee is, and will remain, in compliance with the laws of the Federal Government, the State of Maryland and its political subdivisions, including all laws prohibiting discrimination.
- The Grantee acknowledges the grant may not be used for purposes that are prohibited
by federal, state, or local laws or regulations or for expenses reimbursed or expected to be reimbursed by federal grants. The Grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the Grantee is in compliance with the State of Maryland statutes and rules relating to procurement and that the Grantee is not listed in the federal government’s terrorism watch list as described in Federal Executive Order 13224 dated September 23, 2001.

- In connection with the Grant and the Application, Howard County Government (HCG) has the right to audit the books and records of the Grantee and the Grantee shall give HCG access to the Grantee’s books, records, and other requested documents.
- If any information in the Application is false or materially misleading, the Grantee agrees to repay the amount of the Grant to HCG and the Grantee may be prosecuted for any false statements made as part of the Application.
- The Grantee acknowledges the grant may be used for eligible uses. Eligible uses include expenditures related to reimburse for the costs of business interruption caused by the required business closures due to COVID-19.
- Grantee agrees to indemnify and hold harmless the Howard County Economic Development Authority, the County, their directors, officers and employees, for any grant it receives that the federal government, the State, HCG, or the Howard County Economic Development Authority determines was not used for eligible expenditures and, therefore, must be repaid. Within 60 days of receipt of written notice and demand from the County for any such funds, Grantee shall repay such funds to the County.
- Grantee agrees that if it fails to provide the County with any funds as required under this grant, such funds shall constitute a delinquent debt owed to the County by Grantee, and that the County may seek to collect on that debt by any means allowed for under Maryland law.
- The Grantee agrees that the answer to the question: *Please indicate how this grant will assist your business or farm during this COVID-19 emergency:* may be used by HCG as testimonial to the positive impact of this grant program and may be used in press releases either in print or other media.

The Grantee will be required to accept the terms and conditions of the Grant Agreement. The Grantee acknowledges that if any information in the application, grant funds may be delayed or rescinded.

If you have any questions regarding this grant opportunity, please contact Howard County Economic Development Authority [here](#).