

# Child Care Restoration Grants

*Technical Assistance Webinar*



**Illinois  
Department of Commerce  
& Economic Opportunity**  
JB Pritzker, Governor



# Agenda

1. Housekeeping for Today's Webinar
2. Overview of Child Care Restoration Grant Program
3. Application Walk-Through
4. What to Expect During the Application Process
5. Getting Help
6. Timeline

# Overview

# Background:

## Child Care Restoration Grants Program

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- Funding for the Child Care Restoration Grants are from Illinois' \$3.5 billion received as part of the Federal CARES act to help states during the COVID19 pandemic.
- With leadership from the Governor, the ILGA created the Business Interruption Grant (BIG) program and directed at least \$270 million to support the economic health of child care providers.
- The funding will flow through DCEO and the program was designed by the IDHS and the GOECD. INCCRRA will administer the program on behalf of the State of Illinois
- Illinois is the only state in the country using business relief dollars to target supports for child care providers at this scale

# Purpose of the Child Care Restoration Grants

- The Child Care Restoration Grants Program (CCRG) is designed to support licensed child care providers during Phases 3 & 4 who have had their capacity reduced by DCFS rule changes
  - License-exempt providers are NOT eligible for these grants
- While all providers can be open, emergency rule has been filed limiting the number of children they can care for by approximately 30%
  - This mandated reduction is important to meet the ‘business interruption’ requirement to qualify for these federal funds
- The Department of Children and Family Services (DCFS) also issued guidance for increased cleaning protocols and other added safety measures based on IDPH guidance
  - The added requirements create increased operating costs for providers

# What is the CCRG Program?

- The Child Care Restoration Grants (CCRG) Program is an ongoing grant program to licensed child care providers to supplement their revenue due to reduced capacity and increased guidelines outlined by the DCFS rule and guidance
  - Grants are based on a formula and will not be figured program-by-program
  - Grants are not designed to be a dollar-for-dollar reimbursement for lost revenue
- The grants are prospective in nature and are designed to incent and help providers open and stay open during Phases 3 & 4 of Restore Illinois
- INCCRRA will serve as a 3<sup>rd</sup> Party Intermediary to administer the CCRG
- There will be two funding rounds during July 1 – Nov. 30, 2020
  - First Round of Grants: July 1 – September 30<sup>th</sup>
  - Second Round: October 1<sup>st</sup> – November 30<sup>th</sup>
  - Any lapsed funding identified will be disbursed in December
  - All funds must be spent by December 30, 2020

# How Awards Will Be Determined

- Background research helped us determine structure of awards
  - Cost modeling of revenue and expenses based on DCFS rules and changes in those rules
  - Market rate surveys and CCAP rates
- Intent to apply survey and interviews
  - Gave further insight into scale of revenue reduction programs were facing
- Principles for our design:
  - Get funding out quickly enough to make a difference
  - Base funding amounts on things that can be verified
  - Recognize the additional costs of maintain higher quality, while balancing with the fact that providers using blended funding approaches already have more stable funding
- Funding will be based on:
  - Pre-Covid licensed capacity
  - County Grouping
  - ExcleRate Rating (except for programs also funded by PFA/PI and/or HS/EHS)
  - Disproportionately Impacted Areas zip codes



# Who is Eligible for CCRG

- Child Care Providers must be licensed by the DCFS to be eligible to apply
- Child care providers must be OPEN and providing care to children
- Providers must be full-time programs
- Providers must be registered in the state's Child Care *Gateways Professional Registry* and have set up their Director's portal
- Licensed child care centers (not Homes) must submit a certificate affirming they are in good standing with the Secretary of State Office
  - Centers that are sole proprietors do not have to have this certificate
- Licensed child care providers must have a DUNS # to confirm they are not on the federal 'Disbarred' list
- Providers must have at least 25% of their revenue (pre-March 2020) that comes from private tuition and/or the state's Child Care Assistance Program funding administered by IDHS
- Providers must have had a reduction in capacity due to the DCFS rule changes
- All must submit an on-line application and provide a W-9 and sign a "certification and requirements" document provided with the application
- NOTE: Participating in the "intent to apply" survey sent in May is not a requirement to apply for the CCRG program



# Application and Awards: Process and Timeline

- [www.inccrra.org](http://www.inccrra.org) is the host-site for all things CCRG
  - INCCRRA has also established a call-center: [1-855-939-4858](tel:1-855-939-4858) and an email address [ccrg@inccrra.org](mailto:ccrg@inccrra.org) to respond to questions throughout the CCRG program
- Applications are only available on-line and the process will be administered by INCCRRA
- The Grants will be released the week of July 20<sup>th</sup>
- INCCRRA will host four TA webinars on July 20<sup>th</sup> and 21<sup>st</sup> in both English & Spanish
- The application period will be open for three weeks, until Aug. 14<sup>th</sup>
- Applications will be processed as they are received; payments will be rolling
- If documents are missing upon initial application, providers will have two weeks to provide the missing documents
- All Awardees in the first round will automatically be funded in the second round.
  - Amounts may differ based on funds available and monthly budget reports submitted by each awardee.
- All awardees will be required to submit monthly reports on expenditures

# Application Walk-Through

# Before You Begin

- Your **Gateways Registry membership** must be current
- You must have access to your program's **Director Portal**
- Gather your **W-9 form**
- Request a **FREE DUNS number**
- Get your **certificate of good standing** from the Secretary of State
- **Do this today so that you are ready when the application goes live**

# Director Portal Access

- If you need access, complete an Authorized Program Contact request form
- <https://registry.ilgateways.com>
- Be a Member > Director Portal



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## COVID-19 INFORMATION

INCCRRA is temporarily suspending on-site functions due to COVID-19. We will continue to provide select services with a limited number of off-site staff.

If you need assistance, please email one of the generic email addresses listed below.

**Gateways Registry** | [onlinehelp@incrra.org](mailto:onlinehelp@incrra.org)

**i-learning Online Training** | [ilearning@incrra.org](mailto:ilearning@incrra.org)

[Click here](#) for information and guidance on the COVID-19 virus from the Center for Disease Control (CDC).

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## Welcome back, Joellyn Whitehead! (HT1 653004)

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools at the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday through Friday, 9:00 AM to 5:00 PM. You can also [email us](#) or visit the [Registry Help Center](#) to submit a trouble ticket. Check out our [YouTube channel](#) for short video tutorials related to accessing and using the res



Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!



Access information needed for DCFS, ExceleRate, and more.



Maintain your agency's trainer and training course records, schedule trainings, and more.

# W-9 Form

- Complete a W-9 Form for your program
- Forms can be downloaded from the IRS website
- Make sure the form is complete. An incomplete W-9 will cause a delay in processing your application.

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶   
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any)   
Exemption from FATCA reporting code (if any)   
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**  
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

or  
**Employer identification number**  
[ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Part II Certification**  
Under penalties of perjury, I certify that:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

# DUNS Number

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- Unique 9 character number to identify your business for federal funds
- FREE to get a DUNS #
- <https://fedgov.dnb.com/webform/displayHomePage.do>
- Please note a SAMs registration is not required.

# Certificate of Good Standing

- Required unless you file your taxes and W-9 as a “sole-proprietor” with the Internal Revenue Service (IRS)
  - See Line 3 on the W-9
- [www.ilsos.gov/corporatellc/](http://www.ilsos.gov/corporatellc/)



The screenshot shows the official website of the Illinois Secretary of State. The header includes navigation links for Services, Publications/Forms, Departments, News, and Contact, along with the website address CYBERDRIVEILLINOIS.COM. The main banner features the text "OFFICE OF THE ILLINOIS SECRETARY OF STATE" and the name "JESSE WHITE, SECRETARY OF STATE" next to the Seal of the State of Illinois. A search bar is present with the placeholder text "Search Cyberdriveillinois.com". Below the banner, the page title is "Corporation/LLC Search/Certificate of Good Standing". Under the heading "Type of Search", there is a paragraph explaining that the Department of Business Services database includes information regarding corporations, not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as other business-related information. It states that the database is provided to the public for "individual searches only" and that the use of this website or database to copy or download bulk searches or information is prohibited. It also mentions that pursuant to statute, the Department of Business Services offers information for sale and provides a contact number for contract information. A final disclaimer states that the information contained in the database is the property of the Office of the Secretary of State for the State of Illinois and that any unauthorized use of the database, unauthorized access, removal of data, copying or



# How to Apply

- The application is available online only through the Gateways Registry Director Portal
- You will fill out the application online and upload all required documentation electronically

1. Log in to the Gateways Registry and enter the Director Portal

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**COVID-19 INFORMATION**



Click [here](#) for information and guidance on the COVID-19 virus from the Center for Disease Control (CDC).

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**Welcome back, ~~Wanda Mae - Test Output (09/20/2020)~~**

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools available to Registry Members and Trainers. Select the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a Registry-Approved Trainer, you may enter the "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday-Friday from 8:00am-4:00pm. You can also [email us](#) or visit the [Registry Help Center](#) to submit a trouble ticket. Check out our [YouTube channel](#) for short video tutorials related to accessing and using the resources on this site.

  
**MY REGISTRY**  
Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!

  
**DIRECTOR**  
Access information needed for DCFS, ExceleRate, and more.

2. Be sure you are working under the correct program. If you have access to multiple, click “Change” to work under a different program.

3. Then, click on the CCRG Application box

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**Director Portal**

You are now viewing the portal for the following organization: Joellyn Whitehead Test Center (Licensed) [Change](#)


**Staff**  
Keep track of staff for your organization

**Reports**  
Access reports including Registry Membership Status and Staff Training Record.

**CCRG Application**  
Sign up for the CCRG grant!


4. Click the “Apply Now” button

**Note:** If the application window is not open, you will see a message that says when the next window will be open


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**Application History**

Application ID	Grant Period	Status	Date Submitted	Actions
No Previous Applications				


Click the “Apply Now” button below to create a new application.

# 5. Complete the application.

## Program Details

- Greyed out boxes are read-only
  - Please confirm your program name/location – if incorrect contact the Help Desk immediately
- Enter the email address and phone number – this is where communication will be directed, primarily email
- Select your role from the drop-down
- Confirm your DCFS License Number is correct and is the one you held on March 1, 2020
  - If not, contact the Help Desk immediately
- Enter your 9-character DUNS #

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### Child Care Restoration Grant (CCRG) Application

#### Program Details

First Name

Harry

Last Name

Potter

Gateways Registry ID

Email Address

test@test.test

Phone Number

(555) 765-4321

Role

Owner

Program Name

Hogwarts School of Witchcraft and Wizardry

Street Address

123 Horizont Alley

City

Hogsmeade

State

Illinois

Zip

62442

DCFS License Number

D-U-N-S Number

987654321

# Program Funding Sources

- Enter the percentage of your program’s funding that comes from each source listed
- Use March 1, 2020 as the reference point
- Percentages may be expressed to the nearest 0.5% if you wish
- Percentages must total 100%

## Program Funding Sources

Enter the percentage of your program’s funding that came from each source below. Use March 1, 2020 as your reference. ?

Child Care Assistance Program	<input type="text" value="20.0"/>	%
Head Start/Early Head Start	<input type="text" value="20.0"/>	%
Preschool for All	<input type="text" value="0.0"/>	%
Other Public Funding Sources	<input type="text" value="0.0"/>	%
Private Pay / Parent Fees	<input type="text" value="60.0"/>	%
Total	<input type="text" value="100.0"/>	%

# Grant Award Calculation

- Enter the date on which your program reopened **after** the March 20, 2020 closure of all child care centers and homes.
  - If you are a home provider and stayed open, enter March 21, 2020
  - If you are a center an remained open with an emergency license, enter March 21, 2020
- Your licensed capacity and program type as of 3/1/20 come from DCFS
  - Please contact the Help Desk immediately if you believe these to be incorrect
- Current ExceleRate Illinois rating is pulled from the system
- Enter your current capacity based on the Restore Illinois Phase 4 regulations
- Enter your current full-time equivalent enrollment
  - 2 children each enrolled part-time would be 1 full-time equivalent
- Click “Calculate Benefit” to view your estimated monthly grant amount

## Grant Award Calculation

Program Re-Open Date ?

07/13/2020

March 1, 2020 Licensed Capacity

46

Program Type

Child Care Center

ExceleRate Illinois Rating

Gold Circle of Quality

Current Capacity Per DCFS ?

34

Current Full-Time Enrollment ?

32

Estimated Maximum Grant ?

\$ 9,430.00

Calculate Benefit



## Payment Details

- It is **critical** that the first 4 items match what is listed on your W-9
  - Enter the Check Payable To name, to match what to put on the W-9
  - Select if your Taxpayer Identification Number (TIN) is a SSN or a FEIN
  - Enter your TIN
  - Select what you check on Line 3 of the W-9
- Enter the mailing address – this is where payments will be sent

### Payment Details

Check Payable To ?

Taxpayer Identification Number Type

Taxpayer Identification Number ?

Line 3 of W-9

Mailing Address

City

State

Zip



## Documentation

- Click the “Choose File” button
- Find where you saved the document or picture of the document on your computer
- Double click on the file to add it to the application

## Submit or Save & Quit

- Check “I’m not a robot”
- If you need to do more work on the application, you can click “Save & Quit” to come back later
- If it is all ready to go, click the “Submit” button

### Documentation

Upload a copy of each document below. If you are not able to upload a PDF  file of the document, you may take a picture  and upload that instead. Please ensure documents are legible and complete. Your application determination may be delayed if documentation is incomplete or not readable.

#### W9

**Choose File** File submitted

#### Certificate of Good Standing

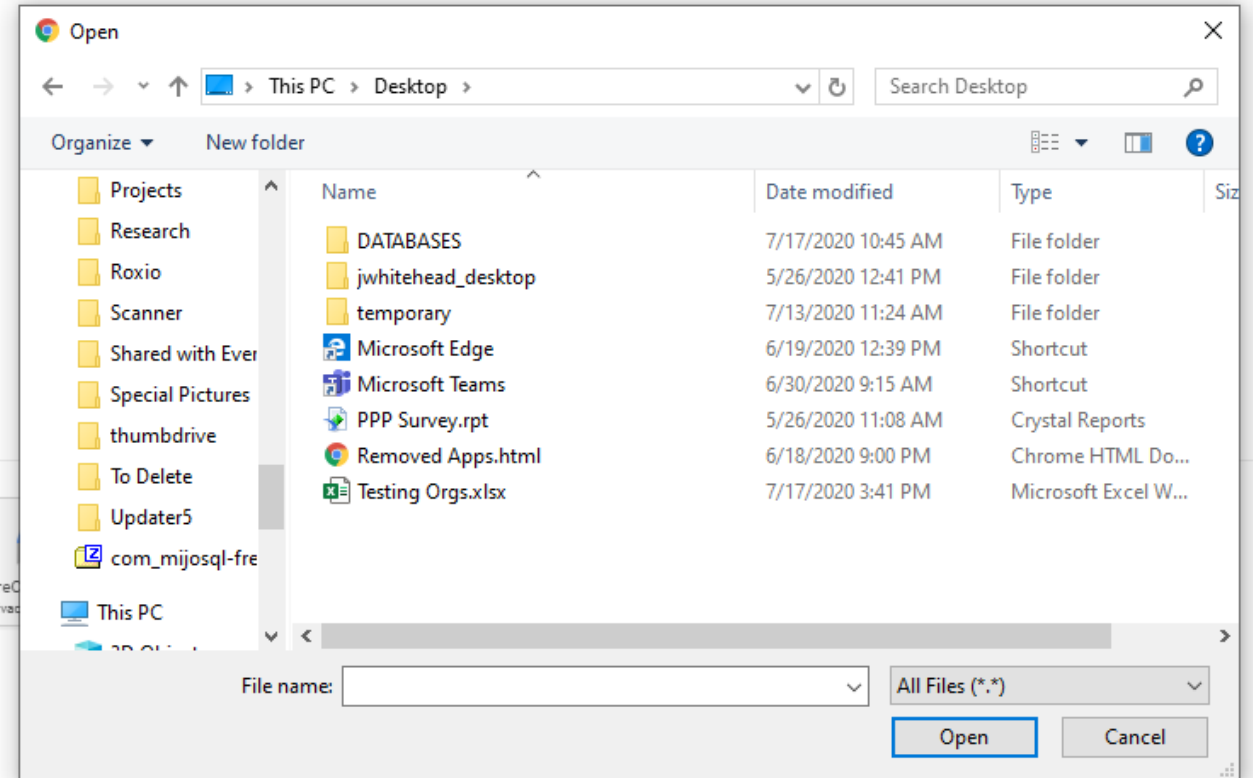
**Choose File** File submitted

#### Attestation

**Choose File** File submitted

☐ I'm not a robot

**Submit** Save & Quit




# What to Expect, Getting Help, and Timeline

# What to Expect


- Applications will be reviewed in the order received
- INCCRRA will email you to let you know:
  - If your application is incomplete or clearer documentation needs to be uploaded
  - If your application has been found eligible and you will receive payment
  - When your payment has been mailed
- If you need to submit clearer documentation, you will have 2 weeks to do so from the date your application was submitted.
- If your application is eligible, and you receive an email with a date your check is mailed, please allow 21 days to receive the check.

# Checking Your Application's Status


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## Application History

Application ID	Grant Period	Status	Date Submitted	Actions
12600	Grant Period 1	Pending (Information Required)		

# Status Meanings

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- Pending (Online Submission)
  - You've saved your application but still need to finish it and click "Submit"
- Pending (Awaiting Review)
  - You've submitted your application and it is in the queue to be reviewed
- Pending (Information Required)
  - Your application is being reviewed and requires some information from you (please check your email for details)
- Eligible
  - Your application is approved and you will receive payment
- Ineligible
  - Your program does not meet eligibility guidelines (e.g., not a full-time program, has 100% of funding from Head Start) or did not submit required information within the deadline

# Timeline

- Applications available the week of July 20<sup>th</sup>.
- Applications will be accepted through August 14<sup>th</sup>.
- Applications will be processed within 7 business days of submission.
- If documentation is missing or needs further detail you will have 2 weeks from submission date of application to provide.
- Checks will be mailed on a rolling basis, starting as early as the last week of July.



# Getting Help

- Our CCRG Help Desk team is available M-F, 8:00am – 4:00pm
- Call toll-free 1-855-939-4858
- Email us at [ccrg@inccrra.org](mailto:ccrg@inccrra.org)

# Thank You!



**Illinois**  
**Department of Commerce**  
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JB Pritzker, Governor



Governor's Office of  
Early Childhood Development

