EMERGENCY CHILD CARE GRANT PROGRAM

PHASE 2
AGENDA

Eligibility
Grant Schedule & Amounts
Terms & Conditions
How to Apply
Notification
DUNS Numbers
Resources
This grant opportunity is available to assist those who are providing emergency child care during the COVID-19 response. This is a non-competitive grant program funded by the federal CARES Act.
AM I ELIGIBLE TO APPLY?

• This is the second phase of the Emergency Child Care grant program.

• Licensed and licensed exempt providers are eligible to apply.

• Sites that received approval for grant funding under Phase 1 are not eligible for Phase 2.
AM I ELIGIBLE TO APPLY?

For Certified Center, Certified Family, and Registered Family Licensed Providers:

• Submit an application to be an Emergency Child Care provider by June 30, 2020, and

• Commit to adhering to health and safety guidelines, and

• If currently open, agree to remain open and serve children through the end of September 2020. If currently closed, agree to reopen by September 1, 2020 and remain open and serve children through the end of September 2020.
AM I ELIGIBLE TO APPLY?

For Licensed Exempt Providers

- Is a Family, Friend & Neighbor provider (Regulated Subsidy or Relative Care) receiving child care payments through the Department of Human Services, and
- Is currently open and caring for a child of an essential worker, and
- Agrees to remain open and serve children through the end of September 2020.
WHAT IS AN ESSENTIAL WORKER?

• The US Department of Homeland Security issued an expansive list of “essential employees.”

• The list is posted at:

## GRANT SCHEDULE

<table>
<thead>
<tr>
<th>Task</th>
<th>Phase 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Application</td>
<td>June 8</td>
</tr>
<tr>
<td>Online Application</td>
<td>June 22-July 10 (5 p.m.)</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>After July 20</td>
</tr>
<tr>
<td>Payment</td>
<td>Target within 10 days of Executed Agreement</td>
</tr>
</tbody>
</table>
## GRANT AMOUNTS

<table>
<thead>
<tr>
<th>PROVIDER TYPE</th>
<th>ESTIMATED AWARDS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulated Subsidy and ERDC Relative Care</td>
<td>$702</td>
</tr>
<tr>
<td>Registered Family</td>
<td>$2246</td>
</tr>
<tr>
<td>Certified Family</td>
<td>$4212</td>
</tr>
<tr>
<td>Certified Center</td>
<td>$4680 per classroom (limit 3)</td>
</tr>
</tbody>
</table>

*Awards may be prorated at a higher or lower rate based on available funding.*
### Payment Schedule

<table>
<thead>
<tr>
<th>Payment</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% of Grant Award</td>
<td>Targeted within 10 business days of the fully executed grant agreement</td>
</tr>
<tr>
<td>50% of Grant Award</td>
<td>End of September</td>
</tr>
</tbody>
</table>
• Allowable use of funds: lease/mortgage, utilities, insurance, food and supplies, staff compensation and benefits and other reasonable operating costs.

• If currently open, agree to remain open and serve children through the end of September 2020.

• If currently closed, agree to reopen by September 1, 2020 and remain open and serve children through the end of September 2020.

• Submit follow up report to confirm open status.

• Maintain financial and attendance records for six years.

• Register for a DUNS Number required to receive federal funds
HOW TO APPLY

Apply online at ode.smapply.org between June 22 – July 10 (5 p.m.)

ATTENTION! Applicants with @live, @msn, @outlook, @hotmail email accounts report having trouble submitting applications.

Yahoo and Gmail email accounts work well.
HOW TO APPLY

Step-by-Step Instructions at
Emergency Child Care Grant (Phase 2)

Accepting applications from Jun 22 2020 06:00 AM (PDT) to Jul 10 2020 05:00 PM (PDT)

The Oregon Department of Education, Early Learning Division (ELD) is inviting applications from eligible child care providers to receive grant funding for the COVID-19 crisis. Applicants must apply through this application.

Organizations and individual applicants can apply.
Emergency Child Care Grant (Phase 2)

The Oregon Department of Education, Early Learning Division (ELD) is inviting applications from eligible child care providers to receive grant funding for the COVID-19 crisis. This grant opportunity is limited to:

Licensed Providers (Certified Center, Certified Family, and Registered Family) who:
- Submitted an application to be an Emergency Child Care provider by June 30, 2020, and
- Commit to adhering to health and safety guidelines, and
- If currently open, agree to remain open and serve children through the end of September 2020. If currently closed, agree to reopen by September 1, 2020 and remain open and serve children through the end of September 2020.

OR

License Exempt Providers who:
- Is a Family, Friend & Neighbor provider (Regulated Subsidy or Relative Care) receiving child care payments through the Department of Human Services, and
- Is currently open and caring for a child of an essential worker; and
- Agree to remain open and serve children through the end of September 2020.

Eligible applicants must apply online. All questions regarding this grant opportunity, available accommodations and applications process should be emailed to ECCGrants@state.or.us. Frequently Asked Questions will be updated on the ELD website.

Applicants using the following email addresses have had problems receiving communication from SMApply:
@hotmail.com, @live.com, @MSN.com and @outlook.com.

To ensure that you are receiving all communication from SMApply, we recommend you
HOW TO APPLY

ECC2--00000000911
Status: Application in Progress

Your tasks

- ECC Grant, Phase 2 - Application Form
  Deadline: Jul 10 2020 05:00 PM (PDT)
Section 4: Attestation

You must maintain records, such as enrollment records, attendance records, payroll records and accounting records supporting information provided in this application for six years.

My Child Care facility will maintain appropriate awareness and will follow the “Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19” published by the Oregon Health Authority and the Early Learning Division.

☐ I have never received a grant in Phase 1 or the emergency child care grants program.
☐ I attest that the information provided in this application is true and correct.

Attention!

Click on the **MARK AS COMPLETE** button to submit your application. Once your application is submitted, you will not be able to make any changes.

To save your progress and return later to complete click on the **SAVE & CONTINUE EDITING** button. Applications must be completed by July 10, 2020, 5 p.m. (PST).
Success!
NOTIFICATION

✓ Applicants will be notified by email if the application is approved or denied after July 20.

✓ Approved applicants will be sent a grant agreement to sign and return electronically from DocuSign.

✓ Grant agreement with DUNS Number and W-9 form must be returned in order to receive payment.
PREPARE TO SIGN YOUR GRANT AGREEMENT

- Have your Tax Identification Number (TIN) accessible for reference
- Locate/Register for DUNS Number.
- After July 20, look for email from noreply@mail.smapply.com with next steps
DUNS NUMBERS

## DUNS NUMBERS

### INFORMATION TO ENTER

<table>
<thead>
<tr>
<th>Name of business or your legal name</th>
<th>Utility bills (phone, gas, garbage, water, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical address of your business</td>
<td>Insurance (auto, renters, homeowners)</td>
</tr>
<tr>
<td>Name of owner</td>
<td>An invoice (doctor, magazine subscription)</td>
</tr>
<tr>
<td>Legal structure (corporation, sole proprietorship, etc)</td>
<td>Taxpayer/Employer Identification letter from IRS</td>
</tr>
<tr>
<td>Year the organization started, or approximate</td>
<td>Secretary of State business filings</td>
</tr>
<tr>
<td>Primary type of business</td>
<td>Property tax statement</td>
</tr>
<tr>
<td>Total number of employees</td>
<td>Lease or mortgage agreements</td>
</tr>
</tbody>
</table>

### TWO DOCUMENTS TO UPLOAD

Technical Assistance Available:
Procurement Technical Assistance Center (PTAC) at 541-736-1088 or 1-800-497-7551 (English and Spanish).
Dun & Bradstreet Government Line 1-866-705-5711, press 0 twice; translators are available upon request.
Your local CCR&R
Questions?
ECCgrants@state.or.us

Phone: 971-707-2029

Frequently asked questions updated on Tuesdays and Thursdays.

Technical assistance at your local CCR&R.

FAQ Examples:
• Are the funds taxable?
• Will the grant impact my federal Paycheck Protection Program loan?
• What information do I need to apply?
• How will awarded grant funds be distributed?