

# SMART START

WORKFORCE GRANTS  
REPORTING WEBINAR:  
*CENTERS*



# *Getting Started*

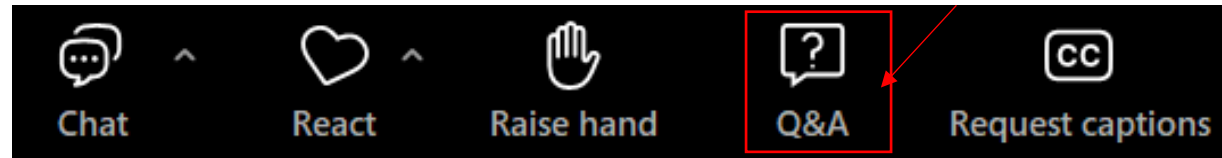
**Welcome!**

**We will get started in a few minutes**

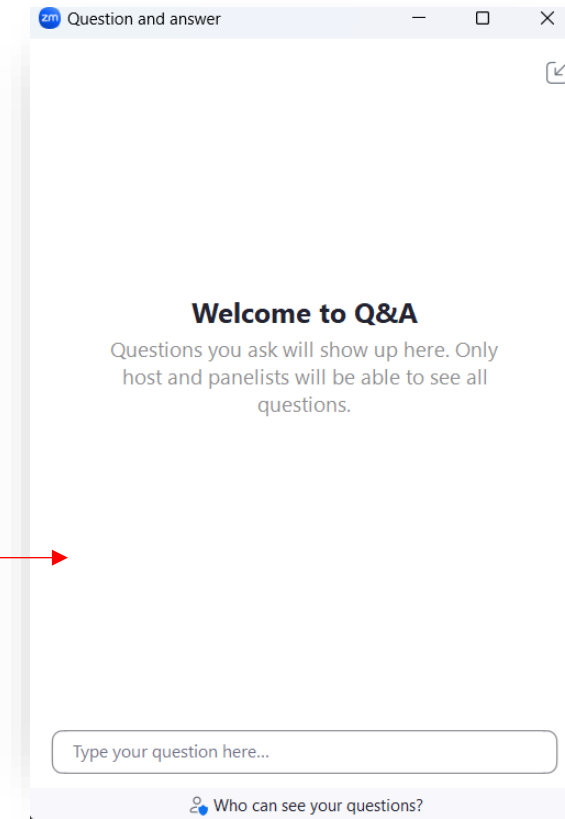
# Asking Questions:

## How to ask a question:

- Select the “Q&A” icon and type your question



- Questions you ask will show up here
- Only hosts and panelists will be able to see all questions



# *What is the Required Reporting?*

- For each round of funding you receive, there are **two** required reports that must be submitted via the Director Portal within the designated time frame
- The **Funding Use Report** asks questions about:
  - Status of your funded classroom(s)
  - Enrollment in your funded classroom(s)
  - Staff working in your funded classroom(s) and their wages
- The **Narrative Report** asks questions about:
  - If the grant is meeting its intended goals
  - If there were waiting lists for enrollment
  - If there was staff turnover

# Reporting Timelines

- Please be aware of the following timelines and terms to ensure you will be reporting on the correct time period:

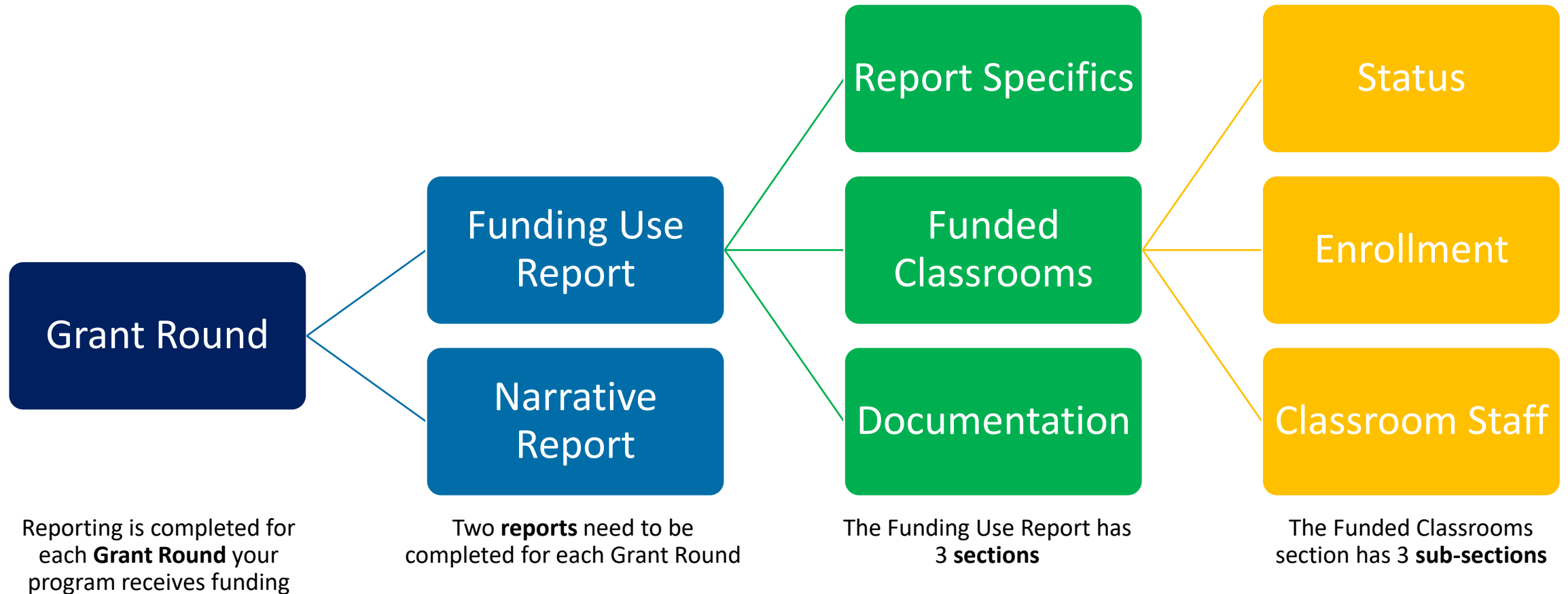
| Application Round | Application/ Opt-In Period          | Deadline for Documentation | Funding Released | Funding Use Period          | Quarterly Reporting Deadline |
|-------------------|-------------------------------------|----------------------------|------------------|-----------------------------|------------------------------|
| Round 1           | July 1, 2024– July 31, 2024         | August 21, 2024            | September 2024   | October 2024– December 2024 | January 31, 2025             |
| Round 2           | November 6, 2024– November 20, 2024 | November 25, 2024          | December 2024    | January 2025– March 2025    | April 15, 2025               |
| Round 3           | January 2, 2025– January 31, 2025   | February 14, 2025          | March 2025       | April 2025– June 2025       | July 15, 2025                |

- Example: If you received Round 1 funding, you would have received your check in September 2024 and funds should have been used October through December 2024. Your Round 1 report is due by January 31, 2025 and should cover how you used the funds during October through December.

# *Before You Begin*

- Check that the Staff Listing card in your Director Portal is updated and accurate.
- Collect your payroll or paystub documentation that verifies all staff in grant-funded classrooms were paid the wage floor during the funding use period.
  - Payroll reporting should include the following for each staff member: name, total hours worked, gross pay, deductions (if applicable), net pay, OR paystubs showing this information
- Review the Narrative Reporting questions and prepare your responses so you are ready to complete the survey online.

# Grant Reporting Structure



# Access the Grant Reporting Screen

- Log in to the Director Portal
- Click the “Smart Start Workforce Grants Application” card
- Click the calculator icon next to the listed application to view the Funding Requests
- Then, click the calculator icon next to the Funding Request for the grant period you need to report on to view the Reporting screen

**Smart Start Workforce Grant Application**

Click the "Create Application" button below to begin your Smart Start Workforce Grants application. If you do not see the button it means that the grant round may not yet be open. You will not see a button if you already have an application in the system that is Pending or Eligible. If you need to submit a funding request, click the calculator icon next to your application listed below and that will take you to the funding request screen. If you believe there has been an error, contact the [Grants Help Desk by email](#).

You will need to upload some documents with your application.

- **W-9 Form** - Contact your financial advisor/accountant if you have questions. You can download this form from the [IRS website](#).
- **Certificate of Good Standing** - This document from the Illinois Secretary of State's office is required for corporations, partnerships, and limited liability companies (LLCs). It is **not required** for sole proprietors. If needed, you can obtain your certificate of good standing from the [Secretary of State's website](#).
- **Classroom Map** - For centers only, a classroom map, noting what rooms are used as classrooms.

**Application History**

| Application ID | Grant Type | Application Submitted | Status   | Actions |
|----------------|------------|-----------------------|----------|---------|
| SSWG FY25      |            |                       | Eligible |         |

**Smart Start Workforce Grant Funding Requests**

Select the current grant period from the drop-down list and click the "+" button to create a funding request. You may only create a funding request for this current grant round. Please carefully review the information shown on the funding request screen, and if you need to make changes, we encourage you to do so before saving the request.

You will need to upload some documents with your funding request.

- **Attestation** - You can download and complete the Attestation form for the current grant round from the [Smart Start Workforce Grants page](#).
- **Classroom Roster(s)** - Upload a document containing a roster of the children enrolled in each of the classrooms you are submitting as part of your funding request. Please upload all rosters within one single document.

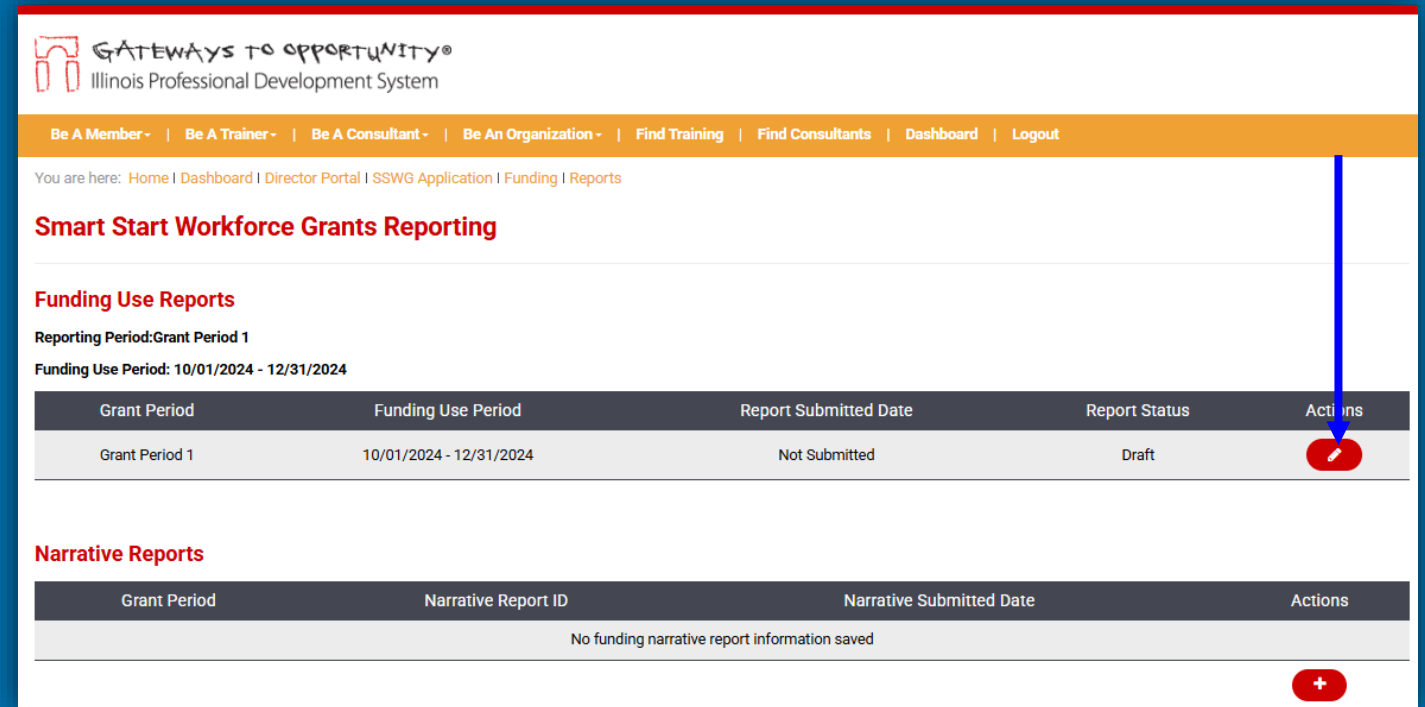
**Funding Requests**

| Funding ID | Grant Period   | Funding Submitted | Status   | Actions |
|------------|----------------|-------------------|----------|---------|
|            | Grant Period 1 |                   | Accepted |         |
|            | Grant Period 3 |                   | Accepted |         |

Create Funding Request for: - Select One -

# Funding Use Report

- A Funding Use Report will be generated automatically and put in “Draft” status
- Click the pencil icon to edit and complete the report
- You will be able to “Save & Quit” throughout the report, but will not be able to click the “Submit” button until all information is complete



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### Smart Start Workforce Grants Reporting


#### Funding Use Reports

Reporting Period: Grant Period 1  
Funding Use Period: 10/01/2024 - 12/31/2024

| Grant Period   | Funding Use Period      | Report Submitted Date | Report Status | Actions   |
|----------------|-------------------------|-----------------------|---------------|---|
| Grant Period 1 | 10/01/2024 - 12/31/2024 | Not Submitted         | Draft         |  |

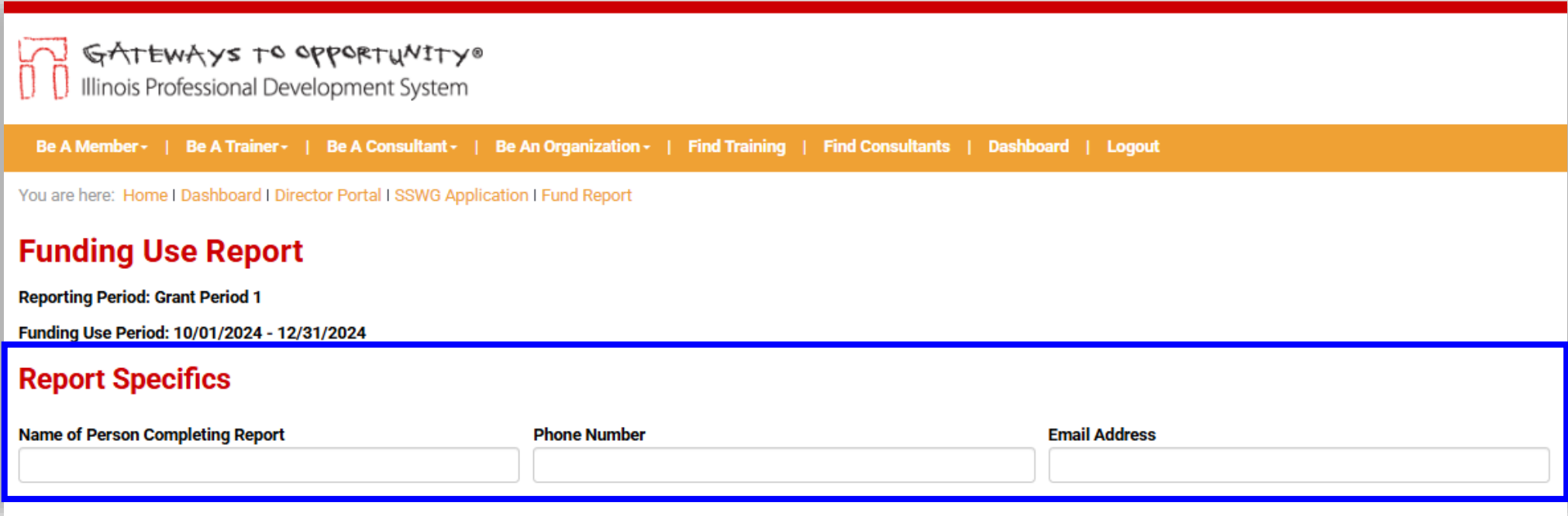
#### Narrative Reports

| Grant Period                                  | Narrative Report ID | Narrative Submitted Date | Actions |
|---|---------------------|--------------------------|---------|
| No funding narrative report information saved |                     |                          |         |



# Step 1 - Complete the Report Specifics section

- Enter the name of the person completing the report, along with their phone number and email address




The screenshot shows the Gateway to Opportunity website interface. At the top left is the logo for 'GATEWAYS TO OPPORTUNITY® Illinois Professional Development System'. A navigation bar contains links: 'Be A Member', 'Be A Trainer', 'Be A Consultant', 'Be An Organization', 'Find Training', 'Find Consultants', 'Dashboard', and 'Logout'. Below this is a breadcrumb trail: 'You are here: Home | Dashboard | Director Portal | SSWG Application | Fund Report'. The main heading is 'Funding Use Report' in red. Below it, the reporting period is 'Grant Period 1' and the funding use period is '10/01/2024 - 12/31/2024'. The 'Report Specifics' section is highlighted with a blue border and contains three input fields: 'Name of Person Completing Report', 'Phone Number', and 'Email Address'. A blue arrow points to the 'Name of Person Completing Report' field.

# Step 2 - Complete the Funded Classrooms section

- The classroom(s) that were funded for your program during the grant period will be listed
- Click the pencil icon to report the required information for each of those classrooms
- Note: The enrollment, number of staff, and missing hourly wage will all be 0 to begin

## Funded Classrooms

One or more classrooms must be corrected before you can submit this report. Be sure that each classroom listed has an enrollment, one or more staff, and that none of the staff are missing wages. If you need to make corrections, click the pencil icon for that classroom to bring up the Funded Classroom Report screen.

| Classroom Name | Age Group        | Last Date Enrollment | Number of Staff | Missing Hourly Wage | Actions   |
|----------------|------------------|----------------------|-----------------|---------------------|---|
| Home Classroom | Mixed Ages (FCC) | 0                    | 0               | 0                   |  |

# a. Complete the Classroom Status sub-section

- These questions refer to “unplanned” closures – do not count closures for holidays or staff in-service days
- Additional questions may appear based on how you respond

### Classroom Status

Was this classroom closed at any point during the funding use period?

Yes

What was the primary reason for this classroom to be closed?

Classroom needed repair

Please share any additional information you would like about the reason for this classroom closure.

We had a pipe burst and needed to close for a couple of weeks.

Was this classroom closed on the last day of the funding use period?

No

When was this classroom closed?

11/10/2024 through 11/24/2024

Had this classroom closed at any point in the six months prior to the funding use period?

No

# *b. Complete the Enrollment sub-section*

- Enter the number of children enrolled as of the last date the classroom was open during the funding use period
- If the classroom closed and was still closed at the end of the funding use period, please report the enrollment as of the last day children were in that classroom




**Enrollment as of 12/31/2024**


|               | Enrolled Full Time             | Enrolled Part Time             | Totals                         |
|---------------|--------------------------------|--------------------------------|--------------------------------|
| Infants       | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| Toddlers      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Two Year Olds | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="2"/> |
| Preschool     | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="4"/> |
| School-Age    | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
|               | <input type="text" value="6"/> | <input type="text" value="1"/> |                                |

## c. Complete the Classroom Staff sub-section

- Select the staff assigned to that classroom on the last day of the funding use period / last day children were enrolled
- Click the pencil icon next to each staff person to enter the required information

**Classroom Staff as of 12/31/2024**

| Member ID | Name             | Role | Hours/Week | Hourly Wage | Started in Classroom | Actions   |
|-----------|------------------|------|------------|-------------|----------------------|---|
| N199214   | Jane Smith       |      | 0.00*      | \$0.00*     | 01/01/0001           |    |
| N543497   | Hermione Granger |      | 0.00*      | \$0.00*     | 01/01/0001           |   |
|           |                  |      |            |             |                      |  |



# c.1. – Enter the required staff information

- Enter information into each of the fields shown
- Classroom Role should reflect the role the staff held in that classroom:
  - Lead Teacher and Teacher must be paid the wage floor for teachers.
  - Assistant Teacher must be paid the wage floor for assistant teachers.
  - FCC/Group FCC Assistant must be paid the wage floor for FCC/Group FCC Assistants
  - FCC/Group FCC Owner/Provider is an option being used for data collection purposes and does not have a required wage floor
- Hours Worked – the typical hours worked per week

**Editing record for Jane Smith (N199214)**

| Classroom Role               | Hours Worked Per Week | Hourly Wage |
|------------------------------|-----------------------|-------------|
| FCC/Group FCC Owner/Provider | 52                    | 4.23        |

When did this person start working in this classroom?

03/18/2015


[Update Staff](#) [Cancel](#)

# Repeat for each Funded Classroom

- Repeat parts a. through c. for each of the funded classrooms listed
- If the red “One or more classrooms must be corrected...” text appears, it means that there are issues with one or more of the funded classrooms
  - Check that the classroom has Enrollment (Last Date Enrollment *is not 0*)
  - Check that the classroom has Staff (Number of Staff *is not 0*)
  - Check that Staff are not missing Hourly Wage (Missing Hourly Wage *is 0*)

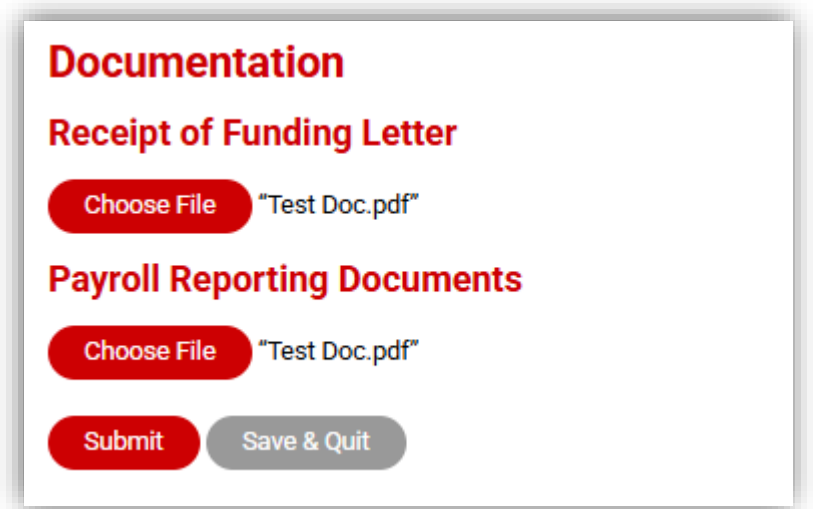
## Funded Classrooms

One or more classrooms must be corrected before you can submit this report. Be sure that each classroom listed has an enrollment, one or more staff, and that none of the staff are missing wages. If you need to make corrections, click the pencil icon for that classroom to bring up the Funded Classroom Report screen.

| Classroom Name | Age Group        | Last Date Enrollment | Number of Staff | Missing Hourly Wage | Actions   |
|----------------|------------------|----------------------|-----------------|---------------------|---|
| Main Classroom | Mixed Ages (FCC) | 6                    | 2               | 1                   |  |

# Step 3 - Complete the Documentation section

- Upload the documentation required
- All programs must upload a Receipt of Funding Letter
- All centers must upload Payroll Reporting Documents that verify staff in grant-funded classrooms were paid the wage floor during the funding use period
- Family Child Care or Family Group Child Care programs that received additional funding for an assistant must also provide Payroll Reporting Documents
- Click the “Submit” button once all steps are complete to submit the Funding Use Report



The screenshot shows a web interface for uploading documentation. It features two sections: 'Receipt of Funding Letter' and 'Payroll Reporting Documents'. Each section has a red 'Choose File' button followed by the text '"Test Doc.pdf"'. At the bottom of the interface, there are two buttons: a red 'Submit' button and a grey 'Save & Quit' button.

**Documentation**

**Receipt of Funding Letter**

Choose File "Test Doc.pdf"

**Payroll Reporting Documents**

Choose File "Test Doc.pdf"

Submit Save & Quit

# Narrative Report

- Click the plus sign icon to start and complete your Narrative Report
- You will be taken to a Survey Monkey online survey

The screenshot displays the GATEWAYS TO OPPORTUNITY Illinois Professional Development System dashboard. The page title is "Smart Start Workforce Grants Reporting". Under the "Funding Use Reports" section, the reporting period is "Grant Period 1" and the funding use period is "10/01/2024 - 12/31/2024". A table lists one report submitted on 01/12/2025 with a status of "Submitted". The "Narrative Reports" section shows a message: "No funding narrative report information saved". A blue arrow points from the top right of the dashboard to a red plus sign icon in the bottom right corner, which is used to add a new narrative report.

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You are here: Home | Dashboard | Director Portal | SSWG Application | Funding | Reports

### Smart Start Workforce Grants Reporting


#### Funding Use Reports

Reporting Period: Grant Period 1  
Funding Use Period: 10/01/2024 - 12/31/2024

| Grant Period   | Funding Use Period      | Report Submitted Date | Report Status | Actions |
|----------------|-------------------------|-----------------------|---------------|---------|
| Grant Period 1 | 10/01/2024 - 12/31/2024 | 01/12/2025            | Submitted     |         |

#### Narrative Reports

| Grant Period                                  | Narrative Report ID | Narrative Submitted Date | Actions |
|---|---------------------|--------------------------|---------|
| No funding narrative report information saved |                     |                          |         |



# Step 1 - Complete and Submit Narrative Report

- The Narrative Report has a series of questions to better understand the impact that grant funds are having on programs
- You will see a confirmation screen once your narrative has been submitted – note it may take up to 72 hours for it to be noted in the Gateways Registry

The screenshot shows the 'Use of Funds' section of the Smart Start Workforce Grants FY25 Narrative report. It includes the Inccorra logo, the title 'Smart Start Workforce Grants FY25 Narrative', and the section title 'Use of Funds'. The text asks the user to answer questions to understand how their program is or is not meeting the goal of Smart Start Workforce Grants. A goal statement is provided: 'Smart Start Workforce Grants are intended to raise wages for child care providers and educators to at least a minimum hourly amount to encourage educator recruitment and retention.' Two questions are listed: Question 1 asks if grant funds covered the cost of raising wages to the required wage floor for teacher and teacher assistants in grant funded programs, with radio buttons for 'Yes' and 'No'. Question 2 asks about raising wages for educators and staff, with checkboxes for 'Raise wages for educator' and 'Raise wages for staff beyond'.

The screenshot shows the confirmation screen for the Smart Start Workforce Grants FY25 Narrative report. It includes the Inccorra logo, the title 'Smart Start Workforce Grants FY25 Narrative', and a thank you message: 'Thank you for submitting your responses to the Smart Start Workforce Grants narrative report. Please note that it may take up to 72 hours for the completion to be noted in the Gateways Registry. If you do not see the completion appear after 72 hours, please contact help@inccra.org so that we can confirm your response and ensure it is updated in the system.' A 'Done' button is located at the bottom right.

# *Getting Help & Troubleshooting*


# Checking for Status Updates

- Director Portal > Smart Start Workforce Grants Application card
- Click the calculator icon to get to the Funding Requests
- Click the calculator icon to get to the Reporting for a specific Funding Request
- The Report Status column will provide you with more information

## Funding Use Reports

Reporting Period: Grant Period 1

Funding Use Period: 10/01/2024 - 12/31/2024

| Grant Period   | Funding Use Period      | Report Submitted Date | Report Status        | Actions   |
|----------------|-------------------------|-----------------------|----------------------|---|
| Grant Period 1 | 10/01/2024 - 12/31/2024 | 01/12/2025            | Information Required |  |

# *Report Status Meanings*

- **Draft** – The report is started, but still needs to be completed and submitted.
- **Submitted** – You have submitted the report, and it is in the queue to be reviewed.
- **Information Required** – The report has been reviewed and additional information is needed (please check your email for details).
- **Accepted** – The report has been reviewed and is considered complete.

# Troubleshooting

- **You do not see a Director Portal card:**
  - Complete the access request form and email it to [help@inccrra.org](mailto:help@inccrra.org).
- **There is no application listed when you click the Smart Start Workforce Grants Application card:**
  - Double check the organization showing on the main Director Portal screen. If you recently received a new license, your application may be under your old license/organization ID. Check the main Director Portal screen and use the “Change” button to select your previous ID.
- **The application is listed, but the Funding Request for the grant period you need to report on is not shown:**
  - Same as above, that funding request may have been under the prior license/organization ID.

# Getting Help

- Contact the Grants Help Desk ([grants@inccrra.org](mailto:grants@inccrra.org)) or Registry Help Desk ([help@inccrra.org](mailto:help@inccrra.org)) if you need help logging in, do not see the Director Portal, or run into any trouble with the reporting.
- The Local Expert at your Child Care Resource and Referral (CCR&R) agency is also a resource if you need help with the reporting steps. Find your local expert at <https://www.ilgateways.com/docman-docs/smart-start/3590-smart-start-workforce-grants-local-expert-contact-map/file>

*Thank You!*

