

## PEFSEE Reporting Frequently Asked Questions

Please note, this FAQ document will be updated with additional content and relevant resources.

### I. PEFSEE Grant Report – Summer 2020

#### What reporting will be required for PEFSEE?

- We will request a payroll statement and a budget on how funds were spent
- The report will include additional data collection for ECE sector advocacy

#### When will this report be available? How long will I have to complete it?

An email indicating a due date and instructions for grant reporting and data collection will be sent by August 15, 2020 at latest. You will have up to a week to complete the request and a PEFSEE staff member will be available should you require assistance with completing the report.

#### How will I access this report?

The report will be available on the Smart Simple grants platform, which is the same website you used to apply for the first PEFSEE award. Program staff are available to help grantees reset passwords and navigate the Smart Simple platform, we will also supply written instructions to navigate the system with the email announcement. Reach out to [PEFSEE@reinvestment.com](mailto:PEFSEE@reinvestment.com).

#### What information will I need to track?

Please remember to record keep and save your receipts! Currently we are only requesting a current payroll statement and a budget on how funds were spent according to each grantee's approved use categories.

Providers should keep all receipts and records showing how they spent grant funds on file for at least one year in order to complete 2020 tax returns and to demonstrate funding utilization for this and other grants or loans that you may have received during this time. We reserve the right to request copies of such records.

#### What if I would like to spend money in different categories than the required uses in my grant agreement?

Providers may have received additional funding with more rigid restrictions than PEFSEE (such as PPP). If so, a provider may spend PEFSEE funding in other eligible categories, or over a longer timeframe. The goal of PEFSEE is to offer maximum flexibility to fit needs, while prioritizing a provider's ability to remain operable. Please reach out to us to discuss and record any grant use changes.

List of all eligible use categories:

- Rent / Mortgage
- Personnel (Staffing)
- Additional expenses incurred due to continued operations
- Child and family needs (\$20/child, \$5,000 max)
- Care for children of essential workers (\$10,000 maximum)
- Temporary Enrichment (\$20/child, \$5,000 maximum)
- Re-opening cost (\$1,000 maximum)

**What is the eligible timeline to spend grant funds?**

PEFSEE funding should generally be spent over a 12-week period from March 16 - June 30. However, this timeline is flexible depending on when the other sources a provider received may cover. PEFSEE funding is intended to offer flexibility and uses and draw-down periods can be adjusted based upon your needs. Please reach out with any questions.

**Will there be any follow-up opportunities for funding through PEFSEE?**

Reinvestment Fund and PEFSEE's program funders are continuing to fundraise for additional dollars for future rounds of awards through PEFSEE. The updated provider data collected through the initial grant report will inform potential future opportunities.

**Will I need to report PEFSEE grant funding on my 2020 taxes?**

PEFSEE grant income may be a taxable event for for-profits in 2020. Grantees will receive a statement from Reinvestment Fund in January 2021, reflecting their grant award for the 2020 calendar year. You should present this information to your accountant and reference it as you compile your 2020 tax returns.

**What will be required for final reporting in 2021?**

There will be a final report on or about 4/15/2021 which will request an update on enrollment and staffing and collect tax returns for 2020.

**II. PEFSEE & Paycheck Protection Program (PPP) Recipients****What if I received both a PEFSEE grant and a PPP loan?**

Reinvestment Fund staff are available to help ECE providers who received both a PEFSEE grant and PPP loan to understand compliance around both programs.

Resources:

- ["PPP & PEFSEE Funding: Preparing for loan forgiveness and grant compliance" Webinar Recording](#)
- ["PPP & PEFSEE Funding: Preparing for loan forgiveness and grant compliance" PowerPoint presentation](#)
- [PPP Searchable FAQ, created by Reinvestment Fund](#)

In addition, providers can reach out to Desmond with individual questions:

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215-574-5830