Child Care Stabilization Base Grant Application

*Required field

The American Rescue Plan Act was signed into law in March 2021, and it provided Minnesota with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID-19 pandemic. At the end of June, the Minnesota legislature created Minnesota’s Child Care Stabilization Grant Program which began in June 2021 and will last until June 2023.

Applicants are required to answer all questions contained in this application. Be sure to carefully read all information and review the details contained in the attestation prior to submitting your application.

Assistance in completing this application

For assistance completing this application, please contact Child Care Aware of Minnesota at 651-290-9704 or by email at supportfunds@childcareawaremn.org.

Please see the Base Grant Frequently Asked Questions webpage for additional eligibility requirements and other information.

- Si necesita ayuda para comprender esta carta, comuníquese con Rocio Sosa, zsosa@thinksmall.org, 651-641-6660
- Ḩoadaad uibaantahay caawimaad fahanka warqaan, faaLo la xiriir AbduKadir Warsame, awarsame@thinksmall.org, 651-641-6673
- Yos ties koj xav tau kev pab nkag stob mb giisg no, thov hu rou Julie Yang, Yang@thinksmall.org, 651-366-6792

Applicant program information

<table>
<thead>
<tr>
<th>CCAP Provider ID</th>
<th>Provider type</th>
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<td>Legal Non Licensed</td>
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Name of program


Services provided at:


Name of Registered Provider


* Is the information for your program as stated above correct?

☐ Yes  ☐ No

Intent to apply for funding

*Do you intend to apply for the May 15, 2022 through June 14, 2022 funding period of the Child Care Stabilization Base Grant?

☐ Yes  ☐ No

Application questions

*Was [CCAP Provider ID] operating and serving children during the May 15, 2022 through June 14, 2022 funding period?

☐ Yes  ☐ No
Federal reporting requirements for the Child Care Stabilization Grant program require the state to collect demographic information on the family child care provider, center director and center operator of programs applying for these funds. The next two questions are designed to meet this requirement.

* Which of the following best describes the child care provider / center director or operator of [CCAP Provider ID to ]? (One or more categories may be selected)
   - [ ] American Indian or Alaska Native
   - [ ] Asian
   - [ ] Black or African American
   - [ ] Hispanic or Latino
   - [ ] Native Hawaiian or Other Pacific Islander
   - [ ] White
   - [ ] Prefer not to answer

* What is the gender identity of the child care provider / center director or operator of [CCAP Provider ID ]?  
   - [ ] Male
   - [ ] Female
   - [ ] Other gender identity
   - [ ] Prefer not to answer

What was your enrollment for each age group in a typical week from May 1, 2022 to May 31, 2022?

* Infants - Less than 30 hours per week

* Infants - 30 or more hours per week

* Toddlers - Less than 30 hours per week

* Toddlers - 30 or more hours per week

* Pre-schoolers - Less than 30 hours per week

* Pre-schoolers - 30 or more hours per week

* School-age - Less than 30 hours per week

* School-age - 30 or more hours per week

Below, please enter your initials and the number of hours you worked caring for children from May 1, 2022 to May 31, 2022.

* A full-time staff person is someone who works 32 hours per week or more. The application will calculate the Full-Time Equivalent (FTE) value for each person listed and then calculate the total FTE value for your program. This total FTE value is the basis for your Base Grant award.
** Regularly caring for children = A paid staff person whose job description / responsibilities include interacting with, caring for, and supervising children enrolled in the program. Only include hours spent caring for children. Time spent on other child care related activities such as preparations before children arrive or after children leave, record keeping, cleaning, etc. should not be included when reporting hours caring for children.

* Your initials

* Hours worked caring for children from May 1, 2022 to May 31, 2022

FTE value

0.00

Total FTEs

0.00
* What were your child care program's total operating expenses from May 1, 2022 to May 31, 2022?

* Operating expenses = operating expenses includes any business expenses in the categories below:
  - Payroll
  - Benefits (health, dental, vision insurance, retirement contributions, etc.)
  - Training and professional development expenses for staff
  - Other personnel costs
  - Equipment and supplies (software/computers, IT services, office supplies, etc.)
  - Rent or mortgage
  - Facility expenses (utilities, insurance, maintenance)
  - Personal Protective Equipment (PPE), including cleaning and sanitation supplies and services
  - Food
  - Learning materials and activities
  - Tuition relief for families
  - Mental health supports

Agreement to accept payment and funding requirements

As a condition of receiving a Child Care Stabilization Base Grant, you must indicate that you are aware of and have complied with the requirement that your program remained operating and serving children during the funding period (May 15, 2022 to June 14, 2022). "Operating" means that your program has staff available to care for children if so requested by enrolled families or families wishing to enroll in your program, during hours your program is licensed to operate and to the extent your program had the licensed capacity, and clearly communicated that it was open to current and inquiring families.

Once your application has been received and it is determined your program is eligible to receive funds, you will receive notification of funding and receive that month's payment.

If there is indication that you have failed to meet requirements associated with the Child Care Stabilization Base Grant, you will receive written notice and be provided an opportunity to clarify and/or correct any non-compliance. Failure to make the required corrections, or providing false or misleading information to the Minnesota Department of Human Services (DHS) with regard to the funding requirements, may result in discontinuation of future installment payments, recovery of installment payments already made, and, for referral to the DHS Office of Inspector General for additional action related to the funds, status as a Child Care Assistance Program provider, and your license, certification, or registration under Minnesota Statutes, Chapters 119B, 245A, 245E, 245H, and Minnesota Statutes, section 245.095.

* Does [CCAP Provider ID] accept this payment of the Child Care Stabilization Base Grant for the purposes provided and does [CCAP Provider ID] agree that it has met the funding requirements?
  - Yes
  - No

Collection of tax information

In order to process and mail your payment you must provide either the Federal Employer Identification Number (FEIN) for [CCAP Provider ID] with the associated business name or the Social Security Number of the Registered Provider for [CCAP Provider ID] with the associated legal first and last name. This information will be used to issue a Form 1099 for tax purposes at the end of 2022.

* Does [CCAP Provider ID] have a Federal Employer Identification Number?
  - Yes
  - No

If yes, then:

* Enter the Business Name for [CCAP Provider ID] as it appears on your W-9 form or other federal tax documents:

* Enter the Federal Employer Identification Number (FEIN) for [CCAP Provider ID]. The Federal Employer Identification Number (FEIN) must match the business name in the question above. FEIN must be in the format XX-XXXXXXX or XXXXXXXXX.

If no, then:
* Enter the Registered Provider’s legal FIRST name for [CCAP Provider ID]. Only one name is needed if there are multiple Registered Providers:

* Enter the Registered Provider’s legal LAST name for [CCAP Provider ID]. Only one name is needed if there are multiple Registered Providers:

* Enter the Social Security number of the Registered Provider for [CCAP Provider ID]. Only one number is needed if there are multiple Registered Providers. The Social Security number must match the first and last names entered above. Social Security number must be in the format XXX-XX-XXXX or XXXXXXXXXX:

Attestation

To be eligible to apply for and receive the Child Care Stabilization Base Grant, [CCAP Provider ID] hereafter referred to as “my program” attests and agrees to the following:

- My program was operating and serving children during the funding eligibility period (May 15, 2022 to June 14, 2022).
- My program agrees to use these funds for one or more of the following purposes:
  - Personnel costs, benefits, premium pay, and recruitment and retention; rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
  - Personal protective equipment, cleaning and sanitation supplies and services
  - 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
  - Mental health supports for children and employees
  - Reimbursement for any of the uses above, paid between January 31, 2020 and September 30, 2023, that has not already been paid for with other federal, state, tribal or local public funds.
- My program agrees to:
  - When open and providing services, implement policies in line with guidance and orders from corresponding state, tribal, and local authorities and, to the greatest extent possible, guidance from the Centers for Disease Control and Prevention (CDC) (available at https://www.cdc.gov/coronavirus/2019-ncov/community/schools-child-care/index.html)
  - Pay at least the same wages and maintain the same benefits (such as health insurance and retirement, if applicable). Specifically, this means that providers must maintain weekly wages and benefits for staff:
    - during program or classroom COVID caused closures
    - who are quarantining after testing positive for COVID
    - who are isolating after being exposed to COVID, unless providers have internal policies that state they will not maintain wages for unvaccinated staff who experience a COVID exposure
  - Providers can follow internal policies for non-COVID-related sick time instances.
  - Use at least 70 percent of the Base Grant to provide increased compensation, benefits, or premium pay to all paid employees, sole proprietors (i.e., family child care provider), or independent contractors who regularly care for children, unless a waiver has been received from DHS.
- My program agrees NOT to:
  - Involuntarily furlough or layoff employees.
  - Use these funds to pay taxes (other than payroll taxes, which are allowed).
  - Use these funds for items that have already been paid for by other federal, state, tribal and/or local public funding.

Duration of funding and attestation period

I understand if my program is determined to be eligible, that the funds will be dispersed in one installment and that this attestation is for the period of May 15, 2022 to June 14, 2022.
Data sharing

I understand that by signing this agreement, I am allowing Minnesota Department of Human Services to share information with contracted agencies and other state agency partners for the following purposes, to:

- Administer the funding application process.
- Analyze data on use of funds.
- Analyze the effectiveness of the process of administering the Child Care Stabilization Grant Program.

I understand that the information I submit for this application is considered public, unless it could potentially identify children in my program or if is considered private data on an individual, such as a phone number, email address, social security number, or other data classified as private under the Minnesota Government Data Practices Act.

Payment distribution

Upon eligibility confirmation, a payment of ___ will be sent to the Registered Provider of ____ (CCAP Provider ID number ___) at the following address:

___

A provider may receive a 10% bonus if they received payment(s) for serving children participating in either the CCAP or ELS programs during the billing periods starting February 21, 2022 and ending March 20, 2022.

Signature

By typing my name in the "Enter Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified that the information provided above is true and accurate. I understand that if I knowingly submit false or fraudulent information during the funding application process or thereafter, including in this attestation, my program will no longer be eligible for future funds and may be subject to criminal and civil penalties, including but not limited to repayment of funds previously received. Finally, I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature (Minn. Stat. sec. 325L.02).

* ENTER ELECTRONIC SIGNATURE

Please click "Submit" to ensure that your answers have been recorded. Thank you for taking the time to fill out this form.