

Sustainability Grant Round 3 Informational Guide

The Child Care Sustainability Grants program, awarded through the Kansas Department for Children and Families and distributed by Child Care Aware of Kansas, provides sustainability grants to cover costs of operations and potential revenue losses of child care providers.

- Funds may be used for:
 - Normal operational expenses or additional expenses incurred to meet CDC guidance to mitigate the spread of COVID.
 - Expenses for other activities necessary to maintain or resume the operation of programs, including fixed costs and increases in operational expenses.

Eligibility:

- 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 after March 11, 2021 are not eligible until they have received a permanent license.
- In addition to having a permanent license, child care facilities must be in substantial compliance with KDHE Licensing. Substantial compliance means the program does not have a pending/open complaint survey or enforcement action, the program is not operating under a Consent Agreement, the most recent annual survey was closed as in compliance (Complete), and there have not been any substantiated complaints for the program within the last 6 months.
- If programs are ineligible the first time they apply, they may reapply once they reach compliance.

Expenses Covered:

- Personnel Costs
 - Salaries, employment taxes/self employment tax, fringe benefits, or relief given to families from enrollment fees
- Rent/Mortgage/Utilities
 - Insurance, late fees, minor renovations, maintenance, rent/mortgage, utilities, phone, internet
- Personal Protective Equipment
 - Personal protective equipment, background checks, contract cleaning, training
- Goods or Services

The federal government passed the American Rescue Plan Act in March 2021. This law provides supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds are awarded to the Kansas Department for Children and Families (DCF) and grants will be administered by Child Care Aware of Kansas.

- Advertising, classroom supplies, cleaning and sanitation supplies, food, liability/accident insurance, licensing fees, mileage, office supplies, professional development
- Purchases of or updates to equipment and supplies
 - Equipment, health monitoring equipment, software, other equipment and updates
- Mental Health Supports
 - Infant and early childhood mental health consultation or mental health consultation for employees

Applications:

- Applications will be accepted on a rolling basis starting March 1, through November 30, 2022. Programs may apply at *any time* during this time. Payments will begin the month following application submission date, and will be made on the last business day of each month.
- The application approval will ensure payment for the following month. For subsequent months, programs **MUST** complete the monthly tracking form, each month, **and** "OPT IN" for the next month's payment. If programs 'opt in,' that will trigger the next payment. If they 'opt out' or do not complete their monthly tracking form by the 5th of the month, they will not get the payment that month.
- Applications can be accessed in either the WLS provider profile or via a paper version, printed in both Spanish and English.
 - The electronic application in the WLS profile is preferred. This is the quickest and most accurate form of submission. Multiple languages are available in this system if English is not your primary language.
 - Paper applications will be available by request in a printed or emailed version. Requests for paper copies need to be done by calling the office at (785) 823-3343 or emailing grants@ks.childcareaware.org.
- Applications must be received in our office between March 1 2022 and November 30, 2022 at 5 PM. Please take this into consideration when mailing or completing online.

Payment Information:

Approved programs will begin receiving monthly payments the month after submission of an application.

Monthly payments will be figured due to program size in the following payment structures:

- Family/Group Child Care Homes: **\$1,800 per month (up to 9 months)**
- Other Child Care Programs (Child Care Centers, Preschools, Head Start, School Age Programs, and Drop-in Care):
 - Licensed capacity 24 or less children: **\$3,600 per month (up to 9 months)**
 - Licensed capacity between 25 to 99 children: **\$9,000 per month (up to 9 months)**
 - Licensed capacity 100 + children: **\$18,000 per month (up to 9 months)**
- Remaining funds will be reevaluated by DCF and CCAKS, and there will be 5 additional payments for applicants who apply by November 30, 2022. Amounts will be determined later.

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Expenses and Monthly Tracking Forms

After receiving the first payment, programs must report expenses in the monthly tracking form by the 5th of each month. Also needing to be submitted in the monthly tracking form is the program's wish to 'opt in' or 'opt out' of the next payment. **This must be completed or the program will not receive payment that month.**

- Reported expenses may range from March 12, 2020 to June 30, 2023. Programs must have documentation for these expenses that are reported, and they must be kept on file for 5 years.
- Monthly tracking forms must be submitted until all grant funds have been spent.
- Unspent funds must be returned to CCAKS by June 30, 2023.
- If programs are unable to log in and complete the monthly tracking form, please contact us by phone or email prior to the due date and we can help you complete over the phone.

Receipt Documentation

- All receipts and supporting documentation must be maintained by the program for a period of 5 years.
- 2% of grant recipients will be *randomly selected* for an audit. If a program is selected, they will be notified and will need to provide documentation for all expenses reported by a specific date. If expenses are not reported, the program will need to provide CCAKS with a plan to expend those funds.
 - Submitted receipts must include the following information:
 - Vendor
 - Date of purchase
 - Purchase amount
 - Item name and/or description
 - If receipts are not acceptable, a team member will work with the program to ensure they can submit the appropriate documentation.
- Receipts can be submitted online via the WLS provider profile, directly under the monthly tracking form.
- CCAKS will also accept receipts submitted through email at grants@ks.childcareaware.org if the program is unable to submit through their WLS profile.

Grant Navigators

Grant Navigators will be available in your Region to assist with any grant or financial resource needs that programs may have. This may include but is not limited to:

- Assisting with completing the application
- Assisting with gathering documentation for expenses
- Assisting to find additional resources
- Other individualized assistance

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Grant navigator inquiry requests may be submitted through our website, or email at grants@ks.childcareaware.org. After requesting, the assigned navigator will contact the program within 2 business days.

Grant Navigators

- Kathy Ediger, Child Care Aware of Kansas – Kathy.ediger@ks.childcareaware.org
- Sierra Ardanche Pettyjohn, Child Start – sardanche@childstart.org
- Breanna Gellings, Child Care Aware of Eastern Kansas – breanna@east.ks.childcareaware.org
- Gayle Anderson, The Family Conservancy – ganderson@thefamilyconservancy.org

Contact Information

Child Care Aware of Kansas Grants Team
PO Box 2294
Salina, KS 67402-2294
(785) 823-3343
grants@ks.childcareaware.org

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