

# Application Preview

## Child Care Stabilization Grant

### Spring 2022

This resource summarizes the questions you'll be asked in the Child Care Stabilization Grant application. It is a tool to help you prepare your grant application. Child care providers must apply for the Child Care Stabilization Grant online through the Great Start to Quality portal. Visit [Michigan.gov/childcare](https://michigan.gov/childcare) to apply from March 22, 2022 through May 26, 2022.

If you need help completing the application or creating a plan to spend your grant, please contact your local Great Start to Quality Resource Center at 1-877-614-7328 or the Child Development and Care office at 1-866-990-3227.

#### Applicant Information

- Provider type
- Business name
- First name
- Last name
- Location address
- Mailing address
- Email
- Phone
- License number
- SIGMA vendor number and mail code (prepopulated if you received a grant for fall 2021)
  - The state uses SIGMA to process payments. You need a SIGMA vendor number and mail code to receive your grant payment.
  - If you have forgotten your SIGMA vendor code or SIGMA Address ID, you can look it up by following the instructions at: [How to Find Your SIGMA Vendor Number](#).
  - If you need assistance, please contact the SIGMA Help Desk for assistance. You can reach the Help Desk via [SIGMA VSS e-mail](#) or 888-734-9749.

#### Demographics

The federal government requires that states collect and report the following data to comply with the American Rescue plan. You will be asked about your operator/director's race/ethnicity and gender.

#### Establishing Your Base Grant Payment Amount

The following questions will determine your grant amount and bonus payments.

- Question specific to GSRP, HS, 21<sup>st</sup> CCLC eligibility verification.

- As of the date of your application, select the option that describes your program's status:
  - Open regular hours and serving children
  - Open with reduced hours and serving children
  - Open and willing to enroll children, but none currently attending. I understand that I must serve children within 3 months of receiving the funds to continue to be eligible.
  - Temporarily closed due to public health concerns, financial hardship, or other reasons relating to the public health emergency. I understand that I must serve children again within 3 months of receiving the funds to continue to be eligible.
- Total licensed capacity: Prepopulated
  - You must verify that you agree with the prepopulated licensed capacity. If you do not agree with the licensed capacity shown, you must contact the CDC Help Desk at 1-866-990-3227 to discuss your concern. You cannot submit your application until you confirm that you agree with your licensed capacity.

### **Eligibility for Bonus Payments**

Every eligible child care provider will receive a base payment. Many providers will also be eligible for bonus payments. These payments award additional funding to programs that provide specialty services that are in demand and often cost more to provide. Bonus payments will be awarded based on the following criteria:

- Subsidy will be prepopulated
  - You must verify that you agree with the prepopulated subsidy payments for February 2022. If you do not agree with the child care subsidy information shown, you must contact the CDC Help Desk at 1-866-990-3227 to discuss your concern. You must submit your February billing prior to calling about an adjustment and submitting your application. Once your application is submitted this information will not be changed.
- Please review the days and hours you are open and make any changes. This information will determine eligibility for non-traditional care bonus.
  - The system will prepopulate the days and hours you are open. You can edit these sections. Changes you make in your grant application will also be made in your Great Start to Quality profile.
- Are you currently serving a child with special needs?
  - Yes
  - No
  - This is defined as:
    - A child with a disability, as defined in section 602 of the Individuals with Disabilities Education Act (20 U.S.C. 1401)

- A child who is eligible for early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq)
- A child who is less than 13 years of age and who is eligible for services under section 504 of the Rehabilitation Act of 1973
- Providers will be asked to verify their Great Start to Quality rating.

**Staff Compensation Funds**

As part of your Child Care Stabilization Grant payment, you will receive funds to provide bonuses to your staff. You will receive \$1,000 per full-time staff member (30+ hours per week) and \$500 per part-time staff member (29 or fewer hours per week). These bonuses must be paid to staff.

Providers should maintain a list of employees on staff as of the date of application that identifies their scheduled work hours. Providers are encouraged to use this list to document proof of payment for their records. If a staff member works in more than one location, you should only request funding for them at one location.

- As of today, the number of current full-time (work 30 or more hours per week) paid staff (include yourself):
- As of today, the number of current part-time (work 29 or fewer hours per week) paid staff (include yourself):
- I currently have \_\_\_\_\_ full-time staff positions vacant.
- I currently have \_\_\_\_\_ part-time staff positions vacant.

**Current Enrollment**

Please report enrollment and openings as of today’s date. All fields must be completed. Enter zero where applicable.

You will be asked to identify the number of children enrolled full-time and part-time, and the number of openings full-time and part-time in the following age groups:

- Infant (birth-1 year)
- Toddler (1-3 years)
- Preschool (3-5 years)
- Kindergarten (5-6 years)
- School age (before/after care, summer care)

You will also be asked whether you have a waiting list.

**Current Average Monthly Operating Expenses**

Please enter the estimated monthly administration costs of running your child care facility/home program (rounded to the nearest dollar) below. You must enter a number for each expense category. If you do not have an expense in a category you would enter “0”. You do not need to have expenses in all categories.

This question is part of the state's federal reporting requirement. Provide your

most accurate estimate. This data will not be used to calculate your grant award.

For each of the following you will provide your average monthly cost and whether you are planning to spend any of the grant funds to cover some or all this expense.

- Personnel costs
  - Salaries
  - Employment taxes, self-employment tax, and fringe benefits
  - Increased personnel salaries/wages (recruitment bonus, staff bonus, premium pay)
- Rent, mortgage, utilities, facilities maintenance, and insurance
  - Rent, mortgage, utilities, insurance, telephone, internet
  - Maintenance
  - Minor renovation
- Personal protective equipment (PPE), cleaning, or other health and safety practices
  - Cleaning and sanitation supplies, PPE, and COVID testing
- Equipment and supplies
  - Software
  - Computers and IT
- Goods and services
  - Food
  - Consumable supplies
  - Classroom materials
  - Sleeping equipment
  - Licensing fees
- Mental health services
  - Mental health consultation
- Paying for past expenses
  - Paying for past expenses

Reminder: This is not the amount you will receive. The purpose is to estimate your average monthly expenses.

### **Certifications and Attestations Prior to Submission**

By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant, I certify that all information provided as part of this application is true and accurate to the best of my knowledge and agree to each of the following statements (*must be met for the duration of the grant*):

#### **Federally required certifications:**

- Child care providers receiving funds must be in compliance with all health and safety requirements, local health, fire safety, and zoning requirements, and, to the greatest extent possible implement policies in line with [guidance from the Center for Disease Control \(CDC\)](#) and [Child Care Licensing Rules](#).

- For each employee of the child care program, I agree to pay, each employee (including lead teachers, aides, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service). I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the grant. I understand that I may not furlough employees from the date of application submission through the duration of the grant period.
- I will provide relief from copayments and tuition payments for the families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

**I agree to spend grant funds on allowable expenses:**

- All funds received from this child care stabilization fund will be used for the following purposes, including reimbursement for expenses incurred from January 2020 through July 2023.
  - Personnel costs, including payroll and salaries or similar compensation for an employee (including sole proprietor or independent contractor), and benefits.
  - Premium pay, or costs, for employee recruitment and retention, including but not limited to staff bonuses, wages, cost of insurance coverage, retirement, educational advancement, tuition reimbursement and child care costs.
  - Tuition and/or copayment relief for families.
  - Rent (including under a lease agreement) or payment on any mortgage obligation, utilities, or insurance.
  - Minor facility maintenance or improvements.
  - Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
  - Purchases of or updates to equipment and supplies to respond to COVID 19.
  - Goods and services necessary to maintain or resume child care services.
- All funds received for staff bonus must be reported, as required to the Department. Any improper use of funds for staff bonuses will require repayment to the Department.
- Funds cannot be used to pay for expenses expressly covered by another external source, i.e. Paycheck Protection Program (PPP), previous Child Care Relief Fund Grants, CACFP, GSRP, Head Start, etc. or to supplant other federal or state funds.
- Taxability of funds. I understand this funding is subject to the same tax rules as regular CCDF funding. State tax rules apply. Regarding federal tax rules, please contact the Internal Revenue Service for guidance. In some cases, funds used to cover operating expenses may be exempt from taxation.
- I understand any unspent funds must be returned to the Department by no later than July 31, 2023.

- Funds must be expended by July 31, 2023.

**I agree to participate in monitoring activities and provide accurate documentation:**

- The Child Development and Care office or its agents may monitor this application and use of funds to ensure the accuracy of the information provided and the proper use of funds.
- All child care programs/providers that receive funds may be subject to audit and may be required to submit supporting documentation. I agree to provide information and supporting documentation as requested.
- I agree to provide, for audit purposes, access to the child care facility for which this application is submitted, information and documentation related to the application and use of funds, and access to interview child care staff members in connection with this application and the use of funds received.
- Supporting documentation for all expenses must be retained for a period of four years and promptly submitted to the Department (or others) when requested.
- Providing false or inaccurate information on this application or improper use of the funds will result in the return or repayment of funds and any program applying for these funds agrees to repay funds as required.
- The child care program must be prepared to affirm estimates of operating expenses and report the use of funds received to the Department or its agents as requested.

**I agree to notify MDE of a permanent program closure:**

- The Child Development and Care Office will be promptly notified of any changes to information provided in this application including the closure of the child care program or inability to open within 3 months if currently closed.
- Closure of the program will require the return of all unspent funds.
- I understand that I must complete required reporting requirements associated with the grant award reporting allowable expenses incurred for which I have documentation/receipts on file, spent between January 2020 and July 2023. I must submit a report for each grant payment received. In addition, a report will be required for all staff bonus and hiring funds. All reports will be required no later than July 31, 2023.
- Reporting requirements will be posted at <https://www.michigan.gov/childcare> will be collected here in Great Start to Quality. Providers will be able to receive support with their reporting requirements from your local Great Start to Quality Resource Center at 1-877-614-7328 or the Child Development and Care office at 1-866-990-3227.