

Grant Spending Report

As a recipient of a Child Care Stabilization Grant, you are required to report about your grant spending.

The Grant Spending Report must be submitted by March 1, 2023.

If you have questions about reporting, please review the information at Michigan.gov/childcare.

This document explains what expenses can be included in each line. If you have additional questions or need technical assistance, we're here to help! Please contact your Great Start to Quality Resource Center at 877-614-7328 or the Child Development and Care office at 866-990-3227.

Staff Bonuses

You received 1 bonus of \$1,000.00 PER full-time employee. Staff Bonuses can ONLY be paid to staff as allotted - \$1,000.00 for full-time staff and \$500.00 for part-time staff - and cannot be used for any other purpose. **Staff Bonuses must be paid to staff by September 1, 2022.**

	Number of Staff at Time of Application	Amount of Staff Bonuses Received	Number of Staff Bonuses Paid by September 1, 2022	Staff Bonus Funds Remaining to be Returned
Full-Time	1	\$1,000.00	<input type="text"/>	\$1,000.00
Part-Time	0	\$0.00	<input type="text"/>	\$0.00
Totals	1	\$1,000.00	0	\$1,000.00

I certify that staff bonus funds awarded to the program were used only for that purpose. I understand that I must maintain a record of these bonus payments for four years and provide documentation if requested by the Department.

You must call the Child Development and Care office (866-990-3227) prior to returning funds in order to ensure funds are appropriately returned and associated with your grant and your 1099-NEC gets adjusted! Any remaining staff bonus funds must be returned by September 15, 2022. When you call the Child Development and Care office you will be asked to provide the following information:

- Name
- Phone number
- Provider license number
- Reason for returning funds

I will be sending the Remaining Funds back to the Department by September 15, 2022.

Save

Grant Spending

In addition to funding for staff, you received \$10,062.50 from the Child Care Stabilization Grant in spring 2022 Application. This report is required to document that these funds have been spent on allowable expenses. The Department will use this information to meet federal reporting requirements.

Only report expenses that you are charging to the Child Care Stabilization Grant funds. As a reminder, you cannot charge expenses to this grant if it has been covered by another dedicated funding source (Head Start/Early Head Start, GSRP, disaster relief funding, CACFP, CARES grants, etc.) or by another federal grant program (for example, the Paycheck Protection Program (PPP), the Public Health and Social Services Emergency fund, or unemployment compensation).

Category	Funds Used	Expense Description
<p>Personnel Costs</p> <p>Z</p> <p>Wages for child care program personnel, including home based providers/owner.</p> <p>Employment taxes, health, dental, and vision insurance; scholarships; paid sick or family leave; worker’s compensation; and retirement contributions.</p> <p>Including increases in compensation for any staff in a child care. Premium or hazard pay, staff bonuses, and vaccine related costs for employees (paid time off to get vaccinated, transportation to and from vaccine, etc.).</p>	<input type="text"/>	<input type="text"/>
<p>Rent, Mortgage, Utilities, Facilities Maintenance, and Insurance</p> <p>Z</p> <p>Payments you made for your home or the location or facility where you provide care.</p> <p>Rent (including rent under a lease agreement), payment on a mortgage obligation, insurance, utilities (gas, water, electric, sewer), insurance (homeowners, general business liability), also includes late fees or charges related to a late payments.</p> <p>Telephone/internet.</p> <p>This category includes purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency. So long as the equipment and supplies are in response to the COVID-19 public health emergency, they may include indoor and outdoor equipment and supplies that facilitate business practices consistent with safety protocols and developmentally appropriate.</p> <p>Exs: cots, chairs, toys, portable partitions to enforce social distancing, hand washing stations, air filtration systems, plexiglass dividers, etc.).</p> <p>Maintenance and minor renovations to address COVID-19 concerns in making any facilities improvements that make child care programs inclusive and accessible to children with disabilities and family members with disabilities.</p> <p>Minor renovations that do not meet the definition of major renovation at 45 CFR 98.2. Subgrant funds may not be used for construction or major renovations.</p>	<input type="text"/>	<input type="text"/>

Category	Funds Used	Expense Description
<p>Allowable facility maintenance and improvements may include, but are not limited to, building, or upgrading playgrounds, renovating bathrooms, installing railing, ramps, or automatic doors to make the facility more accessible, and removing non-load bearing walls to create additional space for social distancing. Renovations needed to comply with safety guidance in the context of developmentally appropriate practice and a welcoming environment for children and families.</p>		
<p>Personal Protective Equipment (PPE), Cleaning and Other Health and Safety Practices</p> <p>Z</p> <p>Personal protective equipment (PPE), cleaning and sanitization supplies and services. Examples: sanitary wipes, air filtration systems, shampoos, vacuums, steam mops, washer/dryer, dishwasher, all soaps (laundry, hand, dish), mops, air purifiers. PPE costs would include things such as gloves, masks, digital thermometers, face shields, etc.</p> <p>Hiring cleaning companies, janitors, or any other cleaning services.</p> <p>Training for staff related to COVID-19 protocols.</p> <p>Payments for supplies and materials to respond to COVID-19.</p>	<p>\$ <input type="text"/></p>	<p><input type="text"/></p>
<p>Equipment & Supplies</p> <p>Z</p> <p>Enter the total expense you incurred for software for your child care.</p>	<p>\$ <input type="text"/></p>	<p><input type="text"/></p>
<p>Goods & Services</p> <p>Z</p> <p>Food, snacks, beverages, and dishes, bottles, bibs, cups, silverware, and other supplies related to meal times and drinks. Diapers, wipes, toilet paper, toilet training diapers. Toys and games for children to play with both inside and outside. Books and workbooks. Craft materials. Cribs, crib mattresses, sheets, cots, pillows, blankets, and other materials for sleeping and napping. Child care licensing costs/fees and other expenses related to maintaining a license such as fire extinguishers, smoke detectors, CO2 alarms, etc. Tax preparation, Accountant fees, Legal Retainer, Snow plowing, Lawncare, etc. Infant and early childhood mental health consultation that you contracted for, mental health consultations for staff or yourself, purchase of mental health apps for you or your employees.</p>	<p>\$ <input type="text"/></p>	<p><input type="text"/></p>

Category	Funds Used	Expense Description
Mental Health Services Z	\$ <input type="text"/>	<input type="text"/>
Tuition Relief Provided to Families Z	\$ <input type="text"/>	<input type="text"/>
Past Expenses Z Costs incurred after the declaration of the public health emergency on January 31, 2020, (but before the March 11, 2021, ARP Act date of enactment), for any of the uses of funds outlined above EXCEPT Personnel Costs , as long as those uses were made in response to the COVID-19 public health emergency (including child care operating expenses related to rent and mortgage and facilities; insurance, utilities, internet, phones, personal protective equipment, sanitation, and health and safety; equipment and supplies; goods and services; mental health services as described above).	\$ <input type="text"/>	<input type="text"/>
TOTAL AWARDED	\$0.00	
TOTAL Expenses	\$0.00	
Funds Remaining	\$0.00	

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I will be sending the Remaining Funds back to the Department by March 15, 2023.

Save

Program Data

Provide a summary of your current enrollment.

- **Enrollment capacity:** The total number of children your program could enroll in the **current** month based on your physical capacity, staffing, instructional approach, etc. Please note that this may be the same or less than your licensed capacity.
- **Average enrollment:** The total number of children, enrolled in your program within the last month, at the time of submission.

Category	Enrollment Capacity*	Average Enrollment*
Infant (Birth – 1 year)	0	0
Toddler (1 – 3 years)	0	0
Preschool (3 – 5 years)	0	0
Kindergarten (5 – 6 years)	0	0
School Age (Before/After Care, Summer Care)	0	0

By your own definition, are you fully enrolled?

Yes

No

If no, why is your enrollment currently lower? Choose all that apply.

- Operating fewer hours
- Can't meet ratios due to staffing challenges
- COVID health and safety protocols
- Previously enrolled children have not returned to care and I'm saving their spot
- Families haven't enrolled
- Other

Do you have a waiting list?

Yes

No

By your own definition, are you fully staffed?

Yes

No

Certifications and Attestations

By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant, I certify that all information provided as part of the reporting process is true and accurate to the best of my knowledge and agree to each of the following statements:

- I agree that I have spent the grant funds I received 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 March 1, 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.

NOTE: Costs incurred after the declaration of the public health emergency on January 31, 2020, (but before the March 11, 2021, ARP Act date of enactment), for any of the uses of funds outlined above, as long as those uses were made in response to the COVID-19 public health emergency (including child care operating expenses related to rent and mortgage and facilities; insurance, utilities, internet, phones, personal protective equipment, sanitation, and health and safety; equipment and supplies; goods and services; and mental health services as described above).

- 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.
- All funds received for Staff Bonus payments must be paid to staff by September 1, 2022. Any staff bonuses not paid out by Sept 1, 2022 must be returned by Sept 15, 2022. I understand that these Bonus Payments cannot be used for anything other than payment as requested to staff and improper use of these funds will result in them needing to be returned to the Department.
- I understand that any unspent grant funds (not including staff bonus payments) must be returned to the Department by no later than March 15, 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 (The Child Development and Care Office) when:

There are any changes to information provided in the 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.

Submit Report

Do not submit unless all amounts are correct. The department cannot change the report and if your report shows an amount due, you will owe that amount back.