

Applying for Sustainability Grant Round 3 – Instruction Guide

Step one- Log into your WLS profile. See “Logging in to WLS” for instructions on how to log in.

Please Enter Your Information

Email Address
Enter your email address

Password
Enter your password, 6 to 20 characters

Login Create Account

Request Password

(855) 750-3343 | helpdesk@ks.childcareaware.org

Step Two- Click on the *GRANTS* tab. Once there, you will see AVAILABLE GRANTS. Click on *CHILD CARE SUSTAINABILITY GRANT ROUND 3*

ChildCare Aware OF KANSAS

Grant 3 test
In operation: 1 Months

, KS
(999) 999-9999

Child Care Centers
License #: 2222222
Record ID: 1606093

Delete This Provider

Action Log [View All]
Grant, Notification Sent
Grant, Application Approved

Status
Active No

Referrals
Yes 2/18/2022

Update Data Pictures View Profile Consumer Ed Referral Counts PIF Email PIF Print Trainings TA CE Documents **Grants**

Available Grants

- Start-Up January 2022 ☐ Allow the program to apply for this grant.
- Health & Safety - January 2022 ☐ Allow the program to apply for this grant.
- Program Administration Support Application - Grant 1 ☐ Allow the program to apply for this grant.
- Child Care Sustainability Grant Round 3**

Closed Grants



The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide 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



Applying for Sustainability Grant Round 3 – Instruction Guide

Step Three- Review and fill out your program information and answer the following questions for reporting purposes.

Program Information (Please click into any field to update data)

Business Name:	Grant 3 test		
Your First Name:	t	Your Last Name:	f
Your Phone Number:	(999)999-9999	Your Email Address:	[email]
License Number:	2222222	License Type:	Child Care Centers
Child Care Program Address:		Licenses Capacity:	22
	City:	Zip Code:	County: Saline

Please enter the following information for the center director or family child care owner at time of application.

Gender: ☐ Male ☒ Female ☐ Non-binary

Hispanic or Latino Ethnicity: ☐ Yes ☒ No

Race, check all that apply:

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or other Pacific Islander

☒ White

How did you hear about the grant?

Child Care Aware of Kansas staff

Is your program temporarily closed?

☒ Yes ☐ No

If yes, would you like to be connected with a Child Care Health Consultant?

☐ Yes ☒ No

At the time of this application are you serving children who receive DCF child care subsidy?

☐ Yes ☒ No

Step Four- Answer the following questions and fill out your enrollment information. *All fields must be completed, please enter Zero in the fields when applicable.*

Please complete the table below as indicated by your KDHE License.
Please report Enrollment and Openings as of the date of application: (All fields must be completed, please enter Zero in the fields when applicable)

Age Categories	Number of Full Time Children Currently Enrolled (add "0" when none enrolled)	Number of Full Time Current Openings (add "0" when no openings)
Infant (0-12 months) for Child Care Centers	2	0
Infant (12-17 months) for Child Care Centers	2	0
Toddler (18-23 months) for Child Care Centers	2	0
Toddler (2 years) for Child Care Centers, Head Start, Preschools	2	0
Preschool (3 years)	1	2
Preschool (4 years)	1	2
Kindergarten (5 years)	1	2
School Age (6 years & older)	1	2
Total	12	8

[Back to Grants](#)



The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide 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



Applying for Sustainability Grant Round 3 – Instruction Guide

Step Five- To complete this section, you must select the categories you would like to utilize the funds for. Please see *the definitions* if needing clarification on categories.

Child Care Sustainability Grants - Round 3

The provider sustainability grants will help offset the realized negative impact on the structural layers of operating a child care business due to the COVID-19 pandemic. Child care providers receiving these grants must use a portion of the funds to continue to pay the salaries/wages of staff employed through the licensed child care facility. Family child care providers may determine salaries based on pre-COVID-19 earnings. In addition to funding payroll expenses for staff, providers may use the funds to cover costs of operations and potential revenue losses. These funds may be used for any normal operational expenses or additional expenses they have due to meeting the CDC guidance to mitigate the spread of COVID and other activities necessary to maintain or resume the operation of programs, including for fixed costs and increased operation expenses.

Any improvement or upgrade to a facility that is not specified under the definition of "major renovation" may be considered a minor renovation and may be allowed if it is part of normal operational expenses. 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.).

*Major renovation 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 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 will only be used for expenses or needs that were NOT reimbursed in whole by any other grant or insurance or if partially covered, the funds will be used only for the portion uncovered. Funds may be used, either directly or through reimbursement, to recover the costs of expenditures that were obligated to prevent, prepare for, and respond to coronavirus prior to enactment of the ARP Act, March 11th, 2021. These funds may be used to recover expenditure amounts that were paid from a provider's personal resources if they can provide the appropriate documentation.

Award Categories and Amounts: Child care programs that meet the eligibility requirements may apply for funding in the following amounts/categories during the months of March 2022-November 2022 and follow the payment schedule starting with the month following the application submission:

Provider Type	Criteria	Monthly Grant Amount (April - December 2022)
Home	Licensed home	\$1,800 (up to 9 payments)
Small Center/Facility	Any licensed provider (besides licensed home) Licensed capacity <25	\$3,600 (up to 9 payments)
Medium Center/Facility	Any licensed provider (besides licensed home) Licensed capacity 25-99	\$9,000 (up to 9 payments)
Large Center/Facility	Any licensed provider (besides licensed home) Licensed capacity 100+	\$18,000 (up to 9 payments)

After the initial 9 payments, there will be up to 5 additional payments. The amounts will be determined later, based on available funding.

Please check the expenses/items below that will be paid for with the Sustainability Grant - Round 3:

Personal Costs

- ☐ Salaries ☐ Employment Taxes and self-employment tax ☐
- ☐ Fringe benefits ☐ Relief given to families from enrollment fees ☐

Rent/Mortgage/Utilities

- ☐ Insurance ☐ Minor Renovation ☐
- ☐ Rent/Mortgage ☐ Late fees ☐
- ☐ Maintenance ☐ Utilities, telephone, internet ☐

Personal Protective Equipment

- ☐ Personal protective equipment (PPE) ☐ Contract cleaning ☐
- ☐ Background checks ☐ Training ☐

Purchases of or updates to equipment and supplies

- ☐ Equipment ☐ Health monitoring equipment ☐
- ☐ Other equipment and updates ☐ Software ☐

Goods and services

- ☐ Advertising ☐ Cleaning and sanitation supplies ☐
- ☐ Licensing fees ☐ Office supplies ☐
- ☐ Classroom supplies ☐ Food ☐
- ☐ Mileage ☐ Professional Development ☐
- ☐ Liability/Accident Insurance ☐

Mental health supports

- ☐ Infant and early childhood mental health consultation ☐ Mental health consultation for you and your employees ☐

Step Six- Read and Check to confirm each of the new grant eligibility requirements. Each box must be checked before application can be submitted.

Please read and check to confirm each of the new grant eligibility requirements below:

- ☐ I understand that to be considered "eligible," my program must maintain an active permanent KDHE license, whether remaining open or temporarily closed. If closed temporarily, I understand I must be able to create a reopening plan and timeline. I understand that if I have a temporary license, I am not eligible if I received a temporary license after March 11, 2021. I also understand that if I closed my program and reopened with a temporary license, I will only be eligible for this grant funding once I get my permanent license, if my temporary license was not obtained March 11, 2021, or earlier.
- ☐ I meet eligibility requirements of the ARP Act and the requirements established by the Kansas CCDF Lead Agency, which include:
 - Center-based child care providers, group home child care providers, family child care providers, or other providers of child care for compensation that are:
 - Licensed, regulated, or registered under applicable state and local law;
 - and
 - That satisfy the state and local requirements, including health and safety requirements on the date of application outlined in sections 65B(c)(2)(i) of the CCDBG Act, (42 U.S.C. 985(c)(2)(i)). This would include School Age programs in Kansas but would NOT cover Drop-In care or providers open with a temporary license (except as noted below).
 - Drop-In Care programs and providers open with a temporary license, do not meet the health and safety requirements outlined in sections 65B(c)(2)(i) of the CCDBG Act, (42 U.S.C. 985B(c)(2)(i)). However, they may also be eligible for these funds if they have been licensed (including their temporary license) in Kansas on March 11, 2021 or earlier and meet the state and local health and safety requirements on the date of application.
- ☐ I understand eligibility is based on my program's substantial compliance with KDHE Child Care Licensing. Substantial compliance means my program does not have a pending/open complaint survey or enforcement action, my program is not operating under a Consent Agreement, my most recent annual survey was closed as in compliance (Complete), and there have not been any substantiated complaints for my program within the last 6 months.
- ☐ If my program is denied because I am not in substantial compliance with KDHE Child Care Licensing, I can apply again once I reach substantial compliance.
- ☐ I understand that failure to comply with grant requirements may prevent my eligibility for future grant opportunities through Child Care Aware of Kansas. If this occurs, Child Care Aware of Kansas will support me with options to become compliant for other grant opportunities.
- ☐ By receiving these funds, I agree to the use of the data collected on the application for required reporting to the federal Administration for Children and Families as required by the ARP Act Stabilization Grant funding by the lead agency in Kansas, DCF. If I do not agree to this, I will not be eligible for this funding opportunity.
- ☐ I agree to keep documents and/or receipts to support the expenses claimed, for 5 years, as required by the Kansas Department for Children and Families. Expenses claimed can be dated back to March 12, 2020.
- ☐ I understand Child Care Aware of Kansas will perform a random audit of receipts and, if selected, my program will be required to submit receipts for all expenses reported on the monthly tracking forms or be required to return funds.
- ☐ I understand that I must submit my grant application between March 1, 2022 and November 30, 2022, 5 PM. First award payments will be disbursed on the last business day of each month following the month the application was submitted.
- ☐ I understand that I must complete a monthly tracking form (found on my VLS profile once my application is approved) on which I will report actual allowable expenses incurred for which I have receipts on file, spent between March 12, 2020 and June 30, 2023. Monthly tracking forms are due on the 10th day of each month for the previous month, where expenses occurred. The final monthly tracking form is due on June 30, 2023. I must submit monthly tracking forms until all the grant funds have been spent. Once 100% of the grant amount has been reported on the monthly tracking forms as an actual expense, no more monthly tracking forms are required.
- ☐ If awarded, I understand that I will have the ability to opt in or opt out of monthly grant payments on the monthly tracking form, based on my need, between the first month awarded to December 2022. Responses must be in by the 5th of each month.
- ☐ I understand all funds must be spent by June 30, 2023. Any unspent funds must be returned to Child Care Aware of Kansas by June 30, 2023.
- ☐ If my program is awarded and I later close, I understand that I will stop receiving payments the month after my child care program closes. Payments will not continue to be made to closed programs.
- ☐ If awarded, I agree that the funds received will be spent in accordance with award and intended purpose, including a portion of the funds being utilized to continue to pay the salaries and wages of staff employed through the licensed child care facility (this can be either staff or self), if not covered under regular revenue.
- ☐ When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).
- ☐ For each employee (including lead teachers, aides, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the grant. I understand that I may not furlough employees from the date of application submission through the duration of the grant period.
- ☐ I agree to provide relief from copayments and tuition payments for families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.
- ☐ If awarded, I agree to only use these funds to pay for expenses within categories on the application. I agree to only spend funds on expenses not covered by any other funding source (i.e. Sustainability Grants - Round 1 and 2, PPP loans, 2020 Hero Relief grants, 2020 SPARK grants, CCHC grants, Child Care Impact Grants, CACFP, Office of Head Start funding, Supplemental COVID relief funds or any other funding).
- ☐ I understand that technical assistance is available at Child Care Aware of Kansas through the following:
 - Navigator assistance can be requested on the Child Care Aware of Kansas website. Grants Navigators will provide one-on-one support as you work through the grant process.
 - A chat line option is available by visiting the Child Care Aware of Kansas website. The chat line will provide real time support for all aspects of the grant process.
- ☐ If awarded, I agree to complete and submit an Impact Story describing how the Child Care Sustainability Grant funds impacted my program by June 30, 2023.
- ☐ If awarded a grant, I agree Child Care Aware of Kansas may share information collected with agencies listed below. It is further agreed that all information shared among agencies will be held as confidential, unless otherwise required by law.
 - Kansas Department for Children and Families
- ☐ If awarded, I agree that my impact story may be used in publications by Kansas Department for Children and Families and/or Child Care Aware of Kansas.

Kansas
Department for Children and Families

The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide 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.

ChildCare Aware OF KANSAS

Back to Grants



The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide 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



Applying for Sustainability Grant Round 3 – Instruction Guide

Step Seven- Complete the section below by filling in your information. If you applied for the Sustainability Round 1 or Sustainability Round 2, your information will auto populate. Please review the information and make correctios as needed.

Information for W-9 Form

Name (as shown on your income tax return).

e

Address (number, street, and apt. or suite no.)

e

Business name/disregarded entity name, if different from the name above.

e

City

Salina

State

KS

Zip Code

72222

Select appropriate box for federal tax classification.

☒ Individual/sole proprietor or single-member LLC
 ☐ C Corporation
 ☐ S Corporation
 ☐ Partnership
 ☐ Trust/estate single-member LLC
 ☐ Limited liability company
 ☐ Other (please specify)

Social Security Number

OR

Employer Identification Number

42-9999999

*Taxpayer Identification Number; must match Name.

Back to Grants

Information for Direct Deposit

If awarded, I hereby authorize, Child Care Aware® of Kansas, to initiate credit entries into my bank account listed below.

Name (as on bank account):

r

Financial Institution Routing Number:

555555555

Select type of account:

CHECKING

Account Number:

333333333333333

☐ I do not want any money awarded to go into my bank account; please mail me a check.

Back to Grants

Step Seven- To finish your application you must complete the information below and check mark the box stating the information you have entered in this application is correct. To Submit your application, click the SUBMIT button at the bottom right hand of the screen.

Grant Agreement/Award Acceptance Form

☒ I certify that to the best of my knowledge all the information in the application is correct. I further agree that if my grant application is approved, I will comply with all grant guidelines as identified in the grant and the funds will be spent in accordance with the award and intended purpose.

Program Name

q

Name of Authorized Representative

q

By typing your full name here, you agree that this electronic signature will be an electronic representation of your hand-written signature for all purposes of approving and accepting the terms of this grant application.

Authorized Signature

q

Date

02/18/2022

Back to Grants

Submit Application

You may save your application at any point. Please make sure you come back to finish filling it out and submit it by November 5th 2021 at 5:00 pm. If you have requested a paper application, you must mail them or fax them to our office. Please do not upload your application in your documents tab and please do not email them to us.

Mailing Address: PO Box 2294 • Salina, KS 67402-2294

Fax Number: 785-823-

The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide 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