



Montgomery County Office of  
**Grants Management**

# **FY24 EQUICARE SUBSIDY SEATS GRANTS PROGRAM**

## ***Frequently Asked Questions***

**1. If our Maryland EXCELS or Accreditation will expire during the grant performance period, can we still apply for the grant?**

If you are published in MD EXCELS, 3 or higher, at the time of your application, you may apply. If you have applied for accreditation and are in the process of waiting approval, you may still apply. There are several accrediting bodies that currently have a backlog. You should address this in your application with a statement of the current status.

**2. Please address priority zip code issue.**

Programs located in the 5 priority zip codes may receive additional points in the application review process, based on the scoring criterion outlined in the Notice of Funding Opportunities (NOFO) packet. While this is not the only criterion considered, if there are many applications, this is a criterion that will be taken into higher consideration. Programs outside these zip codes are still encouraged to apply as there are several factors that will be used to determine the awardees of the grant.

**3. How about the project strategy, I am trying to understand what Project Title means?**

The Project Title is what will be listed on your grant agreement. You can choose the name of the project for your internal program (i.e. your center name).

**4. There are some questions on the application that are specific to non-profit organizations (ie, Board Member background on Applicant Background) and it won't let me proceed without entering the information. My organization is for-profit and we do not have board members**

You may enter N/A, however, these questions are not required in the application and can be skipped if they do not apply to you.

**5. FY24 EquiCare: Subsidy Seats Grant Funding Request - do we need to write how much we should request or can we just put it blank?**

You will write how many seats your program is looking to accept under this grant. You can fill out the provided budget template and it will automatically calculate amounts based on the number of seats you apply for.



**6. If you don't have low income families can you still apply?**

You can use the seats with children already in your program that meet the qualification criteria, or you can recruit eligible families. If your currently enrolled children do not meet eligibility but you still have open seats available, you can apply and fill those seats with newly enrolled families.

**7. For Business status if it shown active instead of “good standing” can we still apply?**

Yes. Family Child Care Providers that are sole proprietors and use DBA can still apply if their business is active in Maryland SDAT.

**8. If we get the EquiCare grant and cannot fill all the seats with eligible families - what is the process that will happen?**

In the application process, programs are required to supply a marketing plan for filling the seats they've applied for. Programs will submit quarterly reports during the performance period. If a program is following their marketing plan, they will not be penalized. If a provider is unable to fill the seat over a determined amount of review periods, the county will revise the grant agreement or pause the agreement.

**9. When the children in the program turn 4, will there be support for these families (even through a different program) so they can get through until Kindergarten begins?**

The program is for children ages 6 weeks to 3 years (36 months). The child will no longer qualify for the EquiCare grant once they turn 3 years old. There are a limited amount of programs for 3 year olds in the Head Start program within the county that can be considered for children that are aging out of this grant.

**10. Determination is done just in center, or needs to be sent for approval before services can start?**

The program will determine eligibility of the families. The program will be required to keep records on the family but will not be supplied to the county. The county will conduct site visits to approved programs and will audit records, but they will not be collected.

**11. Invoicing: Is it based on seats requested, or in seats actually filled each month?**

This is based on the seats that programs have applied for, it is the responsibility of the program to maintain enrollment.

**12. Do the staff members all need to have all the requirements to apply or either one of our staff with the requirement can apply?**

The lead teacher and assistant teacher must both meet the educational guidelines outlined in the grant.

**13. We often have families who are uncomfortable applying for government-related programs due to their immigration status. I understand that we will be responsible for**



**the intake and managing their account, but will we be required to submit personal information for the children/families?**

No, you will not submit personal information of the families. During site visits, a county worker will review records that contains personal information to ensure that documentation is being maintained, but that is the only time the county will see the personal information of the families.

**14. Are we required to collect eligibility from parents quarterly?**

No.

**15. Do we continually ask for income verification from families?**

No.

**16. For the budget, it seems we'd just need to include the # of seats we are requesting (this amount would include the administrative costs). Do you need to see any additional line item detail in the budget, aside from the up to \$1200 for professional development?**

No, there are no additional line items required. The budget template only requires that you fill in the number of seats and it will calculate the totals.

**17. What is your decision/selection timeline? And is this grant for this fiscal year which is already half way completed?**

6-8 weeks after the grant application closes, awardees will be notified. This grant award will begin in FY24, and continue through June 30, 2025.

**18. Part of the application says total organizational budget as reported in most recent its 990 form - if we don't file a 990 should we put 0?**

For providers that do not file a 990, you can put 0 or N/A.

**19. Will MOCO seek repayment if provider mistakenly qualifies an ineligible family?**

No, we will work with providers to ensure compliance, but we will not seek repayment.

**20. Can this grant be used for children born in another country?**

Yes. Immigration status is not a consideration when qualifying families. The only residency requirement is that they live in Montgomery County currently.

**21. I don't know if I'm understanding correctly, what I know is that I came because I want a child care scholarship for my two children. It would be my first time applying. Where can I go to apply?**

Parents that do not qualify for Maryland Child Care Scholarship or WPA, and meet the eligibility guidelines will contact providers when the grant is awarded. The provider would qualify you for their program.



**22. Should this money be reported for tax purposes?**

Yes. Grant funds are considered to be income and should be reported on your taxes.

**23. Is there someone who can guide us with the application?**

For technical questions related to the application, you may contact Ali Hoy of the grants team. We are not able to advise on how you should fill out the application with your information. If you need to contact the EquiCare Grant team, please see the below information:

- Jennifer Wiedel: Jennifer.wiedel@montgomerycountymd.gov
- Kenia Almendarez (en espanol): Kenia.Almendarez@montgomerycountymd.gov
- Application questions: Ali Hoy grants@montgomerycountymd.gov
- Application link: <https://mcmdgrants.smapply.org/prog/EquiCare>

