Sustainability Grant Round 3

Frequently Asked Questions

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.

Eligibility

Is this grant the only one available currently?

- Child Care Aware of Kansas has one grant available currently—the Sustainability Grant Round 3; however, we do encourage providers to frequently check our website for new opportunities, and if any arise, information will be sent out.

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.

Are seasonal programs able to receive funding when they are closed?

- Seasonal programs are able to continue to receive payments during the months they are not providing care for actual current expenses incurred, such as building rent/utilities during their off seasons, or for expenses previously incurred from March 12, 2020 to current that were not paid for with other funds or programs. Receipts must be available for those expenses that are being claimed.

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 6 months.

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.

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

- Licensed Capacity.

If my enrollment changes throughout the grant, will my award amount change?

- Your award amount will be based on your licensed capacity. If your license capacity changes or if your facility is temporarily closed/not accepting any children, please notify us at the contact information above.

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 and 2nd Sustainability Grants, can I apply for the 3rd Sustainability Grant?

- Absolutely. We encourage providers to apply if they have received Round 1, 2, or neither. It will not affect approval chances.

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 and receive payments on the same day.

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.

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WLS (Provider Profile)

How do I log on to WLS?

- Go to our website: https://ks.childcareaware.org/. Move your cursor over 'Providers' at the top of the page, and a drop down menu will appear. There, you will click on 'Provider Login'. You can find a step-by-step guide on our website under 'Grant Opportunities' for 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.

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

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

Application

If the grant opens March 1, 2022, do I have to apply by March 5, 2022 to receive the first payment?

- Your application must be in by March 31, 2022 to receive the first payment in April. To receive the May payment, approved applications must be submitted between April 1 and April 30.

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.

Where can I find the application?

- The application can be found in your Work Life Systems (WLS) profile under the 'Grants' tab. The link is https://stage.worklifesystems.com/program/16.

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. An application must be submitted using the 'submit' button once all information has been completed.

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.

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

- You should choose the categories where you see your program is in the most need. Navigators may also help walk you through this if you need assistance.

If I received the first and second rounds of Sustainability Grants, do I have to reapply for round three of Sustainability Grants?

- Yes; Sustainability Round Three is its own entity.

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.

Monthly Tracking and Impact Story

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.

What is a monthly tracking 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 are monthly tracking forms due?

- A monthly tracking form is due by the 10th of each month. If you receive your first payment April 29th, your first monthly tracking form will be due May 10th. If your first payment is May 31st, your first monthly tracking form will be due June 10th, and so on.

Do I have to spend the entire monthly award amount each month to be eligible for the next payment?

- You do not have to claim the total award amount each month, but some amount of funds must be accounted for on your monthly tracking form to be eligible to receive the next month's payment.

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?

- You may report up to your total grant amount in salaries. The total amount claimed per month may exceed the monthly payment amount but may NOT exceed the total grant amount. For example, one may claim their total grant amount ($16,200) within one dated category.

How do I report a larger expense I would like to save for?

- It is recommended that you claim a past expense, such as salary or rent/mortgage, and then you may spend the reimbursed funds on any project you would like.

If I claim my total grant amount within one month, do I need to continue completing monthly tracking forms?

- You do not need to continue filling out a monthly tracking form if you have claimed your total grant award amount.

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 am claiming rent/mortgage, do I only claim a percent of space used or the entire bill?

- You may claim the entire bill.

If I choose more than one category, do I have to use each one I chose or can I use just one category?

- Yes, you can use just the one.

Can I pick more categories after I submit my application?

- You are not able to edit your application once submitted, but you may utilize unmarked categories over the span of the grant process if it is needed.

If I was awarded previous grants 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.

If I have already claimed salaries for a past date, am I able to claim them again?

- No, you are not permitted to double claim an expense for the same date. For example, if you have claimed salaries for March 2020 in a past grant, you may not claim March 2020 salaries with Round 3 Funding unless the previous grant funds did not cover that total expense.

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. Definitions of each expense category are provided in the monthly tracking forms. To view these, hover over the circled 'i' icon for each item.

To receive the next month's payment, do I need to complete my Monthly Tracking Form?

- Monthly Tracking Forms will be due by the 10th of each month for the past month's expenses. You must complete these in order to receive payments.

Do I need to opt in each month to receive payment?

- Beginning in June, each provider is automatically 'opted in' to receive payment. If you do not wish to receive payment for months you are not operating, you must go in and OPT OUT for that month.

What if I have an invoice for a project that will not be completed within the grant period?

- You may only claim expenses that have been paid for within the grant period. The project does not need to be completed within that period, as long as you have a paid receipt for the labor/materials.

Am I able to go back in and edit my monthly tracking form?

- You are able to go back and edit past months in your monthly tracking form as long as you have not been selected for an audit in that month.

What is an Impact Story?

- An impact story is a narrative describing how the grant has help your facility. The length of this narrative is to your discretion and photos are optional.

How often do I submit an Impact Story?

- An impact story is due once per grant period. For Sustainability Round 3, you will need to submit one impact story between the date you are approved and June 30, 2023.

Audits

How do I submit receipts?

- To view our monthly tracking form and receipt webinar, please visit our webpage and navigate to "grant opportunities". There, you will find posted recordings.

How will I know if I am selected for audit?

- Your region specialist will contact you if you are selected for audit. They will continue to work with you throughout the audit process to ensure all requirements are met.

Do I need to upload receipts if I am not selected for audit?

- You are not required to upload receipts, but you are required to keep your own records of what is claimed for the grant. The receipt feature in your WLS profile is there to serve as a means of organization for this if you so choose.

Documentation

What if I don't spend all the Sustainability Grant funds by June 30, 2023?

- Any unspent funds will need to be returned to Child Care Aware of Kansas by June 30,2023. 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.

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 June 30, 2023. This grant opportunity is intended to cover expenses incurred during the COVID-19 pandemic.

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 for salary, or can I start from here on out?

- Reported expenses can occur at any point from March 12, 2020-June 30, 2023. It does not matter when the expense starts if it falls within the timeframe.

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

- Please view the salary definition below or visit our webpage for the posted video of our Monthly Tracking Form webinar. If you would like to discuss your individual situation in more detail, please request navigator assistance.

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 if 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 3 Expense Definitions

Personnel Costs

- <mark>Salaries:</mark> 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 childcare providers:
    - Provide a document showing your calculation for your monthly salaries as follows:
      - Estimate hours worked in your childcare business per month
      - <mark>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)</mark>
      - 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 childcare 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 childcare 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 because 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 childcare 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 childcare program that are not subsidized by another funding source.

Rent/Mortgage/Utilities:

- Insurance: Insurance costs for childcare facility, including liability, property, accident, vehicle insurance. For Family Child Care providers can charge the portion of insurance based on the square footage of facility being used for childcare.
- 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 childcare staff.
- Contract cleaning: Cost to pay outside company to clean childcare facility.
- Training: Training for proper cleaning of childcare 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, shampooers, 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.