

# SMART START WORKFORCE GRANTS



## STEPS TO SUBMIT A FUNDING REQUEST

Follow the steps below to submit a Smart Start Workforce Grants Funding Request.

Note: To receive Smart Start Workforce Grant funds, **ALL programs must submit a funding request for each round of funding.**

### BEFORE SUBMITTING A FUNDING REQUEST:

All programs must first complete a Classroom(s) card and assign staff before submitting a Funding Request! If you are a Family Child Care or Family Group Child Care program not using an assistant, you must assign yourself to the classroom.

1. Once you complete this step, open a classroom from your "Classrooms" card and review the "Classroom Staff" section at the bottom of the page. This will show whether you have assigned staff or not.
2. If you do not see any staff listed, you must update this before submitting a funding request.
  - a. Tip: If you see an incorrect funding request dollar amount (e.g., \$0.00), you likely need to update your classroom and assign staff.
3. Update the "As Of Date", and click on "Submit" button.

Classroom Staff						
Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
N100000000	Jennifer S. [REDACTED]	4 - Teacher	.40	52	\$16.89	
N100000000	Sarah [REDACTED]	5 - Assistant Teacher	.40	52	\$14.28	

As Of Date  
06/17/2024

Additional Information: [Classroom Card \(Centers\)](#), [Classroom Card \(FCC/FGCC\)](#), and the [Maintaining & Updating the Staff Listing](#) tip sheets.

### STEP 1: ACCESS FUNDING REQUEST

After you submit a new application, a confirmation message will appear. Click the link in the confirmation message to move to the next step and submit a funding request.

**Smart Start Workforce Grant Application Complete!**

Thank you for submitting your application for the Smart Start Workforce Grant! You must also submit a funding request in order for your application to be reviewed. [Please click here](#) to submit your funding request for this grant period.

If you already have an existing application, you can also submit a funding request by clicking the calculator icon next to your "Application History" screen.

Application History				
Application ID	Grant Type	Application Submitted	Status	Actions
[REDACTED]	SSFG 2023	06/13/2023	Eligible	

## STEP 2: SUBMIT FUNDING REQUESTS

Select the grant period you are submitting your request for and click the “+” icon.



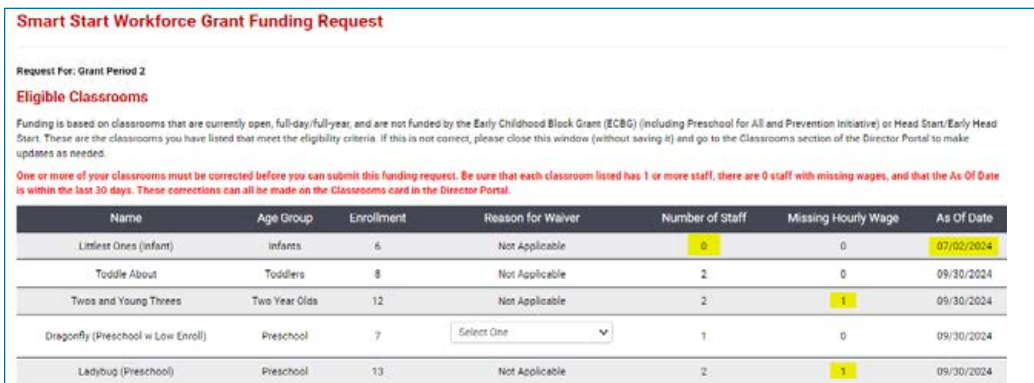
Next, check eligible classrooms.

- Review the classrooms listed. If incorrect, go back to the ‘Classroom’ card and revise.
- Select the reason for a waiver if a classroom falls below the enrollment minimum.
- Review the maximum dollar amount listed. This is the maximum funding you may be eligible to receive for the grant period.

### There are 3 new columns:

1. Number of Staff: There should always be 1 or more staff listed here.
2. Missing Hourly Wage: This should always be 0.
3. As of date: This date is from the “Classroom Card.” This must be within 30 days of when you submit your funding request.

If none of the criteria matches when trying to submit the “Funding Request,” then a red message displays on the top and the submit button will be disabled. You can select “Save & Quit” to make the required changes under the “Classroom” Card. To fix these errors, please click on the “Classroom” Card and update your classroom information.



Name	Age Group	Enrollment	Reason for Waiver	Number of Staff	Missing Hourly Wage	As Of Date
Littlest Ones (infant)	infants	6	Not Applicable	0	0	07/02/2024
Toddle About	Toddlers	8	Not Applicable	2	0	09/30/2024
Twos and Young Threes	Two Year Olds	12	Not Applicable	2	1	09/30/2024
Dragonfly (Preschool w Low Enroll)	Preschool	7	Select One	1	0	09/30/2024
Ladybug (Preschool)	Preschool	13	Not Applicable	2	1	09/30/2024

### What changes are needed if you receive a red message in the “Eligible Classrooms” screen:

1. **If Number of Staff is Zero:** Classrooms must have staff assigned. Go the “Classrooms Card” and add staff in the classroom that does not have assigned staff. Then, update the “As of Date” under the “Classroom Card” after changes are made. Click on “Submit” button.
2. **Missing Hourly Wage:** Staff must have an hourly wage. If any number other than 0 appears in this column, it means the Hourly Wage is missing within the Classrooms Card. If so, first select the “Update Classroom” page, and then go to “Classroom Staff.” Please add the correct “Hourly Wages” and then update the “As of Date” under Classrooms Card after changes are made. Click on “Submit” button.
3. **As Of Date:** The “As Of Date” must be within 30 days of your funding request date. If no changes are needed under the “Classrooms Card” then enter “Current Date” and click on “Submit” button.

Next, complete the remaining information.

- Review the “Use of Funds” statements.
- Enter your name and today’s date to state your agreement with the Use of Funds.
- Upload the required documents.

**Use of Funds**

By entering my name and date below, I am stating my understanding of the following:

- I understand that either my:
  1. Center program will be required to pay teachers and teacher assistants in grant funded classrooms at least the required wage floor starting October 1, 2024 – December 31, 2024.
  2. Family Child Care or Family Group Child Care program will be required to pay assistants at least the required wage floor starting October 1, 2024 – December 31, 2024.
- I understand that my program will be required to provide payroll documentation quarterly to show proof of paying at least the wage floor to required positions.
- I understand that my program will be audited for funds expensed during the grant year and may be required to provide additional documentation to show proof of number of grant funded classrooms, classroom enrollment, and that the program met at least the wage floor requirements for required staff.

Name  Date

**Certifications and Requirements / Attestation**

No file chosen

**Classroom Rosters**

No file chosen

Lastly, click “Submit” to submit your application for review.

### WHAT TO EXPECT NEXT:

- Applications will be reviewed
- INCCRRA will email you to let you know:
  - If your application is incomplete or clearer documentation needs to be uploaded.
  - If you need to submit clearer documentation, you will be allowed time to submit additional documentation.
  - If your application is found ineligible or eligible.
  - When your grant payment check has been mailed.
- Grant reports will be due on the last day of the month following the funding period. For example, Round 1 (FY26) funding is July - September 2025, so reporting will be due October 31, 2025.

### STEP ③: CHECK THE STATUS OF YOUR SMART START WORKFORCE GRANT APPLICATION AND FUNDING REQUEST

Click the Smart Start Workforce Grants “Application” card in the Director Portal to access the “Application History.”

- The status column shows the status of your main application.
- To see the status of your funding requests, click the calculator button.

Smart Start Workforce Grant Application				
Application History				
Application ID	Grant Type	Application Submitted	Status	Actions
14680	SSWG FY25	05/31/2024	Pending (Awaiting Review)	

Smart Start Workforce Grant Funding Requests				
Funding ID	Grant Period	Funding Submitted	Status	Actions
10060	Grant Period 1	06/18/2024	Submitted	

- The ‘Status’ column on the ‘Funding Requests’ listing shows the status of each funding request.

Below, you will find status meanings for the **Funding Request**:

- **Draft** – You have saved your funding request, but still need to finish it and click “Submit.”
- **Submitted** – You have submitted the funding request, and it is in the queue to be reviewed.
- **Information Required** – The funding request has been reviewed and additional information is needed (check your email for details).
- **Accepted** – The funding request has been accepted and is in the queue for funding.
- **Rejected** – The funding request was reviewed and could not be approved (check your email for details).