



Idaho Child Care Grant: Phase 2

Grant Guide for Child Care Providers



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Introduction

The Idaho Department of Health and Welfare is accepting applications from eligible child care providers to receive a new grant paid monthly to assist with business expenses during the COVID-19 pandemic.

The Idaho Child Care Grant: Phase 2 provides funding to cover expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for child care providers in the case of decreased enrollment or closures related to coronavirus, and to assure they are able to remain open. Eligible expenses include rent, utilities, supplies and payroll, as well as support for additional health and safety measures taken during the pandemic.

This is a non-competitive grant opportunity open to licensed and/or ICCP certified providers who are currently open, or will be open by September 15, 2020, and providing full-time child care. Eligible providers will receive a monthly award based on facility size beginning in August 2020 or the month they become open for those temporarily closed. Monthly awards will continue to be paid each month until the available CARES act funds are exhausted.

This is NOT a “first-come, first-served” grant opportunity. All eligible applicants will receive at least two monthly award payments. Subsequent monthly awards will be issued depending on the volume of applications received and the availability of funding.

Eligible Applicants

In support of all Idahoans safely returning to work, Idaho Child Care Grant: Phase 2 are available for most Idaho child care programs that provide work related child care; that are currently licensed by the State of Idaho or their city and/or currently certified for the Idaho Child Care Program (ICCP).

Providers must have been licensed and/or ICCP certified in the month of application, must be operating and providing child care, and remain in good standing throughout the grant funding period.

Some programs are not eligible to receive these grant payments; those ineligible providers are:

- Preschool only and part-time programs
- Head Start programs
- Child care provided in the child’s home (also known as ICCP “in-home” child care)
- Recreation related child care such as care provided at gyms, ski resorts, and shopping centers
- Any program that has had its license revoked or ICCP certification terminated is not eligible

Other Grants and Financial Assistance

We know that there are other grant and loan opportunities available to some child care providers. **You may apply for this grant, in addition to those other opportunities, if you have funding needs not previously met.** You may not “double dip” and receive this grant for expenses already funded by other programs.

Providers who previously received a grant award from the Idaho Child Care Emergency Grant ARE ELIGIBLE for this Phase 2 funding.

How to Apply

The application and any other relevant information, including this guide, will be posted at the Child Care Assistance webpage on the IDHW website:

<https://healthandwelfare.idaho.gov/Children/ChildCareAssistance/tabid/292/Default.aspx>

Those in need of Idaho Child Care Grants: Phase 2 should carefully review the information in this Phase 2 Grant Guide. Once you have reviewed this guide and completed the application form, you must submit your application via email. No other means of submission will be accepted for Phase 2 funding.

- **Email** your SIGNED application to: ChildCareGrant@dhw.idaho.gov

Your application must be legible and in a format (.pdf .jpg .png) that can be opened by IDHW staff.

Signing your Application

All applications must be initialed and signed. If you have the software available to digitally sign your document that is acceptable. If you are not able to add a digital signature, you will need to print, sign, and scan the final page for submission. Applications submitted without a signature will be returned for your correction. All applications MUST BE EMAILED to ChildCareGrant@dhw.idaho.gov

Application Review Process

Applications are due by August 31, 2020 at 11:59 p.m. (MST). Due to the nature of this grant opportunity, absolutely no late applications can be accepted. Applications will be reviewed to ensure information is complete, accurate, and submitted by an eligible applicant. This is a non-competitive grant opportunity. Applications must be initialed and signed and include a W-9 form in order to receive payment.

Application Assistance/Contacts

Staff at your local IdahoSTARS Child Care Resource Center are available to assist applicants with completing this application. Find your closest office here:

<https://idahostars.org/Child-Care-Providers/CCRC/CCRC-Regions>

If you wish to speak to staff from your local IdahoSTARS Child Care Resource Center please call the Idaho CareLine by dialing 2-1-1 (1-800-926-2588).

Any questions unable to be addressed by your local IdahoSTARS staff should be directed to ChildCareGrant@dhw.idaho.gov . Due to the volume of applications, IDHW will be unable to respond to phone calls regarding this funding opportunity.

Calendar of Events and Deadlines

Applications are due by August 31, 2020 at 11:59 p.m. (MST). Absolutely no late applications can be accepted.

The table below represents a tentative schedule of events. The IDHW reserves the right to modify these dates at any time with appropriate notice to prospective applicants by posting on the IDHW website.

Event	Date
Applications Open	August 3, 2020
Application Closes	August 31, 2020
Application Review Process	August 3, 2020- September 4, 2020
Notice of Grant Award	August 3, 2020- September 4, 2020
First Payment Processed	Weekly 8/7/2020-9/4/2020
Ongoing Monthly Payments	10 th day of each month beginning September 2020
Final Payment Processed/ Notice of Grant Completion Mailed	When funding is depleted (estimated November 2020)

Description of Grant Opportunity

IDHW plans to award a total of up to \$10 million in grant awards through Phase 2 of the Idaho Child Care Grant. This is the second and final phase in the Idaho Child Care Grant program. This non-competitive opportunity will be paid out in monthly grant allotments, with payments continuing until funds are depleted.

These resources are intended to supplement family paid tuition and copays and payments from the Idaho Child Care Program for child care programs operating during this emergency. Child care providers are facing challenges with covering operating expenses due to loss of income, as well as increased costs for food and supplies. To ensure fair and equitable access to this grant opportunity, grants will be awarded in the following amounts based on your license and/or ICCP provider type, as shown in the table below:

Provider Type	Monthly Grant Amount
Family	\$500
Group	\$1,000
Small Center	\$2,500
Large Center	\$5,000

Idaho Child Care Grant: Phase 2 is a grant, not a loan. You will not need to pay the money back as long as you follow the spending requirements and maintain proper records supporting the allowable use of your grant award funds.

Multiple Facilities

Providers can apply one time per facility. If you own multiple facilities, each facility should have its own complete application with information specific to that location. Combined applications will not be accepted.

Eligible Expenses

This money can only be spent on CARES Act allowable expenses such as:

- Staffing costs-
 - Typical payroll expenses
 - “Hazard pay” options should you choose to offer that for your employees
- Supplies and materials-
 - Paint, paint brushes, paper, play-dough, etc.
 - Plates, cups, napkins, etc.
 - Office supplies, pens, paper, ink, tape, etc.
- Rent/mortgage and utilities at the location where child care is provided-
 - Water
 - Sewer
 - Trash service
 - Gas
 - Electric
 - Internet
 - Telephone service
- Cleaning and janitorial supplies and services-
 - Soap, paper towels, hand sanitizer
 - Cleaning, sanitizing, and janitorial services
 - Bleach, disinfectant, spray bottles, test strips
- Transportation expenses for vehicles used to transport children in child care-
 - Gas
 - Insurance
 - Basic vehicle maintenance
- Health and safety equipment and supplies-
 - Thermometers
 - Gloves, smocks, aprons, masks, hair nets

Ineligible expenses

This money should not be spent on...

- Building improvements and renovations
- Landscaping
- The purchase of a vehicle
- Personal debt or personal credit card payments not related to your business
- Licensing fees or permits
- Taxes
- Subscriptions

Grant Requirements

In order to receive funds, grantees will be required to sign a grant application that covers state and federal terms and conditions, including the following:

- Funds may only be used for allowable costs such as to pay for lease/mortgage, utilities, insurance, food and supplies, staff compensation and benefits, and other reasonable operating costs.
- Grantees will receive a payment based on their provider type each month until funding is depleted.

Financial Need

You may not make a profit from the receipt of grant funds. The grant funds are intended to support child care providers to meet their operating expenses at a time when programs have lost significant enrollment statewide. Providers who do not have expenses or financial obligations that they are unable to meet because of the COVID-19 shutdown/pandemic are not eligible to receive grant funds. Additionally, you should not apply for this grant if you have already received money from another program that covered your COVID-19 pandemic related expenses.

Payment

Once an application is reviewed, you will receive a grant award notice, or grant denial notice, via email and/or US Postal Service. Your monthly payment will be sent as a check to the mailing address provided, except for existing ICCP providers who currently receive direct deposit, they will receive it in their bank account.

Payments will end with the funding is depleted. At this time, we estimate that will be November 2020, however this could change based on the number of applicants.

Grant recipients will be sent a notice of grant completion when the funding is depleted and monthly payments will end.

Payment Times

Providers who will receive their grant awards via direct deposit should see the funds in their account 2-3 days after the funds are released.

Providers who will receive their grant awards via paper warrant should wait 7 days from the date of processing for mail to be delivered.

Closures

The grant funding can only be used for months that you were open and caring for children. Child care programs receiving funds from Idaho Child Care Grant: Phase 2 are required to notify IdahoSTARS if they permanently or temporarily close their programs during the COVID-19 pandemic. Any grant funds received for months a child care program is not open and providing child care must be returned to the Department or will be subject to recoupment as an overpayment.

Temporary Closures

We understand that some programs may need to temporarily close due to the COVID-19 pandemic, or for pre-scheduled closures, vacations, or other illness. Temporary closures, lasting less than one calendar month, will not impact eligibility for grant funding so long as child care services are resumed.

Permanent Closures

Programs that permanently close within 120 days of receiving an Idaho Child Care Grant: Phase 2 will be issued an overpayment by IDHW that will be recouped in accordance with Idaho Administrative Code.

Accountability

It is important for all of us to be accountable for this funding as this grant opportunity is our taxpayer dollars at work. This funding will be subject to audit by IDHW.

You must maintain legible documentation showing how you spent the funds for your business for 5 years.

You should maintain receipts and/or accounting for all the grant money that you spend. This could include receipts, invoices, staff payroll information, and a written record of your spending. Keep the information in a safe place protected from floods, mold, infestations, and fire. If you are storing this information on your computer, please be sure that you back it up to a separate drive or location. **You are not required to send your records to the Department, unless you are requested to do so.**

For an example of acceptable documentation of grant funds see the [Appendix](#).

Access to Documentation

Providers must grant to the Department and its agents, immediate access to records for review and copying during normal business hours. The Department and its authorized agents may remove from the provider's premises copies of any records used to document expenses or purchases associated to the grant funding.

The Department may request in writing to have copies of records supplied by the provider. The requested copies must be furnished within twenty (20) working days after the date of the written request, unless an extension of time is granted by the Department for good cause. Failure to timely provide requested copies will be a refusal to provide access to records.

Any provider that does not maintain documentation sufficient to support the all related expenditure of grant funds, or who fails to provide such documentation when requested, will be issued an overpayment by IDHW that will be recouped in accordance with Idaho Administrative Code.

W-9's

Grant funding is considered income and must be claimed as such when filing taxes. You will receive an IRS 1099 form for Tax Year 2020.

IdahoSTARS and IDHW staff will not be able to provide accounting or tax guidance; we encourage you to work with a certified accountant if you have additional questions about record keeping.

Appendix

Documentation Example

For providers that are not using accounting software or are unsure of how to document and account for grant funds an example of acceptable recording keeping is shown below. Use of this documentation technique is NOT REQUIRED but simply one example of what could be acceptable in the event of an audit.

A program could attach a version of the spreadsheet below to an envelope or file to hold relevant receipts and invoices, then note expenses as they incur:

Example:

MONTH: August 2020

Date	Vendor	Description	Amount Paid
8/3/2020	Winco	Meals and Snacks for Children	\$328.15
8/10/2020	Clearview Cleaning	Touchless soap dispensers, paper towels, toilet paper, bleach	\$687.12
8/20/2020	White Water Mortgage	Monthly Mortgage Payment	\$1,500.00

