

## Child Care Stabilization Grant, Summer 2022

The Child Care Stabilization Grant provides financial relief to child care providers. These funds will be administered by the Michigan Department of Education (the Department) and must be used to stabilize your operations, cover unexpected costs due to the pandemic, and provide bonuses to child care professionals. For a full list of allowable uses, please visit [Michigan.gov/childcare](https://www.michigan.gov/childcare).

**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.**

**Thank you** for everything you've done for children, families, and your community during the pandemic. Your work is essential and very much appreciated.

### APPLICANT INFORMATION: (All fields are required to be filled in).

- Provider Type
- Business Name
- First Name
- Last Name
- Location Address
- City
- State
- Zip Code
- Mailing Address
- Mailing City
- Mailing State
- Mailing Zip Code
- Email
- Phone
- Alternate Phone
- License Number
- Example: DF123456789
- SIGMA Vendor Number and SIGMA Mail Code
  - 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 American Rescue Plan requirements. You will be asked about your operator/director's race/ethnicity and gender.

## STAFFING INFORMATION

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: \_\_\_\_\_

I currently have \_\_\_\_\_ full-time staff positions vacant. I currently have \_\_\_\_\_ part-time positions vacant.

## ESTABLISHING YOUR BASE GRANT PAYMENT AMOUNT:

Enrolling children paying tuition into a Head Start, GSRP, or 21st CCLC program

- Yes
- No

These federal funds are intended to support licensed child care providers. To be eligible, you may provide Head Start, GSRP, and/or 21st CCLC, but you must also provide tuition-based child care. None of the following qualify as tuition-based child care services for the purpose of this grant:

- Wraparound child care (before and after Head Start or GSRP program hours and/or on Fridays)
- Enrolling children paying tuition into a Head Start, GSRP, or 21st CCLC program

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 a positive COVID-19 exposure. I understand that I must serve children again when the quarantine period ends to continue to be eligible.

Total Licensed Capacity:

6 (example)

- I agree with the licensed capacity identified

- I do not agree with the licensed capacity shown. If you do not agree, contact the CDC Help Desk at 866-990-3227 to discuss your concern. The licensed capacity listed here is provided by child care licensing.

**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:

**Our records indicate that you billed for 0 children receiving the child care subsidy in the month of July 2022 (pay period 215 and 216).** If you believe this is inaccurate please call 866-990-3227 to speak with someone before submitting your application.

**Please review your days and hours open and make any changes:**

Open on Saturday?

- Yes
- No

Open on Sunday?

- Yes
- No

Day	Open	Close
Monday	7:00 am	5:30 pm
Tuesday	7:00 am	5:30 pm
Wednesday	7:00 am	5:30 pm
Thursday	7:00 am	5:30 pm
Friday	7:00 am	5:30 pm

**Based on the hours of operation noted above, your program does not offer care during non-traditional hours.**

**Are you currently caring for a child participating in Early On or Early On Home Visiting, a child with an IEP, IFSP, or 504 plan?**

- 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 (29 U.S.C. 794);
  - Yes
  - No

**We show you have NO Star rating in Great Start to Quality. Do you agree?**

- Yes
- No
- 

**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. How many children are currently on the wait list?

**CURRENT AVERAGE MONTHLY OPERATING EXPENSES:**

Provide your best estimate. **This data will not be used to calculate your grant award.**

These grant funds may be used for any normal operational expenses or additional expenses providers have incurred while implementing the COVID mitigation measures identified by the Center for Disease Control guidance and Michigan Child Care Licensing, and other activities necessary to maintain or resume the operation of programs, including for fixed costs and increased operational expenses. Please see FAQ for allowable expenses at [www.Michigan.gov/childcare](http://www.Michigan.gov/childcare).

You will be required to provide a report that tells us how you used the funds. Keep records of your spending to help make this reporting easier. You will be asked to report your total spending in each of the allowable categories for each reporting period.

You will not be required to submit receipts, however when you access the report, it does allow you to upload receipts to help you keep track of expenditures. In the event of a monitoring review, you will be required to provide documentation of your expenditures to the Department.

**Please enter the estimated monthly administration costs of running your child care facility/home program (rounded to the nearest dollar) in the table 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.**

- 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
  - Contracted services
- Mental health services
  - Mental health consultation
- Paying for past expenses
  - Paying for past expenses

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

### **CERTIFICATIONS AND ATTESTATIONS PRIOR TO SUBMISSION:**

Terms and conditions for these funds. 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:

#### **Federally required certifications** [must be met for the duration of the grant]:

- 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.

### **Additional certifications:**

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;
- 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 15, 2023.
- Funds must be expended by July 1, 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 monitoring review 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 serve children within 3 months.
- Permanent 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. All reports will be required no later than July 31, 2023.

Reporting requirements will be posted at [www.michigan.gov/childcare](http://www.michigan.gov/childcare) and 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.

Based on the information you provided in your pending application your estimated grant award is as follows. Learn how the grant award is calculated at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

<b>Base Award</b>	
Licensed capacity:	\$2550.00
Payment for Licensed Family Homes:	\$2000.00
<b>Total base award:</b>	<b>\$4550.00</b>
<b>Bonus award:</b>	
Caring for children receiving subsidy:	\$0.00
Non-traditional hour care:	\$0.00
Caring for children with special needs:	\$0.00
Participating in Great Start to Quality:	\$0.00
<b>Total bonus award:</b>	<b>\$0.00</b>
<b>Total estimated grant award:</b>	<b>\$4550.00</b>

I have read and agree to the terms and conditions and am an authorized person to submit this application.

Enter the full legal name of the authorized individual completing this application

Your email address

Your phone number

Your signature:

Date