

Applying for the Child Care Restoration Grants

1 Visit registry.ilgateways.com

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

Login Credentials

User Name

Password

[Login](#)

DIRECTOR

Access information needed for DCFS, ExceleRate, and more.

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

Director Portal

You are now viewing the portal for the following organization Donald Duck Day Care (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 on the **“CCRG Application”** box.

5 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.

Application History

Application ID	Grant Period	Status	Date Submitted	Actions
No Previous Applications				

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

[Apply Now](#)

6 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 #
- Select whether your program operates full-time or part-time
- Indicate whether or not your program received a PPP Loan

Child Care Restoration Grant (CCRG) Application

Program Details

First Name	Last Name	Gateways Registry ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Role			
<input type="text"/>			
Program Name			
<input type="text"/>			
Street Address			
<input type="text"/>			
City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
DCFS License Number	D-U-N-S Number	Is your program full-time or part-time?	Received PPP Loan?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 or DCFS Payment	<input type="text"/>	%
Head Start/Early Head Start	<input type="text"/>	%
Prevention Initiative/Preschool for All	<input type="text"/>	%
Other Public Funding Sources	<input type="text"/>	%
Private Pay / Parent Fees	<input type="text"/>	%
Other Private Funding Sources	<input type="text"/>	%
Total	<input type="text"/>	%

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

March 1, 2020 Licensed Capacity

Program Type

ExceleRate Illinois Rating

Current Capacity Per Guidelines

Current Full-Time Enrollment

Estimated Monthly Award

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

Documentation

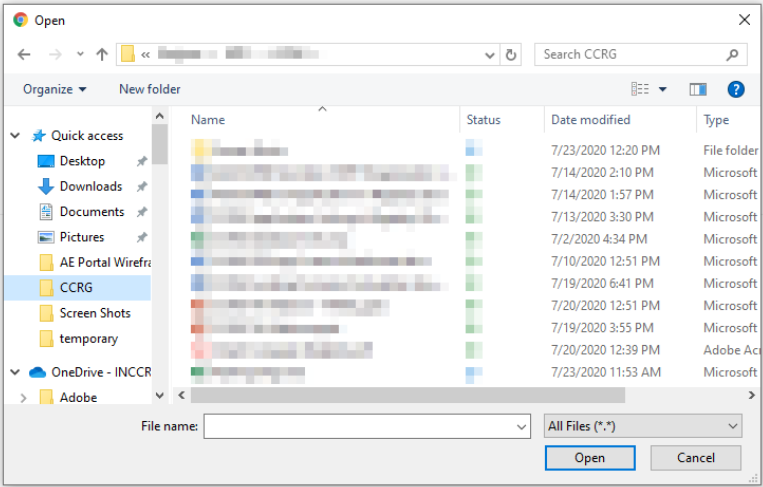
Upload a copy of each document below. If you are not able to upload a PDF  file of the document, you may take a picture  and upload that instead. Please be sure all documents are legible and complete. Your application determination may be delayed if documentation is incomplete or not readable.

W9
Choose File No file chosen

Certificate of Good Standing
Choose File No file chosen

Certifications and Requirements
Choose File No file chosen

Submit **Save & Quit**



Submit or Save & Quit

- 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.



If you have questions or need technical assistance please email ccrg@incrra.org or call 1-855-939-4858.


Checking Your Application's Status

Pending (Online Submission)

You've saved your application but still need to finish it. Select the **"pencil icon"** to edit your application and click **"Submit"**.

Child Care Restoration Grant (CCRG) Application

Application History

Application ID	Grant Period	Status	Date Submitted	Actions
[REDACTED]	Grant Period 1	Pending (Online Submission)	Unknown	

You cannot renew/submit another application at this time. Perhaps you have an application already Pending or you are not within your renewal window. ⓘ

Pending (Awaiting Review)

You've submitted your application and it is in the queue to be reviewed.

Child Care Restoration Grant (CCRG) Application

Application History

Application ID	Grant Period	Status	Date Submitted	Actions
[REDACTED]	Grant Period 1	Pending (Awaiting Review)	07/23/2020	


You cannot renew/submit another application at this time. Perhaps you have an application already Pending or you are not within your renewal window. ⓘ

Pending (Information Required)

Your application is being reviewed and requires some information from you. Click the **"envelope icon"** to upload new documentation. (*check your email for details*)

Child Care Restoration Grant (CCRG) Application

Application History

Application ID	Grant Period	Status	Date Submitted	Actions
[REDACTED]	Grant Period 1	Pending (Information Required)	07/23/2020	

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.