

03440-CDD_Workforce_23– ADDENDUM 1
Child Care Workforce Retention Bonus Grant Program

October 12, 2022

State of Vermont
Agency of Human Services
DCF Child Development Division
280 State Drive, NOB 1 North
Waterbury, VT 05671-1040

TO ALL APPLICANTS:

This Addendum consists of four (4) pages and shows all changes being made to the Request for Grant Application in **underlined bold type**.

CHANGE #1:

1.2 ELIGIBILITY REQUIREMENTS

In order to be eligible to apply for this grant, *all* of the following eligibility requirements of the Program outlined in this section must be met by the applicant. The applicant must:

- a. Own a business or organization, located in Vermont, that provides child care services in Vermont, either half-day or full-day care (overnight camps are not eligible), and have at least one eligible employee that is not the owner;
- b. Have an active Family Child Care Home, Center Based Child Care Preschool Program, or Afterschool Program license for each child care and/or afterschool program being included in the application; and
- c. Have at least one employee in an eligible position (listed below) that is currently working in the applicant's child care and/or afterschool program(s).

For an employee to be considered eligible to include on an applicant's grant application for this Program, *all* of the following conditions must be met for each employee:

- a. Be currently employed as a regular part-time permanent employee and currently working between 20 and 31 hours per week OR is employed as a regular full-time permanent employee and currently working 32 hours or more per week;
- b. Be employed in one of the following eligible positions as defined by Vermont's Child Care Licensing Regulations (CDD Laws, Regs & Rules | Department for Children and Families (vermont.gov)):
 - i. Director
 - ii. Family Child Care Assistant
 - iii. Afterschool administrator
 - iv. Afterschool program staff
 - v. Teacher
 - vi. Teacher associate
 - vii. Assistant
 - viii. Trainee
 - ix. Aide

- x. Long-term substitute covering a staff member who is on leave in one of the above eligible positions. If the staff member on leave is committed to returning to work in one of the eligible positions above, they are also eligible.

Note: this does not include public-school staff in a prekindergarten education program.

- c. Be included in only one grant application for this Program, even if an employee works for more than one business or organization providing child care services;
- d. Not be employed under a **public school** teacher contract;
- e. Not be classified as a substitute (other than the long-term substitute position noted above); and
- f. Not be a self-employed child care provider or Family Child Care Provider.

CHANGE #2:

C. ATTACHMENT B: PAYMENT PROVISIONS

The following will be added after this heading: **(Reimbursement-Based)**

CHANGE #3:

The following Attachment B is being added to the Request for Grant Application to show the advance-based payment provisions:

D. ATTACHMENT B: PAYMENT PROVISIONS (Advance-Based)

Grant issuance is contingent upon available funding. The maximum dollar amount payable under this grant is not intended as any form of a guaranteed amount. The Grantee shall be paid for services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page one of the grant.

1. **Prior to commencement of work and release of any payments, Grantee shall submit to the State a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this grant.**
2. **Payment terms are Net 30 calendar days from the date the State receives error-free financial and program reports. Vermont State Fiscal Year Close Out starts the last week of May/first week of June and runs through early July. During this period of time, no financial reports or Requests for Payment are processed for payment in the State of Vermont Vision system.**
3. **Grantee shall submit detailed Financial Reports itemizing all work performed during the reporting period, including the dates of service, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All Financial Reports and Requests for Payment must include the Grant # for this agreement.**
4. **The Grantee may request an initial advance payment for the amount of funding needed to make the first bonus payments to eligible employees upon execution of this grant agreement. The Grantee may continue to request advance payments thereafter according to the distribution schedule outlined in this grant agreement by submitting a Request for Payment form and financial report detailing expenditures made in the previous month. A**

final financial report that includes all final expenditures shall be submitted as outlined in the reporting schedule set forth in this Attachment B.

5. The State shall provide payments to the Grantee, subject to #3 above, on a monthly basis, up to the maximum payable for the Grant, except insofar as the State may withhold 10% of the total Grant award until the final program and financial reports have been received and approved.
6. Grantee shall be paid for services actually delivered or performed beginning on _____.
7. As grant award amounts are based on state and federal fiscal year budgets, no payments shall be issued 90 calendar days after the end date of this agreement as budgets close out and funds are no longer available.
8. Financial Reports are to be submitted electronically; and Request for Payment forms shall be sent electronically as a .pdf with an original signature or electronic signature.
9. Grantee agrees to produce, on request, the source documents upon which all Requests for Payment are based.
10. Grantee shall submit Financial Reports and Requests for Payment to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, Requests for Payment shall be submitted not more frequently than *negotiated with each Apparently Successful Applicant*.
11. A budget line-item transfer request for any amount relating to personnel costs must be submitted in writing to the CDD Program Manager and DCF Grants and Contracts Manager for approval in advance.
12. The payment and reporting schedule for delivered products, or rates for services performed, and any additional reimbursements, are as follows:

[TO BE DEVELOPED IN FURTHER DETAIL BASED UPON THE SCOPE HEREIN, IN CONJUNCTION WITH INFORMATION FROM THE SELECTED APPLICANTS AND THAT IS CONSISTENT WITH THE SCOPE AND WITH STATE GRANT TERMS AND FORMATS]

CONTACT AND PAYMENT REQUEST INFORMATION

Program Reports, Financial Reports, and Requests for Payment should be sent to:

Leslie Bergeron or Designee, Policy and Process Administrator
CDD Program Manager
Department for Children & Families
Leslie.Bergeron@vermont.gov

TBD or Designee
DCF Grants and Contracts Manager
Department for Children and Families
_____@vermont.gov

CHANGE #4:

CHAPTER 3, GRANT APPLICATION

The following sentence in the Employee Information section of the application:

Please provide the number of eligible employees at your business or organization. Please note that the applicant is **not** an eligible employee under this RFGA opportunity.

is being replaced by:

Please provide the number of eligible employees at your business or organization. Please note that the owner, even if working in an eligible position, is NOT an eligible employee under this RFGA opportunity.

CHANGE #5:

CHAPTER 3, GRANT APPLICATION

The following is being added to the application in the Retention Funding & Distribution section:

- **Please select your payment provision preference:**
 - **Reimbursement Basis (Once bonus payments are issued to eligible employees, then payment reimbursement may be requested from the State. This payment provision model requires you to pay employees first, and then be reimbursed after by submitting the program and financial reports.)**
 - **Advance Payment Basis (You may request the funding to provide the bonuses to eligible employees in advance of issuing the bonuses to the employees according to the distribution schedule you selected. You then have up to 30 calendar days to issue the bonus payments and submit the program and financial reports documenting the payments issued. In the event that any of the requested funding is not issued for any reason during this time, you would have to pay the State back the unspent funds by check when submitting the program and financial reports documenting what funds were spent.)**

END OF RFGA ADDENDUM #1