



Sustainability Grant Round 2 Frequently Asked Questions

Who is eligible to receive this grant?

- To be considered “eligible”, child care facilities must maintain an active permanent KDHE license, whether remaining open or temporarily closed.
- Drop-in Care programs are eligible if they were licensed in Kansas on or before March 11, 2021 and continue to be licensed. Drop-in Care programs that received a license after March 11, 2021 are not eligible.
- Programs with a temporary license are eligible if they were issued a temporary license in Kansas on or before March 11, 2021 and continue to maintain a temporary or permanent license. Programs with a temporary license that received the temporary license after March 11, 2021 are not eligible until they have received a permanent license.

What does it mean to be in “Good Standing” with KDHE?

- The definition for substantial compliance, or good standing, with KDHE Licensing is as follows:
 - Program does not have a pending or open administrative order due to noncompliance.
 - Program is not operating under a consent agreement.
 - Program’s most recent annual and compliance surveys were closed as in compliance and there have not been any substantiated complaints within the past 12 months.

How do I log on to WLS?

- Go to our website: <https://ks.childcareaware.org/>. Click on ‘Providers’ and at the middle of the page you will find a green button to log into your Provider Profile. Also, on our website under ‘Grant Opportunities’ is a step-by-step guide on logging into your provider profile.

How do I get a paper copy of the application?

- You must call the office at 785-823-3343 or email grants@ks.childcareaware.org to request a paper application if you prefer to complete it on a paper form as opposed to your WLS provider profile.

Where do I submit my paper application?

- Please mail in your completed paper application to PO BOX 2294 Salina, KS 67402 or fax to 785-823-3385.

If I currently do not have an account to get to the WLS portal, can you still create one?



- Yes, all licensed providers will need a WLS account to receive payment. Please contact us if you do not have one or do not know your username or password.

Where can I find the application?

- The application can be found in your Work Life Systems (WLS) profile under the 'Grants' tab. You can also find the link to WLS on our website (<https://ks.childcareaware.org/>).

Can we choose all categories in the application if we're unsure of what categories to report expenses under?

- You may do that if you have multiple expenses that you're thinking of reporting in your monthly tracking form. Navigators may also help walk you through this if you need assistance.

When completing the Monthly Tracking Form, how much of my salaries (or other expenses) should I claim in the specific reporting period columns shown on the form?

- The monthly tracking form is the form where you will report actual expenses incurred per period, as indicated in each column at the top of the form. The amount of expense reported will be the actual amount you spend in the specific line items that were checked on your application. Please report only expenses you can support with documentation. When the total amount reported on the Monthly Tracking Form (bottom line of far-right column of form) hits your grant award amount, you no longer need to submit the Monthly Tracking Form. This form is to specifically track the amount of your award, and you do not need to report expenses over that amount.

Is the award amount based on current enrollment or licensed capacity?

- Licensed Capacity.

Am I required to have an agreement with DCF?

- No, whether or not a program has an agreement with DCF does not affect the chance of approval. If interested, you can apply to enroll with DCF by logging into the online CLARIS portal.

If I received the first 1st Sustainability Grant, can I apply for the 2nd Sustainability Grant?

- Absolutely. We encourage providers to apply if they have received Round 1 or not. Neither will affect approval chances.

Can we use estimates?

- No, programs will record *actual* expenses in a monthly tracking form once approved and are required to keep receipts on file for five years as documentation.

Can I put all the funds towards one category?



- Yes

**If I choose more than one category, do I have to use each one I chose or can I use just one category?
Can I pick more categories after I submit my application?**

- You can use just the one, but if you do not mark a category, you cannot report expenses in that category or change categories after approval. Please mark the categories based on your program's individual need.

If I received the first round of Sustainability Grants, do I have to reapply for round two of Sustainability Grants?

- Yes, your financial information will be auto populated into your new application, and you will be able to edit it if any information has changed, but there are new questions on the new application that will need to be filled out.

Is this a competitive grant or first come, first serve?

- No, this is not a competitive grant nor is it a first come first serve type of grant. Approval is based on standing with KDHE Licensing, and all programs will get approved together.

If we received COVID aid/funds previously, are we still eligible to apply?

- Yes, all KDHE licensed childcare providers, in good standing with KDHE (Kansas Department of Health & Environment), are eligible to apply, but purchases made with any other grant funds cannot be claimed under these funds.

How will Technical Assistance help in the application process?

- There is a grant navigator in each region. The grant navigators are available to assist programs with any questions they may have. Grant navigators provide support and guidance to providers who need assistance navigating our online system or completing paper applications. Grant navigators can help in assisting with receipt collection, completing the monthly tracking form, and with finding additional resources that the current grant opportunity does not cover.

What items are we allowed to spend funds on?

- The sustainability grant application lists specific allowable expense categories that the applicant determines with a check box. The awarded funds can only be spent on the specified categories checked on the application. Definitions of each expense category are provided in the monthly tracking forms.

Is this grant the only one available currently?



- Child Care Aware of Kansas has one grant available currently—the Sustainability Grant Round 2; however, we do encourage providers to frequently check our website for new opportunities, and if any arise, emails will be sent out.

What is the best way to get questions answered?

- Grants@ks.childcareaware.org is monitored Monday-Friday 8 am-5 pm and sending a question to this email address is the quickest way to get questions answered by our team.
- Chat with a Grant Specialist any time between 8 am-5 pm Monday-Friday by using the real-time chat feature found on our website at <https://ks.childcareaware.org/> (go to the Grants page to find the grants line). Our team will respond quickly to your questions using this online chat feature.

Is there a place online where I can upload/fill out the monthly tracking form?

- Monthly tracking forms can be filled out in WLS in provider profiles. If providers choose to fill out a paper application, they can submit paper monthly tracking forms via mail or email, though we highly encourage using WLS.

Do we need to submit receipts?

- Child Care programs are required to maintain receipts for all expenses reported on the monthly tracking form for a period of 5 years. A random audit will be performed requiring a random selection of applicants to submit copies of receipts that support expenses as reported on the monthly tracking form. We will contact you if you are selected for the audit and need to submit receipts.

Do receipts need to be dated during a certain period?

- All expenses and receipts need to be dated between March 12, 2020 and February 28, 2022. This grant opportunity is intended to cover expenses incurred during the COVID-19 pandemic.

If I have 2 centers/programs, do I fill out two separate applications?

- Yes, if you have more than 1 program or childcare center, then you need to fill out an application for each individual program or center operating under a separate KDHE license number.

Would the funds be considered taxable income?

- Yes. These grants are taxable income, and you will receive a form 1099 for 2021. We recommend talking to a tax professional about how this affects programs individually, as we do not give tax advice.

What if I don't spend all the Sustainability Grant funds by February 28, 2022?



- Any unspent funds will need to be returned to Child Care Aware of Kansas by February 28, 2022. Please discuss this with a grant navigator prior to the end date. They may be able to help you find appropriate ways to spend the funds.

If I was awarded the Impact grant for minor renovations, but that grant was only going to cover less than half of the minor renovation expense, can I use this grant to help pay the remainder of that expense?

- Yes, this grant can be used to cover the rest of that expense as long as you can provide documentation to explain the portion covered by each grant.

Do I have to complete the application all at once or can you save it & finish it later?

- The application does not need to be completed all at once, you can save what has been completed and come back to finish it at a different time.

If we mark a category but do not spend it in that category because the funds were spent for a higher priority category that was marked, is it okay?

- Yes, this is fine. Remember to keep all receipts and documentation for claimed expenses. You can mark a category, and not report expenses to that category, but you cannot report expenses to a category that was not marked on your application.

Does a check from my business account written to me count as receipt for my salary?

- Yes, this would be acceptable. Please see the definition below for ways to report salary expenses.

Do we have to start from March 2020, or for salary can I start from here on out?

- Reported expenses can occur at any point from March 12, 2020-February 28, 2022.

If I was closed in 2020 due to COVID, what is the best way to supply a receipt for salary during that time?

- You must have documentation of your salary that you are claiming. See the salary definition.

If we submit receipts from March until now for food, things we have already bought and paid for, are we essentially just paying ourselves back?

- Yes, this would be considered a reimbursement. Reimbursements can occur back to March 12, 2020. These expenses can be claimed as long as you have receipts to support the expenses.

All eligible expenses may be only reported once--does this mean if we are buying multiples of something, it needs to be bought all at once?



- No, you will be able to buy multiple items. You must provide separate receipts for items purchased. You cannot claim the same purchase receipt more than once.

Sustainability Round 2 Expense Definitions

Personnel Costs

- Salaries: Enter total dollar amount of all agency staff salaries for the report period.
 - If you are a Family Child Care (FCC) provider, include the total amount you pay yourself. Examples of documents needed for reporting of salaries for family child care providers:
 - Provide a document showing your calculation for your monthly salaries as follows:
 - Estimate hours worked in your child care business per month
 - Multiply the estimated hours worked x \$18.24 per hour (based on Bureau of Labor Statistics website hourly wage for Kansas preschool teacher in a school setting)
 - Enter the amount in the monthly Salary column for the month you are reporting on the Monthly Tracking Form
 - 2019 or 2020 IRS Form 1040 Schedule C Line 31 (Net Profit or (loss) /12 months=1 month salary for a family child care provider
 - Net income from your business for one month-spread sheet showing how the calculation was determined
 - Child Care Center or large business. Examples of documents needed for reporting of salaries for child care centers or large business.
 - Payroll register for each month claiming expense
 - Staff bonuses
 - Vaccine-related personnel costs including costs to hire substitutes while staff receive COVID-19 vaccines.
 - Costs associated with staff absence as a result of COVID-19 illness, side effects from COVID-19 vaccination, quarantine, or caring for a dependent who is quarantined.
- Employment Taxes, Self-Employment Tax, and Fringe Benefits: Enter the amount of expense paid on behalf of employees for the report period.
 - All programs can claim expense of employment taxes paid by employer.
 - FCC or sole proprietors who file Schedule C, calculate self-employment tax by taking the amount calculated for “salaries” above x 15.3%
 - Centers or large businesses report employer paid taxes as shown on payroll register.
 - Fringe benefits may include the following expenses paid for by the child care provider only:
 - Health insurance



- Dental insurance
- Retirement
- Workers Compensation
- Other insurances (excluding home/auto/liability)
- Relief given to families from enrollment fees: Include relief from copayments and tuition payments for families enrolled in the child care program that are not subsidized by another funding source.

Rent/Mortgage/Utilities:

- Insurance: Insurance costs for child care facility, including liability, property, accident, vehicle insurance. For Family Child Care providers can charge the portion of insurance based on the square footage of
- Late fees: Cost of late fees charged due to late payment of bills.
- Minor renovations: Any improvement or upgrade to a facility that is not specified under the definition of major renovation (directly following), may be considered a minor renovation and may be allowed if it is part of normal operational expenses. Major renovation (NOT allowed) is defined as: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change. Major remodeling will not be allowed for these funds. These funds may be used for minor renovations related to meeting the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101, et seq.).
- Maintenance: Enter the total dollar amount for Maintenance. Maintenance will include maintenance of equipment and facilities.
- Rent/Mortgage: Enter the total dollar amount for rent/mortgage.
- Utilities, Telephone, Internet: Enter the total dollar amount for utilities, telephone and internet expenses.

Personal Protective Equipment (PPE):

- Personal Protective Equipment: PPE costs would include things such as gloves, masks, digital thermometers, face shields, etc.
- Background checks: Cost of background checks for child care staff.
- Contract cleaning: Cost to pay outside company to clean child care facility.
- Training: Training for proper cleaning of child care facility, and Health and Safety training.

Purchases of or updates to equipment and supplies:

- Equipment: Enter the total dollar amount for equipment. Equipment might include things such as portable partitions to enforce social distancing or hand washing stations.



- Health monitoring equipment: Purchase of equipment such as thermometers, automated external defibrillators, etc.
- Other equipment and updates: Purchase of computers, smart phones, tablets and any updates needed for these items.
- Software: Enter the total expense you incurred for software for your child care.

Goods and services:

- Advertising: Enter the total amount of expense for advertising of your child care facility and advertising.
- Classroom Supplies: Enter the total dollar amount for classroom supplies.
- Cleaning and Sanitation Supplies: Enter the total dollar amount for cleaning and sanitation supplies. This would include things such as sanitary wipes, air filtration systems, shampooers, vacuums, steam mops, washer/dryer, dishwasher, all soaps (laundry, hand, dish), air purifiers.
- Food: Enter the total amount for food or food services.
- Licensing Fees: Enter the total expense you incurred for Child Care Licensing for your child care business.
- Mileage: Enter the total business-related mileage incurred for transportation costs to transport staff or students. Mileage is calculated at number of miles times \$0.56 per mile (IRS standard mileage rate).
- Office Supplies: Enter the total dollar amount for office supplies.
- Professional Development: Enter the total dollar amount for professional development.

Mental health supports:

- Infant and early childhood mental health consultation: Enter the total expense you incurred for mental health supports for children in your care.
- Mental health consultation for you or your employees: Enter the total expense you incurred for mental health support for staff working in the child care facility.