

STRENGTHEN AND GROW CHILD CARE GRANTS



PREPARING TO APPLY TIPSHEET

Applications for the Strengthen and Grow Child Care Grant will be available in January 2022. Support for applications, such as a webinar and further tip sheets, will be available on the [SGCC Website](#). While you wait for applications to open, please prepare by taking the following steps.

Review all available information on the program

You should review all the information on the SGCC grant. To access budget forms, as well as more support and information on how to fill out your required budget, please visit the [SGCC Website](#).

Determine whether your program is eligible to apply

Before you start preparing your application, you should make sure your program is eligible for the SGCC grant. Complete eligibility information is available on the SGCC Attestation Form. In addition, there is a [tip sheet](#) that can help you choose whether to apply for the SGCC grant or the CCRG Extension.

Ensure your Gateways Registry information is up-to-date

Log-in to your Gateways Registry Director's Portal to ensure all information on your staff and program is up-to-date.

Make sure you have all the information and data you need to complete the application

You will need to fill out an application for each of your eligible site locations. For each site, you will need at least the following information:

- Your site/program's annual revenue and where it comes from (e.g., Child Care Assistance Program, Preschool for All, Prevention Initiative, Head Start/Early Head Start, parent tuition, grants, donations, loans). Do not include other funds you've received through Child Care Restoration Grants or Workforce Bonuses.
- The number and ages of children served within your site/program
- Average daily enrollment at your site/program location for December 2021
- The maximum number of children served by the Child Care Assistance Program (CCAP) during any one month from January 2020 until now (the highest number of CCAP children served in one month at each site) at your site/program location
- Whether or not you have a waiting list, and if so, which age groups are on the waiting list at your site/program location

In addition, Child Care Centers will need to gather:

- The number of classrooms at the site
- The age groups served by each classroom
- The average daily enrollment of each classroom for December 2021
- Information on what funding streams contribute to each classroom

□ Estimate how much funding your program will receive each quarter

During the application process, applicants will receive an estimated SGCC quarterly grant award amount. Applicants will also be required to submit a budget describing how they will spend that award amount during that quarter. You can start preparing for this before the application is released in January 2022 so that you're ready to go.

To prepare your budget, you should first estimate how much grant funding your program will receive each quarter that you participate in SGCC. All programs will receive at least a base amount of funding, but if your program is in a census tract with a Social Vulnerability Index (SVI) of 0.5 or above, you will receive an additional amount. The [Social Vulnerability Index](#) is a tool for measuring systemic barriers, like access to housing and income levels.

To figure out which census tract you are located in and what the SVI is, you can visit the [Social Vulnerability Index Interactive Map](#). Take the following steps:

1. Scroll down to the map.
2. Enter your full address in the upper right-hand corner of the map, in the box next to the magnifying glass.
3. Select your address from the dropdown menu that pops up.
4. Click anywhere on the map around your location to bring up a box that will list your overall SVI score. Use this score to find your funding amount below.

Now that you know your SVI score, you can determine your quarterly funding level:

Estimating Your Total Quarterly SGCC Grant Award by SVI Score			
Program Type	Quarterly Funding Levels by Census Tract SVI Score		
	SVI score of 0.0-0.5	SVI score of 0.5-0.75	SVI score of 0.75-1.0
Family Child Care Home	\$2,500	\$2,750	\$2,875
Family Child Care Group Home	\$3,750	\$4,125	\$4,312
Child Care Center (per classroom)*	\$6,250	\$6,875	\$7,187

**Child care centers will need to multiply this number by the total number of eligible classrooms.*

□ Prepare your budget

You will submit a budget each quarter you opt-in to, showing how you plan to spend your Strengthen and Grow Child Care grant funding. Your budget must demonstrate how you will allocate at least 50% of quarterly funding to new investments in staff. Determining what you will allocate this 50% to is an important starting point to applying and preparing for the SGCC grant.

There are many ways you can allocate this 50% in new investments toward staff -- such as increases in wages and benefits or other areas of compensation; staff bonuses; health, dental, and vision insurance; scholarships; paid sick or family leave; retirement contributions; ongoing professional development or training; premium or hazard pay; mental health consultations for staff; other types of mental health supports to staff; employee transportation costs to or from work; support for staff in accessing COVID-19 vaccines, including paid time off for vaccine appointments, managing side effects, and transportation costs to vaccine appointments; and recruitment and retention of staff.

Grant funding amounts were determined to ensure that you would be able to give meaningful raises or extended bonuses to staff in your program. Programs will need to decide how much to allocate to raises across positions, but the following table shows two examples of raise structures that programs can employ with these dollars:

Example Option 1:

Allocate funding for wage increases proportionally per classroom staff based on current wages (per classroom)

	Total Quarterly Budget Allocation	Total Raise Amount (Per Hour)
Teacher	\$2,467	4.74
Teacher Assistant	\$1,172	2.85

Example Option 2:

Allocate funding proportionally based on position (per classroom)

	Total Quarterly Budget Allocation	Total Raise Amount (Per Hour)
Teacher	\$2,813	5.4
Teacher Assistant	\$1,172	2.25

When determining how to allocate 50% or more of your grant on new staff investments, programs should think about their overall goals. The Center for the Study of Child Care Employment has developed [Model Work Standards](#) that provide a self-assessment for both Child Care Centers and Child Care Homes. These are good starting points to determining what new investments you will make in your workforce. These self-assessments can be completed with the input of staff in your program.

The remaining 50% of your quarterly grant can be used for any of the allowable expenses previously allowed under the Child Care Restoration Grant. And of course, you can choose to spend more than just 50% of your grant on new investments in your staff. Other allowable expenses include:

- equipment, including: Personal Protective Equipment and other supplies to promote health and safety; cleaning and sanitation supplies and services; training and professional development related to health and safety practices; equipment, supplies, services, and training that support meeting state and local health and safety guidelines; background checks; and purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency, including technological upgrades that programs can use to collect and report data
- rent or mortgage payments, utilities, facilities maintenance or improvements defined as minor renovations, and insurance, including: late fees or charges related to late payment; minor facilities renovations that do not meet the definition of major renovation in 45 CFR 98.2; and maintenance and minor renovations to address COVID-19 concerns
- mental health services, including infant and early childhood mental health consultation
- other costs of operation in accordance with the applicable administrative rules or the policy directives of the grantor incurred during the 2021 grant period

For more assistance in preparing your quarterly budget, use the budget tip sheet on the [SGCC webpage](#).

By completing the steps on this form, you will be prepared to fill out your application via the Gateways Registry Director's Portal in January 2022.