Applying for the Child Care Restoration Grants

1 Visit *registry.ilgateways.com*

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

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

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.

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 all CCRG communication will be directed.
- 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 (email *ccrg@inccrra.org*).
- 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

Email Address	Phone Number ❓
testuser1@inccrra.org	

Role
Director

Program Name
Child Care Center

Street Address

City	State	Zip
	Illinois	

DCFS License Number	D-U-N-S Number ❓	Is your program full-time or part-time?	Received PPP Loan?
	987654321	Full-Time	Yes

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	20.0	%
Head Start/Early Head Start	0.0	%
Prevention Initiative/Preschool for All	0.0	%
Other Public Funding Sources	0.0	%
Private Pay / Parent Fees	80.0	%
Other Private Funding Sources	0.0	%
Total	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 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

Grant Award Calculation

Program Re-Open Date ❓	06/09/2020
March 1, 2020 Licensed Capacity	87
Program Type	Child Care Center
ExceleRate Illinois Rating	Silver Circle of Quality
Current Capacity Per Guidelines ❓	60
Current Full-Time Enrollment ❓	52
Estimated Monthly Award ❓	$ 22,490.00

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 is listed on line 1 on the W-9
  - Select if your Taxpayer Identification Number (TIN) is a Social Security Number (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: FEIN

Taxpayer Identification Number ❓: ##-#######

Line 3 of W-9: Individual/sole proprietor or single-member LLC

Mailing Address

City | State: Illinois | 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
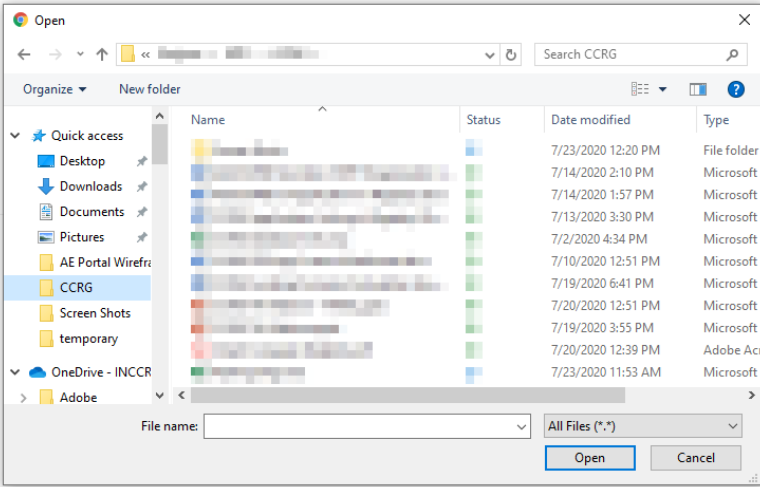
- If you need to do more work on the application, you can click *"Save & Quit"* to come back later.
- If it is all ready to go, click the *"Submit"* button.
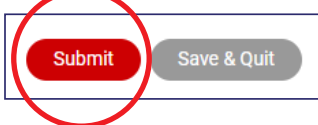
If you have questions or need technical assistance please email ccrg@inccrra.org or call 1-855-939-4858.

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"*.

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.
Click the *"envelope icon"* to upload new documentation. *(check your email for details)*

Eligible

Your application is complete and eligible for funding. Funding is limited. If your application is approved for funding you will be email.

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.