

PEFSEE Grant Report Frequently Asked Questions

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

Please review the [PEFSEE Reporting Instructional Video](#) for guidance on how to complete August Reporting due under the grant.

Please review this [Smart Simple Login Guide – PEFSEE Reporting](#) to get back into your account and find your report form in Smart Simple

I. PEFSEE Grant Report – August 2020 - General Information

What reporting will be required for PEFSEE?

- We will request a payroll statement (for the period ending July 31, 2020) and a budget on how funds were spent
- The report will include additional data collection for early learning 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 on Tuesday, August 11. 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. All reports must be submitted by midnight on Tuesday, August 18.

How will I access this report?

You will receive an email with information that your report is available. 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 (www.reinvestmentfund.smartsimple.com). 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 with any questions.

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.

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.

What will be required for final reporting in 2021?

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

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.

II. Guidance on the August Report Form**Operations Section**

In this section we ask for a general update about current status. We ask you to confirm staffing and enrollment information from the look-back date of February 1, enter current information, and upload a current payroll statement (if available).

How do I complete the enrollment table?

We ask you to review and record enrollment from February 1, 2020, and also include anticipated enrollment for September 2020. You can look at the “Application Summary” PDF of your application. Even if you are currently closed, please report how many children for whom your program has received completed registration paperwork and a start or return date is identified.

For this report, we are combining all income subsidy sources into one category. If a child has braided funding (i.e. support through PHLpreK and also private pay), use the primary source of funding (i.e. PHLpreK) and only count that child once.

What if I do not serve all age groups?

Use the “+” button to add any age groups served. If you do not serve a certain age group, you can leave that blank.

How do I complete the staffing table?

Refer to your “Application Summary” PDF to review staffing information from February 1, 2020. We have simplified staff categories, and now admin/support/home visiting are combined in one section.

What should I upload if I do not have a recent payroll statement?

For Home providers, if you do not use a payroll system or pay yourself a salary, please upload a document showing income (such as recent ELRC provider summary). If you have additional employees, please include an internally prepared document showing current employees and amount paid for the most recent period.

If you have closed permanently, please upload the last payroll statement available.

Organizational Viability & Concerns Section

In this section we ask for an update on your financial condition and concerns. This information will be shared with sector partners to inform future interventions, support and advocacy.

What is the “Additional Funds” section and what if I do not remember which funds I applied to?

This section collects information about which (if any) available funding sources providers pursued, and whether they were successful. There were many different opportunities available, and we would like to be able to understand if childcare operators were successful in accessing additional funds. Potential Sources:

- Pennsylvania 30 Day Fund
- COVID-19 FUND/United Way
- SBA EIDL Advance
- Paycheck Protection Program (PPP)
- Philadelphia COVID-19 Small Business Relief Fund (PIDC/City of Philadelphia)
- Restore and Reopen Program (The Merchants Fund & PHL Commerce)
- COVID-19 Relief PA Statewide Small Business Assistance Program
- CARES Act Funds (ELRC)
- cash advance from a credit card
- line of credit
- commercial loan
- borrow money from a friend or family member

Refer to the below definitions for the question around helpful funding sources.

- Restricted grants: Grants for specified uses such as payroll or rent/mortgage
- Unrestricted grants: grants that can be used for any purpose (including overhead)
- Working capital loans: debt taken to finance everyday operations
- Line of credit: a preset borrowing limit that can be used at any time
- Forgivable loan: a loan that you do not have to pay back if you meet certain preset conditions

Project Budget Section

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.

Please note that you can allocate PEFSEE grant funds for expenses incurred before the award was received. For example, if you received your PEFSEE award on April 20th, you could still allocate this income stream towards payroll and rent/mortgage payments in March.

What if I received additional grant funds over the same period?

Remember that PEFSEE is meant to be flexible, and the most important thing to remember is to not double-count funds. If you received a grant with restrictions for use and timeframe, allocate those awards first, and then use the PEFSEE grant for other eligible categories.

To complete the budget table, select the eligible category in which you spent funds, record the amount, and enter a short description.

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:

Desmond Hudson
Director, Client Engagement and Technical Assistance
desmond.hudson@reinvestment.com
215-574-5830

What funds should I used first PPP or PEFSEE dollars?

PPP Dollars are strictly earmarked to Payroll Cost, Rent, Mortgage Interest and Utilities. It would be prudent to use PPP dollars for those costs during your PPP Covered Period/Alternative Covered Period. Since PEFSEE dollars are more flexible it may be wise to use those dollars prior to the PPP Covered Period/Alternative Covered Period and afterwards. In addition, unlike PPP dollars, you can use PEFSEE for expenses related to mortgage principal, salaries over \$100,000, FICA taxes, owner medical expenses, business credit cards, merchant loans and other forms of debt not allowed as a PPP expense.