Child Care Restoration Grants

Technical Assistance Webinar
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

• 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. INCCRRRA 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
- INCCRRRA will serve as a 3rd 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 30th
  - Second Round: October 1st – November 30th
- 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 online 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 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 INCCRRRA

• The Grants will be released the week of July 20th

• INCCRRRA will host four TA webinars on July 20th and 21st in both English & Spanish

• The application period will be open for three weeks, until Aug. 14th

• 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](https://registry.ilgateways.com)
- Be a Member > Director Portal
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.

DUNS Number

• 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/
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
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.
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.
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 #
## 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.

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Assistance Program</td>
<td>20.0%</td>
</tr>
<tr>
<td>Head Start/Early Head Start</td>
<td>20.0%</td>
</tr>
<tr>
<td>Preschool for All</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other Public Funding Sources</td>
<td>0.0%</td>
</tr>
<tr>
<td>Private Pay / Parent Fees</td>
<td>60.0%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
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 and 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.

<table>
<thead>
<tr>
<th>Program Re-Open Date</th>
<th>07/13/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2020 Licensed Capacity</td>
<td>46</td>
</tr>
<tr>
<td>Program Type</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>ExceleRate Illinois Rating</td>
<td>Gold Circle of Quality</td>
</tr>
<tr>
<td>Current Capacity Per DCFS</td>
<td>34</td>
</tr>
<tr>
<td>Current Full-Time Enrollment</td>
<td>32</td>
</tr>
<tr>
<td>Estimated Maximum Grant</td>
<td>$9,430.00</td>
</tr>
</tbody>
</table>
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
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
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

COVID-19 INFORMATION

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

You are here: Home

Application History

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Grant Period</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12600</td>
<td>Grant Period 1</td>
<td>Pending (Information Required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Status Meanings

• 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\textsuperscript{th}.

• Applications will be accepted through August 14\textsuperscript{th}.

• 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@incrra.org
Thank You!