

Child Care Restoration Grants 2021

Completing Monthly Reporting

- 1 Log in to the Gateways Registry website and go into the Director Portal, click CCRG Application card.
- 2 Click on the calculator icon that appears next to your CCRG 2021 grant application.

Child Care Restoration Grant (CCRG) Application

Click the "Apply Now" button below to begin your CCRG application. Applications for the first grant period will be accepted from March 16 through March 31. If you do not see the button it means that your program does not meet the grant eligibility criteria. Please review the eligibility criteria listed in the [Frequently Asked Questions](#) document. If you believe there has been an error, contact the [CCRG Help Desk](#) by email or call toll-free 1-855-939-4858.

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](#).
- **Certifications and Requirements / Attestations** - This must be completed, signed, and uploaded with your application. You have two options for this. Complete the editable fields and sign electronically using the steps shown on the last page of the document. Or, print, sign, and scan/take a picture to upload. You can [download the form here \(Spanish version\)](#).

Application History

Application ID	Grant Type	Applied During	Status	Date Submitted	Actions
[REDACTED]	Unknown	Grant Period 1	Eligible	07/27/2020	
[REDACTED]	CCRG 2021	Grant Period 1	Eligible	01/01/2021	

- 3 Click the plus sign icon to add a new month's report.

CCRG Reporting

Monthly Budget Reports

Year	Month	Received	Status	Actions
2021	January	06/01/2021	Accepted	
2021	February	06/01/2021	Accepted	
2021	March	06/01/2021	Accepted	
2021	April	07/14/2021	Submitted	
2021	May	07/14/2021	Submitted	
2021	June	07/14/2021	Submitted	
2021	July	08/17/2021	Submitted	
2021	August	09/16/2021	Submitted	

- 4 Select the month you are reporting on in the Month drop-down.
 - Complete the CCRG funds used
 - Your three months' subtotal should equal the check amount received for the grant period

- 5 Click the **"Submit"** button when you are done or, click **"Save & Quit"** to come back to finish that month's report later.

6 The Status column will indicate important information:

- **Draft** – You have started the report and clicked **“Save & Quit.”** You must edit this report and click **“Submit”** before it can be reviewed.
- **Submitted** – You have submitted the report, but it has not yet been reviewed.
- **Information Required** – The report has been reviewed and needs additional information. Check your email for specifics. Click the calculator icon next to that month’s report to edit, if needed.

Year	Month	Received	Status	Actions
2021	January	06/01/2021	Accepted	
2021	February	06/01/2021	Accepted	
2021	March	06/01/2021	Accepted	
2021	April	07/14/2021	Submitted	
2021	May	07/14/2021	Submitted	
2021	June	07/14/2021	Submitted	
2021	July	08/17/2021	Submitted	
2021	August	09/16/2021	Information Required	 

- **Accepted** – You submitted the report, it has been reviewed, and is accepted.

7 If you are contacted by a counselor that additional information is needed, you may need to click on the calculator icon for that month’s report in order to edit it.

Child Care Restoration Grants 2021

Completing Narrative Reports

Narrative reports must be completed once per each grant period. **Before completing the narrative report you must sign the Receipt of Approval letter and scan it/take a picture.** The Approval of Award letter will be sent the day your check is mailed with the email stating that your check has been placed in the mail. Please scroll to the bottom to find your letter. If you are the contact listed for multiple locations having checks mailed the same day, you will receive an email with attachments for each individual letter.

- 1 Log in to the Gateways Registry website and go into the Director Portal, click CCRG Application card.
- 2 Click on the calculator icon that appears next to your CCRG 2021 grant application.
- 3 Click the plus sign icon to add a new narrative report.

CCRG Reporting

Monthly Budget Reports

Year	Month	Received	Status	Actions
2021	January	06/01/2021	Accepted	
2021	February	06/01/2021	Accepted	
2021	March	06/01/2021	Accepted	
2021	April	07/14/2021	Submitted	
2021	May	07/14/2021	Submitted	
2021	June	07/14/2021	Submitted	
2021	July	08/17/2021	Submitted	
2021	August	09/16/2021	Submitted	

Narrative Reports

Year	Month	ID	Date Submitted
2021	Grant Period 1	30678	06/01/2021
2021	Grant Period 2	36615	07/14/2021

A red arrow points to a plus sign icon in the bottom right corner of the Narrative Reports table.

- 4 Select the grant period you are reporting on from the drop-down. This must be correct for your narrative report to be accepted.

Narrative Reports & Receipt of Approval Letters

Year: 2021

Grant Period: Grant Period 3

- 5 Click the Choose File button and find the scan/picture of the signed Receipt of Approval letter where you stored it on your computer. Then, click the Upload button.

Upload a copy of your 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.

Uploaded files cannot be larger than 5MB.

[Choose File](#)

Notice: Submitting this form will take you to SurveyMonkey.com, where you will be able to fill out a few questions that get sent back to us. This is expected, and you should see the INCCRRA logo when you get there. You may need to wait up to 24 hours and refresh the page before the results are shown [here](#).

[Upload](#)

- 6 You will then be automatically redirected to the narrative survey.

CCRG 2021 Narrative

Confirm Program Org ID

1. Please confirm that you are providing responses for organization ID

2. Is this the first time you are completing the CCRG 2021 narrative report for this program?

[NEXT](#)

- 7 Complete the required questions and click the Done button at the end. You will see the following message, which indicates your narrative report has been received. Due to the large number of responses, it may not show in your Director Portal as being completed for 1-2 business days.

CCRG 2021 Narrative

Thank you for completing the CCRG narrative report. If you verified that you were responding for the correct Org ID and are seeing this page, your report is complete and will be accepted. You will not see this appear in the Director Portal at this time, but be assured we have received your response. You may also print this page for your records.

[DONE](#)