



This script is meant to support your viewing experience of the Rhode Island ReInvigorate Child Care Stabilization Grants. Review of this script is not a substitute for participating in the required recorded webinar.

Webinar 1 Script- Child Care Centers

Slide #	Script	Slide
1.	<p>Welcome to the ReInvigorate Child Care Stabilization Grants Webinar 1 for Child Care Centers.</p> <p>This webinar has been designed to support you in your understanding of the ReInvigorate Child Care Stabilization Grants and how you can apply.</p>	
2.	<p>In this four-part session, we will cover:</p> <ul style="list-style-type: none"> Part 1: Introduction, purpose of the grant funds, and detailed grant overview (1:02) Part 2: Step-by-step instructions for applying (12:08) Part 3: Fund spending guidance (31:40), and Part 4: A review of some frequently asked questions and technical assistance opportunities (39:53). <p>This session is approximately 50 minutes.</p> <p>This is a self-paced webinar. You can start and stop it at any time. Section start times are noted in the PDF script accompanying this presentation and posted in the description of this video.</p> <p>Now, let's get started.</p>	
3.	<p><i>Part 1: Introduction and Grant Overview</i></p>	
4.	<p>In the last year, child care providers across Rhode Island have continued to provide crucial child care services for families during the COVID-19 public health emergency.</p> <p>The Rhode Island Department of Human Services (DHS) recognizes the depth of commitment of providers like you and how COVID-19 has significantly impacted your businesses. In March 2021, the federal government passed the American</p>	



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	<p>Rescue Plan Act (ARPA), which provides billions of dollars in new child care funding to states. In Rhode Island, more than \$57 million was designated for child care stabilization grants for eligible child care providers.</p> <p>DHS is excited to offer this opportunity to apply for ARPA funds, which will be distributed through the ReInvigorate Child Care Stabilization Grants. The purpose of these funds is to support the child care system in stabilizing their business models, throughout the COVID-19 pandemic, so they can continue to effectively and safely serve young children.</p> <p>While DHS has distributed child care stabilization grant funds in the last year related to COVID-relief, ARPA presents a new opportunity for stabilization and brings with it new guidance for use of funds, which will be explained in this webinar.</p> <p>Information related to ARPA may be found on the Office of Child Care website at: https://childcareta.acf.hhs.gov/child-care-stabilization-grants-child-care-providers</p>	
<p>5.</p>	<p>For this round of child care stabilization grants, all Rhode Island licensed Child Care Centers are eligible to apply. If you are a DHS-licensed Child Care Center open and available to serve families, you are eligible to apply for this grant. If you are temporarily closed due to public health, financial hardship, or other reasons relating to the COVID-19 public health emergency, you are also eligible to apply.</p>	<p>Eligibility</p> <ul style="list-style-type: none"> All DHS-licensed Child Care Centers open and available to serve families are eligible and encouraged to apply! 
<p>6.</p>	<p>Similar to the last round of grant awards, award amounts are based on licensed capacity. This means that the amount of funding a provider is eligible to receive depends on the number of classrooms they have available in their program.</p> <p>Available classrooms are those that are reflected in a program’s license and are:</p> <ol style="list-style-type: none"> Currently open and operating, and/or Available to open immediately if staffing/enrollment is sufficient. <p>Available classrooms do not include:</p> <ol style="list-style-type: none"> Shared spaces which are not dedicated to a particular group of children, such as gross-motor spaces, or Classrooms not currently built/approved on a program license 	<p>Grant Awards</p> <ul style="list-style-type: none"> Grant awards are based on licensed program size: number of classrooms that are open or available to open immediately in their program.  <ul style="list-style-type: none"> This does not include: <ul style="list-style-type: none"> Shared spaces, such as gross-motor spaces Classrooms not currently built/approved on a program’s license 



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<p>7.</p>	<p>DHS aims to approve up to 6 monthly grants to all to eligible applicants. Child Care Centers will be eligible to apply for funding across two applications for 3 monthly grants each.</p> <p>Each available classroom is eligible to receive \$4,500 per classroom and programs are capped at \$50,000 per monthly grant award.</p>	<p>Rounds of Funding</p> <ul style="list-style-type: none"> DHS aims to approve 6 monthly grants for eligible providers. Eligible centers will receive \$4,500 per classroom, with a total cap of \$50,000 per month.
<p>8.</p>	<p>DHS knows that the early childhood workforce is crucial in keeping safe, quality child care programs open. In an effort to increase support for the workforce, Centers who commit 10% or more of their initial grant award, which consists of 3 months of funding, to direct payments to their workforce will be eligible to receive an additional staff bonus add-on upon recertification. This increase payment will be an additional 10% of the recertification grant award, which consists of 3 months of funding.</p> <p>Direct workforce spending includes increase to wages, hazard pay, and/or spot-bonuses to program staff.</p> <p>For example: A center with 2 classrooms receives a grant of \$27,000 (that is 3 monthly grants of \$9,000) and commits to use the minimum 10% of their stabilization grant in wages enhancements, which is \$2,700. When submitting their recertification form, the program attests they spent (or plans to spend) the 10% on the workforce, and they will receive a 10% add-on to their second stabilization grant award, meaning an additional \$2,700 will be added to their second lump sum payment.</p> <p>The 10% add-on would not need to be applied to wages but would be added to the second lump sum payment for the program’s discretionary spending.</p>	<p>Support for Staff</p> <ul style="list-style-type: none"> The early childhood workforce is crucial in keeping safe, quality child care programs open. Child Care Centers who commit at least 10% of their initial grant award of 3 monthly grants, to direct payments to their workforce will receive a 10% add on in their recertification grant award. These commitments may include: increase in wages, hazard pay, and/or spot-bonuses.
<p>9.</p>	<p>Federal guidance allows for broad use of grant funds by providers in stabilizing their business, including:</p> <ul style="list-style-type: none"> Purchase of or updates to equipment and supplies to respond to the COVID-19 public health emergency Goods or services needed to maintain or resume child care Mental health supports for children and employees Personnel costs, including payroll, compensation, benefits, or other recruitment or retention costs Personal protective equipment or cleaning supplies and services Rent, mortgage, utilities, or facility maintenance or improvements 	<p>Allowable use of Grants</p> <p>The American Rescue Plan Act allows for broad use of grant funds by providers in stabilizing their business, including:</p> <ul style="list-style-type: none"> Purchases of or updates to equipment and supplies to respond to the COVID-19 pandemic Goods or services needed to maintain or resume child care Mental health supports Personnel costs Personal protective equipment Rent, mortgage, utilities, or facility maintenance improvements



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	<p>These categories will be explored in more depth later in this webinar.</p>	
<p>10.</p>	<p>Child Care Centers will apply for a total of 6 monthly grants across two applications: the initial application and the recertification. Centers may receive two payments of 3 monthly grants each, one for each application submitted.</p> <p>The Center grant recertification will be an abbreviated application form. As a component of the recertification, DHS plans to request providers to share how they spent their initial award, which includes the opportunity to attest to whether up to 10% of funds were dedicated to direct staff payments.</p> <p>DHS will release additional application information to Centers when the second grant application is made available. The recertification form will be emailed directly to eligible child care providers 3 months after their initial award was made.</p>	<p>Applying</p> <ul style="list-style-type: none"> Centers may apply for 6 monthly grants across two applications, the initial application (3 monthly grants) and the recertification (3 monthly grants + Staff Bonus Add-on). The recertification will be an abbreviated form and include: <ul style="list-style-type: none"> How initial award was spent Attestation that at least 10% of initial award were dedicated to staff payments, if applicable Additional application information will be released prior to Recertification.
<p>11.</p>	<p>Let's take a look at a provider example. ABC Preschool submits their application in early November. Because they have 3 classrooms, their projected monthly award is \$13,500. The program is approved for 3 monthly grants for a total award of \$40,500 to be paid in a lump sum payment. They elect to receive their payment via direct deposit and receive their payment at the end of November.</p> <p>During the next few months, ABC Preschool decides they would like to dedicate 10% of funding to staff wage enhancements to qualify for the additional Staff Bonus Add-on during recertification. This means, they must spend at least \$4,050 on staff costs. This program decides to increase all classroom staff wages by \$2/hour, and they implement the wage enhancements in January.</p> <p>In February (3 months after their initial award), ABC Preschool is now eligible to complete their recertification form and request their additional 3 months of funding. The recertification form is emailed directly to the program when they become eligible. The program completes the recertification form that month, which includes documenting their Staff Bonus Add-on dedications, and is awarded their 2nd grant payment in early March. This grant payment is for an additional 3 monthly grants per their classroom counts (\$40,500) and the 10% Staff Bonus Add-on of \$4,050, for a total award of \$44,550.</p>	<p>Provider Example</p> <p>Timeline: October, November, December, January, February, March, April</p> <ul style="list-style-type: none"> November 2021: Submits application and receives award (3 monthly grants) February 2021: Submits recertification form and receives award (3 monthly grants + 10% Add-on) <p>Initial award \$40,500 3 classrooms x \$4,500 = \$13,500 \$13,500 per month x 3 months = \$40,500</p> <p>Recertification Award \$44,550 Additional 3 months of funding = \$40,500 +10% Staff Bonus Add-on (\$4,050)</p>



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<p>12.</p>	<p>It is important for providers to understand there may be tax implications upon receiving these funds as grant funds are recognized as business income. Where a program receives funds in 2021, any unspent funds may be recognized as taxable income in 2021 filings.</p> <p>As such, based on program needs, a program may choose to wait to apply for funds in 2022 if they are unsure of their ability to spend their award prior to December 31, 2021. If you have specific questions about the tax implications for your program, we recommend you contact a tax professional.</p> <p>For example, Rainforest Child Care would like to use their grant award to make a needed repair to program space. If they apply for the grant in November and receive the award in December 2021, they are concerned there may not be time to find a contractor to complete the update before the end of the year. So, they decide to wait to apply for the grant until January 2022 to give plenty of time to hire the right professional and spend the funds next year.</p>	<p>Tax Implications</p> <p>Grant funds are recognized as business income.</p>  <ul style="list-style-type: none"> • Where a program receives funds in 2021, any unspent funds may be recognized as taxable income in 2021 filings. • A program may choose to wait to apply for funds in 2022 if they are unsure of their ability to spend their award prior to December 31, 2021. • If you have specific questions about the tax implications for your program, we recommend you contact a tax professional. <p style="text-align: right;">9 RHODE ISLAND</p>						
<p>13.</p>	<p>The tentative timeline for grant-related activities is as follows:</p> <ul style="list-style-type: none"> • Week of 10/18/2021- Webinar 1 released • October 20, 2021- February 4, 2022 – Application for 3 months funding is live. • January 2022- April 2022 – Recertification period for additional 3 months of funding and Staff Bonus Add-on <p>DHS aims to disburse funds within 30 business days of approval of each grant application.</p>	<p>Timeline</p> <table border="1"> <tr> <td>Webinar Released</td> <td>Week of October 18, 2021</td> </tr> <tr> <td>Application for 3 Monthly Grants</td> <td>October 20, 2021 - February 4, 2022</td> </tr> <tr> <td>Recertification Period for Additional 3 Monthly Grants and Staff Bonus Add-on</td> <td>January 2022 - April 2022</td> </tr> </table>  <p><small>*DHS aims to disburse funds within 30 business days of approval of each grant application.</small></p> <p style="text-align: right;">13 RHODE ISLAND</p>	Webinar Released	Week of October 18, 2021	Application for 3 Monthly Grants	October 20, 2021 - February 4, 2022	Recertification Period for Additional 3 Monthly Grants and Staff Bonus Add-on	January 2022 - April 2022
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<p>14.</p>	<p>Providers may receive their approved grant funds through direct deposit or checks.</p> <p>DHS highly recommends providers take advantage of the direct deposit option as it will ensure a faster, more efficient delivery of funds. If you elect to receive a paper check, receipt of funds may be delayed by 30 business days.</p> <p>For questions related to setting up direct deposit, please contact ChildCareGrants@pcgus.com or call us toll free at 833-930-3540 for assistance in English or Spanish.</p>	<p>Payment Options</p> <ul style="list-style-type: none"> • Payments may be received by direct deposit or physical check by mail. • Electing to receive a payment by check may delay receipt of payment; direct deposit is the fastest way to receive funds. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Direct Deposit</p> </div> <div style="text-align: center;"> <p>or</p>  <p>Check via mail</p> </div> </div> <p><small>For questions related to setting up direct deposit, please contact ChildCareGrants@pcgus.com, or call us toll free at 833-930-3540 for assistance in English or Spanish.</small></p> <p style="text-align: right;">14 RHODE ISLAND</p>						



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<p>15.</p>	<p><i>Part 2: How to apply</i></p>	
<p>16.</p>	<p>This grant application is available on the same application platform as the previous Child Care Stabilization grants from Spring and Summer 2021, meaning you will use the same log-in and password utilized to access this application.</p> <p>For faster processing of your application, we strongly recommend that your program’s primary contact on file with DHS apply for this grant on behalf of your program. If the applicant’s name and email address are not on file with DHS as a representative of your program, you will be asked to validate via email that this person is authorized to apply for the grant on behalf of your program. While this validation process is necessary to protect against unauthorized applicants, it does add to your application processing time.</p> <p>While it is allowable for a new authorized individual to apply on behalf of your program, keep in mind, this person may need to create a new applicant profile, if they have not already done so. If the individual needs assistance in creating a new applicant profile, please refer to the document titled “How to Create an Applicant Profile” available in English and Spanish at http://kids.ri.gov/funding-opportunities.php.</p>	<p>Application Tips</p> <ul style="list-style-type: none"> This grant application is available on the same application platform as the grants from Spring and Summer 2021. The applicant must be an approved representative of your program. Apply using the same email address that is on file with DHS. If this is your first time applying for a grant on this application portal, you may refer to the document titled “How to Create an Applicant Profile” available in English and Spanish at http://kids.ri.gov/funding-opportunities.php. 
<p>17.</p>	<p>When the application is live, you will receive an email with a link to the application. The link will also be available at http://kids.ri.gov/funding-opportunities.php for you to refer to and access at your convenience. If you cannot access the application, please contact us at ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p> <p>When you navigate to the application link, start by book marking the web page. This will make it easier for you to access this application website in the future or as needed to revise your application. To submit a new application for your multi-site program, use the original application link each time.</p> <p>Remember, if you need to complete the application in Spanish, select “Spanish” from the language drop down at the top left of the grant application screen.</p>	<p>How to Apply</p> <p>You will receive an email with a link to the application once it goes live. The application link will also be available at http://kids.ri.gov/funding-opportunities.php.</p> <p>If you cannot find the application link, please contact ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p> 



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	<p>From your applicant profile, you can submit new applications, view submitted applications, and edit applications that require attention. You can also check on the status of your application from your applicant profile.</p>	
<p>18.</p>	<p>If you are a new applicant, meaning you have not applied for or received a Child Care Stabilization grant from this portal, we recommend having a few things handy:</p> <ol style="list-style-type: none"> 1. A completed and signed W-9 form. Submission of this form is a required part of your grant application. 2. Your DUNS number 3. Payment information, such as your bank account number, routing number, and account type <p>Resources on how to find or request a DUNS number, complete a W-9, or identify payment information may be found in the Application Checklist at http://kids.ri.gov/funding-opportunities.php.</p> <p>If you are a returning applicant who received an award during a previous grant round, previously submitted data (including the DUNS, W-9, and payment information) will be utilized in executing this award unless you actively inform our team that new information should be relied upon. Using previously submitted data will make your application easier to complete. If you have questions or need to update any of this information, please contact ChildCareGrants@pcgus.com.</p>	<div data-bbox="1019 470 1479 730"> <h3>Getting Started</h3> <p>If you are a new applicant, we recommend having:</p> <ul style="list-style-type: none"> • A completed and signed W-9 form • DUNS Number • Payment Information (Account number, routing number, and account type) <p>If you are a returning applicant, your previously submitted information will be utilized unless you affirmatively advise our team that new information should be relied upon.</p> <p>If you have questions or need to update information, please contact Childcaregrants@pcgus.com or toll free at 833-930-3540.</p> <p>Visit http://kids.ri.gov/funding-opportunities.php</p>  </div>
<p>19.</p>	<p>Remember, you may start and stop working on the application at any time. If you stop working on the application prior to submitting it, it will be saved automatically as a draft and you may return to it through the home page of the application portal. You will be required to enter information into all fields marked with an asterisk (*).</p> <p>When you are ready to begin, simply select “Start new application”.</p>	<div data-bbox="1019 1211 1479 1476"> <h3>Remember...</h3> <ul style="list-style-type: none"> • You may start and stop working at anytime • Changes will be saved automatically • Return to application through portal home page • To return to a saved draft, select “View all my applications” • When you are ready to start a new application, select “Start New Application”  </div>
<p>20.</p>	<p>The application is organized into 6 sections:</p> <ol style="list-style-type: none"> 1. Welcome and Instructions 2. Program Information 3. Demographics 4. Program and Enrollment Status 5. Program Expenses and Plans for Spending 6. Attestations and Certifications <p>In the “Welcome and Instructions”, you will find basic information about this grant program, including award amounts and the link to online provider resources.</p>	<div data-bbox="1019 1505 1479 1770"> <h3>Application Sections</h3> <ul style="list-style-type: none"> • Welcome and Instructions • Program Information • Demographics • Program and Enrollment Status • Program Expenses and Plans for Spending • Attestation and Certifications  <p>• In the “Welcome and Instructions”, you will find basic information about this grant program, including award amounts and the link to online provider resources.</p> </div>

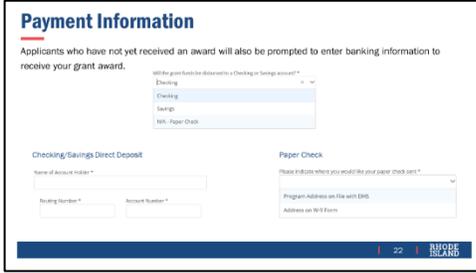
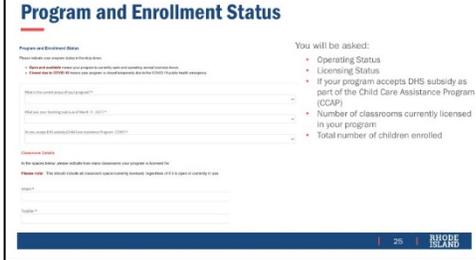


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<p>21.</p>	<p>Next, you will scroll to the “Program Information” section. Here you will be asked to select your Provider ID from a drop-down menu. Your program name will be alongside the Provider ID. If needed, you can also type into this field to search for the auto-populated information. This Provider ID is the ID located on the bottom left of your DHS Child Care License.</p> <p>Once a Provider ID is selected, basic program information will be pre-populated into the application for your review. This includes your program name, address, and if your program was awarded a Child Care Stabilization Grant in Spring or Summer 2021.</p> <p>Two check boxes will also appear in this section asking if:</p> <ol style="list-style-type: none"> 1. You need to update your program information. If you notice that any of this pre-populated information needs correction, select the check box and complete the fields needing updates; or 2. Your Provider ID was not found. If you were newly licensed or do not see your Provider ID or program name in the drop-down list, select the check box and complete the fields as prompted. 	
<p>22.</p>	<p>As a reminder, programs who were awarded a Child Care Stabilization Grant in Spring or Summer of 2021, will not be prompted to enter their W-9, DUNS number, or payment information. Previously submitted data will be used to issue future awards. If you have questions or need to update any of your banking information, please contact ChildCareGrants@pcgus.com.</p> <p>If you did not receive a grant award or selected that your Provider ID was not found, you will be prompted to enter the program name or Doing Business As ("DBA") name and enter your program's DUNS number.</p> <p>For information on how to find or request a DUNS number, please review the FAQ posted on http://kids.ri.gov/funding-opportunities.php</p> <p>You are also required to upload an up-to-date, signed W-9 form to the file submission on this form. If you do not have an up-to-date, signed W-9 available, you can download a blank W-9 from the application form for you to complete and sign. You can also visit https://www.irs.gov/pub/irs-pdf/fw9.pdf to access a blank W-9 form at any time.</p> <p>If you need any assistance, you may also contact TA in English or Spanish at childcaregrants@pcgus.com or 833-930-3540.</p>	



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<p>23.</p>	<p>Applicants who have not yet received an award will also be prompted to enter banking information to receive your grant award. You will be asked if your program has a checking or savings account. If it does, you will be prompted to enter program’s bank account information for direct deposit, including:</p> <ul style="list-style-type: none"> • Name of the account holder • Account number • Routing number • And whether the account is a checking or savings account <p>Direct deposit is the recommended approach for receiving grant funds due to the efficiency of processing and disbursing funds.</p> <p>If you select the option to receive a mailed check, you may elect to receive your check to the business address listed on your W-9 form or to the program address on file with DHS.</p> <p>Please keep in mind, electing to receive a paper check may delay payment up to 30 business days. If you need assistance setting up a direct deposit pathway for your business, please reach out to ChildCareGrants@pcgus.com</p>	 <p>Payment Information</p> <p>Applicants who have not yet received an award will also be prompted to enter banking information to receive your grant award.</p> <p>Will my grant funds be disbursed to a checking or savings account? *</p> <p>Checking Savings MA Paper Check</p> <p>Checking/Savings Direct Deposit</p> <p>Name of Account Holder *</p> <p>Routing Number * Account Number *</p> <p>Paper Check</p> <p>Please indicate where you would like your paper check sent *</p> <p>Program Address on file with DHS Address on W-9 form</p> <p>23 RHODE ISLAND</p>
<p>24.</p>	<p>The next section is “Demographics”. In this section, you will be asked to identify demographic information about your Center Director and Education Coordinator, including their gender, race, and ethnicity. This information is required to compete per federal guidance. It is for data collection purposes only and will not affect award amounts or determinations, in any way.</p>	 <p>Demographics</p> <p>In this section, you will be asked to identify demographic information about the Center Director and Education Coordinator including:</p> <ul style="list-style-type: none"> • Gender • Race • Ethnicity <p>Demographics</p> <p>Please enter the appropriate responses for the following:</p> <p>What is the gender of the Center Director? * What is the race of the Center Director? * What is the ethnicity of the Center Director? *</p> <p>What is the gender of the Education Coordinator? * What is the race of the Education Coordinator? * What is the ethnicity of the Education Coordinator? *</p> <p>This is for data collection purposes only and will not affect award amounts or determinations, in any way.</p> <p>24 RHODE ISLAND</p>
<p>25.</p>	<p>Then you will move to the “Program and Enrollment Status” section. Here, you will be asked:</p> <ul style="list-style-type: none"> • The current operating status of your program: whether it is open or closed due to COVID-19; • Your program’s licensing status on March 11, 2021 (the date the federal law initiating this grant was passed); • If your program accepts DHS subsidy as part of the Child Care Assistance Program (CCAP); • The number of classrooms currently licensed in your program, by age group; and • The total number of children enrolled. 	 <p>Program and Enrollment Status</p> <p>Please enter the following information:</p> <ul style="list-style-type: none"> • What is the current operating status of your program? • What is the licensing status of your program as of March 11, 2021? • Does your program accept DHS subsidy as part of the Child Care Assistance Program (CCAP)? • How many classrooms are currently licensed in your program? • How many children are currently enrolled in your program? <p>You will be asked:</p> <ul style="list-style-type: none"> • Operating Status • Licensing Status • If your program accepts DHS subsidy as part of the Child Care Assistance Program (CCAP) • Number of classrooms currently licensed in your program • Total number of children enrolled <p>25 RHODE ISLAND</p>



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<p>26.</p>	<p>Then, you will also be asked to report the percentage of open seats in your program. Meaning, if a new family called today, would there be availability for you to serve their child? This question will be asked by age group (i.e. what is the percentage of available seats in an infant classroom? Toddler classroom? And so on) and at the overall program level.</p> <p>For example, if your program has a preschool classroom with capacity for 15 children, and there’s 3 seats available for new children, you would enter 20%, since there are 20% of the seats in that classroom open. We recognize and understand this number may be an estimate.</p> <p>Next, you will be asked to enter the number of additional seats available if your program were to be fully staffed. If your program is currently fully staffed, enter 0.</p> <p>The last question in this section asks you to enter the number of staff working directly with children “Pre-COVID” and current day. Again, this information will not impact determinations for awards, but rather provides crucial information on the impact of COVID-19 on the stability of programs due to staffing.</p>	
<p>27.</p>	<p>The following section will ask questions about your Program Expenses and Planned Use of Funds.</p> <p>Here you will be shown a list of program spending categories and be asked to enter your average monthly expenses in each category. As you enter figures in each spending category, a field will automatically total the expenses to show your total average monthly expenses.</p> <p>Next, you will see your program’s potential monthly award, based on the total number of classrooms entered earlier in the application. As a reminder, this is an anticipated, potential award amount and your program’s actual award may differ.</p> <p>You will be asked to compare your average total monthly expenses to the projected awarded amount and answer the question “Does your estimated stipend amount reflect your total average monthly expenses?” If you feel the award amount is reflective of your expenses, select Yes. If you do not feel the grant amount reflects your true costs, select No.</p> <p>Finally, you will be asked to attest the information provided in this section is accurate.</p>	



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<p>28.</p>	<p>Then, you will be asked share your program’s plan for spending these grant funds. You will be presented with spending categories (which are the same categories as the question above) and must select at least one of the spending categories where you anticipate spending grant funds.</p> <p>You will also be asked to confirm that grant award funds will be spent within these spending categories.</p> <p>We recognize spending plans may change based on program needs. The intention of this question is to affirm funds will be spent within these categories broadly. For example, if a provider selects that they will spend grant funds on “Rent or Mortgage” and “Goods or Services”, then only utilizes grant funds to pay their “Rent or Mortgage”. Their attestation to spend within these categories is still accurate. Similarly, if they decide to spend grant funds on “Mental Health Services”, their attestation is still accurate, even if they did not select the check box for “Mental Health Services”, simply because it is still an allowable spending category.</p> <p>This information will help DHS understand the needs of providers and where funds need to be spent to stabilize the sector.</p>	
<p>29.</p>	<p>In the final section “Attestations and Certifications”, you will be presented with several statements required by federal and state guidance related to the receipt and use of funds within this program.</p> <p>They include:</p> <ol style="list-style-type: none"> 1. That your program is open or has a plan to reopen within the next 15 days. 2. That upon receipt of funds, your program will remain open for at least 90 days following receipt of each round of funding 3. You will notify DHS immediately of any changes in operating status <p>Here the intention is to award programs who are open and can remain open to serving families. If you are unable to agree to these stipulations, additional information may be requested. Please note: where programs close permanently after receipt of funds or a licensing action is taken against a program, DHS may take action to a recoup part or whole of the grant award.</p>	

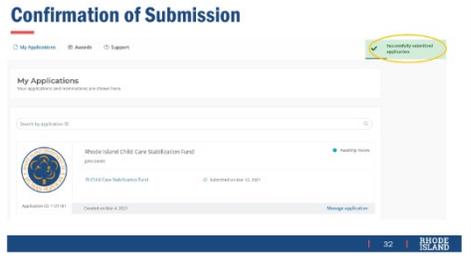


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<p>30.</p>	<p>You will also be asked to attest to:</p> <ul style="list-style-type: none"> Maintaining health and safety guidelines as required by DHS; Continuing to pay at least the same amount in weekly wages and maintaining the same benefits (if applicable) to staff for the duration of this grant- which is 3 months after receipt of award; and Providing relief from tuition for parents struggling to afford child care, to the extent possible, and prioritizing such relief for families struggling to make payments. <p>These requirements were established in federal guidance under ARPA. The intent here is to continue operating your business with the baseline health, safety, and staffing standards as prior to the award. If your program finds they need to reduce staff hours or furlough staff to stay in operations, please reach out to childcaregrants@pcgus.com.</p> <p>The federal guidance also asks programs to provide financial relief to parents, to the extent possible, for those in need.</p>	<p>Attestations and Certifications cont.</p> <p>Your program will follow all health and safety guidelines as required by the Rhode Island Department of Human Services. *</p> <p>You agree that these funds will not be used to replace other federal funding sources, but will be used to support and build upon other federal funding sources. *</p> <p>Your program will continue to pay at least the same amount in weekly wages and maintain the same benefits (if applicable) to staff for the duration of this grant. *</p> <p>Your program will provide relief from transportation and tuition for parents struggling to afford child care, to the extent possible, and prioritize such relief for families struggling to make payments. Responding that DHS is currently covering costs for families, all other things should be made to support families struggling to cover the cost of tuition, to the extent possible. *</p> <p>These requirements were established in federal guidance under ARPA. If your program finds they need to reduce staff hours or furlough staff to stay in operations, please reach out to childcaregrants@pcgus.com.</p> <p>20 RHODE ISLAND</p>
<p>31.</p>	<p>The final certification statement asks you to agree that these funds will not be used to replace other federal funding sources. For example, if a program is receiving federal funds for the exclusive purpose of purchasing PPE, this grant award should not be used to purchase PPE in place of the other federal grant. All grant recipients should retain records to demonstrate the unique expenditures of different state and federal funds.</p>	<p>Certification Statement</p> <p>The final certification statement asks you to agree that these funds are not to be used to replace other federal funding sources.</p> <p>You agree that these funds will not be used to replace other federal funding sources, but will be used to support and build upon other federal funding sources. *</p> <p>*For example, if a program is receiving federal funds for the exclusive purpose of purchasing PPE, this grant award should not be used to purchase PPE in place of the other federal grant. Providers should always retain receipts that document the unique use of grant funding.</p> <p>31 RHODE ISLAND</p>
<p>32.</p>	<p>Finally, you will be presented with attestation language asking you to affirm:</p> <ul style="list-style-type: none"> The accuracy of this application Your program’s responsibilities in receiving these funds, which may include tax consequences, auditing or state reporting requirements, and funds are spent in alignment with state and federal guidance That your program is in good standing with DHS Licensing. If your program participates in Rhode Island’s Child Care Assistance Program (CCAP), it must also be in good standing with CCAP. That any previously submitted banking information is accurate That your program will comply with any additional federal guidance posted on the ACF website at https://www.acf.hhs.gov/occ/faq/ccdf-frequently-asked-questions-response-covid-19 	<p>Attestation Language</p> <p>Finally, you will be presented with attestation language asking you to affirm:</p> <ul style="list-style-type: none"> The accuracy of this application Your program’s responsibilities in receiving these funds That your program is in good standing with DHS Licensing and the Childcare Assistance Program That banking information is accurate That program will comply with any additional federal guidance posted on the ACF website at https://www.acf.hhs.gov/occ/faq/ccdf-frequently-asked-questions-response-covid-19 <p>Electronic Signature and Date: I hereby agree to all of the information above. *</p> <p>Application First and Last Name: * Date: *</p> <p>Use to sign</p> <p>If you have any questions, please reach out to childcaregrants@pcgus.com or call free at 833-930-3540</p> <p>32 RHODE ISLAND</p>



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	<p>Please take your time to read this attestation language, and if you have any questions, please reach out to childcaregrants@pcgus.com or toll free at 833-930-3540 for support in English or Spanish.</p> <p>Finally, you will be asked to indicate your agreement to these statements and digitally sign the application by entering your name and date in the appropriate fields.</p> <p>As a reminder, the signature on the application must match the name on the applicant profile.</p> <p>Once completed, select the “Submit” button.</p>	
<p>33.</p>	<p>When you submit your application successfully, a green notification will appear on your screen indicating successful completion. You will also receive a confirmation email.</p>	
<p>34.</p>	<p>Once you successfully submit your application, your applicant profile will show the submitted application on the dashboard with the status “awaiting review”. From here, you can click into your application to review at any time.</p> <p>You can check on the status of your application in your applicant profile at any time by logging into your applicant profile and viewing your submitted application.</p> <p>Once awarded, the status will be updated to award. The application portal will not be updated to reflect if a direct deposit or check has been distributed, only that it has been awarded.</p> <p>If you have any questions about the status of your application or need assistance tracking the status of your payment, please contact us at ChildCareGrants@pcgus.com</p>	
<p>35.</p>	<p>Part 3: Guidance on Spending Funds</p>	



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<p>36.</p>	<p>There are six primary ways in which programs can use their awarded Child Care Stabilization Grant money, including:</p> <ul style="list-style-type: none"> • Personnel Costs • Equipment or supplies to respond to COVID-19 • Goods or services necessary to maintain ongoing operations of child care • Mental Health Supports • Personal Protective Equipment • Rent or mortgage/Facility costs <p>Please note, awarded funds may also be used to pay for past expensed incurred after January 31, 2020 related to the COVID-19 public health emergency.</p>	<div data-bbox="1019 338 1484 600"> <h3>Spending Categories</h3> <p>There are six primary ways in which programs are recommended to use their Child Care Stabilization grant, including:</p> <table border="1"> <tr> <td>Personnel Costs</td> <td>Equipment or Supplies</td> <td>Goods and Services</td> </tr> <tr> <td>Mental Health Supports</td> <td>Personal Protective Equipment</td> <td>Rent or Mortgage/Facility Costs</td> </tr> </table> </div>	Personnel Costs	Equipment or Supplies	Goods and Services	Mental Health Supports	Personal Protective Equipment	Rent or Mortgage/Facility Costs
Personnel Costs	Equipment or Supplies	Goods and Services						
Mental Health Supports	Personal Protective Equipment	Rent or Mortgage/Facility Costs						
<p>37.</p>	<p>A primary spending category to explore is related to Personnel Costs.</p> <p>Programs are strongly encouraged to use their awarded funds to support their staff through:</p> <ul style="list-style-type: none"> • Hazard pay- A temporary increase in wages during the pandemic • Wage enhancements- Longer-term or permanent increases to salaries • Spot bonuses- One-time sums of money paid out to staff <p>DHS recognizes the hard work early educators and program staff have conducted over the past year, and we hope this grant funding can provide them with one-time or ongoing financial relief.</p> <p>To emphasize the importance of supporting program staff with these grant funds, DHS has committed to provide a staff bonus add-on during recertification.</p> <p>This means if programs commit to using 10% or more of their awarded grant funds to provide financial support to their staff, they will be awarded an additional 10% in their second grant award. During recertification, providers will be requested to attest to their use of funding dedicated to staff wage enhancements or bonuses.</p>	<div data-bbox="1019 800 1484 1062"> <h3>Primary Spending Category: Personnel Costs</h3> <p>Programs are strongly encouraged to use their awarded funds to support staff:</p> <ul style="list-style-type: none"> • Hazard Pay- A temporary increase in wages during the pandemic • Wage enhancements- Longer-term or permanent increase in salaries • Spot bonuses- One-time sums of money paid out to staff  <p><small>*To emphasize the importance of supporting program staff with these grant funds, DHS has committed to provide a 10% staff bonus add-on during recertification to providers who commit 10% of their total award to these categories.</small></p> </div>						

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<p>38. Other allowable personnel expenses, though they would not qualify for the Staff Bonus Add-on, include:</p> <ul style="list-style-type: none"> • Existing payroll costs • Employee benefits, such as health, dental, or vision insurance; paid sick or family leave; or retirement contributions • Transportation expenses to or from work • Ongoing professional development or training courses • Scholarships • Support in accessing the COVID-19 vaccine <p>As a reminder, the only personnel costs that qualify for the Staff Bonus Add-on are: wage enhancements, spot bonuses, or hazard pay. However, since retaining program staff is crucial in creating a stable child care program, programs are strongly encouraged to use funds to support, retain, and recruit child care workers.</p>	<div data-bbox="1019 338 1323 363" data-label="Section-Header"> <h3>Other allowable personnel expenses</h3> </div> <div data-bbox="1019 375 1453 394" data-label="Text"> <p>Though they would not qualify towards the Staff Bonus Add-on, the following are allowed personnel expenses:</p> </div> <div data-bbox="1057 401 1170 569" data-label="Image"> </div> <div data-bbox="1187 411 1437 489" data-label="List-Group"> <ul style="list-style-type: none"> • Existing payroll costs • Employee benefits, such as health, dental, or vision insurance, paid sick or family leave, or retirement contributions • Transportation expenses to or from work • Ongoing professional development or training courses • Scholarship • Support in accessing the COVID-19 vaccine </div> <div data-bbox="1224 537 1453 569" data-label="Text"> <p>*Reminder: The only personnel costs that qualify for the Staff Bonus Add-on are those that are supplemental to normal pay and benefits (i.e. spot bonuses, hazard pay, wage enhancements).</p> </div> <div data-bbox="1377 573 1469 590" data-label="Page-Footer"> <p>38 PUBLIC CONSULTING GROUP</p> </div>
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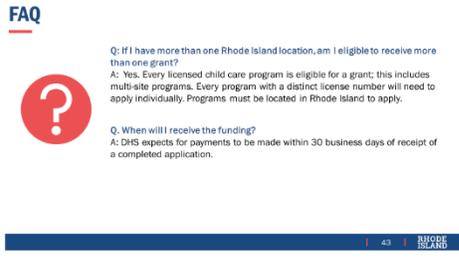


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<p>40. Grant funds may also be spent on:</p> <p>Rent or mortgage/Facility costs: Aside from rent or mortgage payments, funds may also be used to pay for utilities, facility maintenance or improvements, or insurance costs. Improvements to facilities may include modifications to make the program space more accessible to children or families with disabilities.</p> <p>Mental Health Supports: To support staff or children in care, programs may choose to invest grant funds into providing mental health supports. Information on infant and early childhood mental health consultation may be found at: https://exceed.ri.gov/sites/default/files/SUCCESS%20forms/success_brochure_0221_web.pdf</p> <p>Please note, business taxes are not an allowable spending category per ACF guidance. For additional information related to tax expenditures, please review the Grant Recordkeeping Guidance at http://kids.ri.gov/funding-opportunities.php.</p>	<p>Spending Categories, cont.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Examples</th> </tr> </thead> <tbody> <tr> <td>Rent or Mortgage/ Facility Costs</td> <td> <ul style="list-style-type: none"> Rent or Mortgage Utilities Facility Maintenance or improvements Insurance costs </td> </tr> <tr> <td>Mental Health Supports</td> <td> <ul style="list-style-type: none"> Information on infant and early childhood mental health may be found: https://exceed.ri.gov/sites/default/files/SUCCESS%20forms/success_brochure_0221_web.pdf </td> </tr> </tbody> </table>	Category	Examples	Rent or Mortgage/ Facility Costs	<ul style="list-style-type: none"> Rent or Mortgage Utilities Facility Maintenance or improvements Insurance costs 	Mental Health Supports	<ul style="list-style-type: none"> Information on infant and early childhood mental health may be found: https://exceed.ri.gov/sites/default/files/SUCCESS%20forms/success_brochure_0221_web.pdf
Category	Examples						
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<p>41. The intention of these grants is to provide needed support to stabilize child care programs over the long term. When a program receives their initial 3 monthly grants and later their additional 3 monthly grants, it is important the program has thoughtfully and strategically planned how to use their funds.</p> <p>Let's look at an example: The Little Ducklings Preschool received an initial grant of \$67,500. This is 3 monthly grant awards of \$22,500 for their 5 classrooms. To ensure the funds are spent sustainably over time, the Center director decides to create monthly spending plans for \$22,500, rather than spend all funds in one month.</p> <p>In creating their spending plan for Month 1, the director decides to first make sure spending is aligned with federal and state guidance. Knowing ARPA requests programs provide financial relief to parents, if possible, the director decides to set aside 30% of monthly funds to reducing families' tuition.</p> <p>Since they will want to apply for the Staff Bonus Add-on during recertification, the director dedicates the 10% for staff. They decide to implement a hazard pay increase for all staff working directly with children for the next 3 months.</p> <p>Finally, the director assesses the program needs. They decide to dedicate 10% to paying down existing program debt incurred last winter when enrollment was low. Then, the director decides to use the remaining funds for rent and utilities.</p>	<p>Example</p> <p>The Little Ducklings Preschool received an initial grant of \$67,500. This is 3 monthly grant awards of \$22,500 for their 5 classrooms.</p> <p>The Center Director decides on:</p> <ul style="list-style-type: none"> Spend: \$22,500 in each month 30% of monthly funds to cover tuition 10% for staff (via hazard pay) 10% to paying down existing program debt Use remaining funds for rent and utilities <p>For additional information on spending guidance, please visit http://kids.ri.gov/funding-opportunities.php</p>						



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	<p>The director decides to reassess their monthly spending plan at the end of the month, to see how needs may have changed and adjust their spending plans for Month 2 and 3 to meet any new needs.</p> <p>For additional information on spending guidance, please visit http://kids.ri.gov/funding-opportunities.php</p>	
<p>42.</p>	<p>As these are federal funds being used to support your business operations, there is always a possibility you may be audited to ensure funds were spent appropriately. You must keep a record of receipt of funds as well as a record of how these funds were spent. This may be done by retaining receipts of purchase, documentation around increases in staff wages or stipends or bonuses, or invoices.</p> <p>Additional guidance related to potential auditing or record keeping requirements may be found on the ACF website under Office of Child Care COVID-19 Resources https://www.acf.hhs.gov/occ/training-technical-assistance/office-child-care-covid-19-resources .</p> <p>For questions about spending awarded funds, contact ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p>	 <p>Receipts and Proof of Spending</p> <ul style="list-style-type: none"> • There is the possibility you may be audited to ensure funds were spent appropriately. • Retain a record of receipt of funds, which may include invoices, receipts, or documentation around increases of staff wages or bonuses (e.g., letter of increase or contract) • Additional guidance may be found: https://www.acf.hhs.gov/occ/training-technical-assistance/office-child-care-covid-19-resources • If you have any questions, reach out to: ChildCareGrants@pcgus.com or toll free at 833-930-3540.
<p>43.</p>	<p>Part 4: Frequently Asked Questions and Technical Assistance Resources</p> <p>If you have any additional questions, check out the FAQ document which can be found at http://kids.ri.gov/funding-opportunities.php.</p> <p>You may also reach out to: ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p>	 <p>Part 4: Frequently Asked Questions and Technical Assistance Resources</p> <p>FAQ document which can be found at http://kids.ri.gov/funding-opportunities.php ChildCareGrants@pcgus.com or toll free at 833-930-3540</p>
<p>44.</p>	<p>Q: If I have more than one Rhode Island location, am I eligible to receive more than one grant?</p> <p>A: Yes. Every licensed child care program is eligible for a grant; this includes multi-site programs. Every program with a distinct license number will need to apply individually. Programs must be located in Rhode Island to apply.</p> <p>Q: When will I receive the funding?</p> <p>A: DHS expects for payments to be made within 30 business days of receipt of a completed application.</p>	 <p>FAQ</p> <p>Q: If I have more than one Rhode Island location, am I eligible to receive more than one grant? A: Yes. Every licensed child care program is eligible for a grant; this includes multi-site programs. Every program with a distinct license number will need to apply individually. Programs must be located in Rhode Island to apply.</p> <p>Q: When will I receive the funding? A: DHS expects for payments to be made within 30 business days of receipt of a completed application.</p>



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<p>45.</p>	<p>Q: My program is a HeadStart, Early HeadStart program, or State-funded PreK. Are we eligible for this grant? A: Yes, HeadStart, Early HeadStart, and State-funded PreK programs may apply for this grant. However, federal guidelines require that programs not supplant or duplicate federal funds. HeadStart, Early HeadStart and State-funded PreK classrooms should only apply for ARPA funds if they have expenses not covered by other federal funding sources.</p> <p>Q. Do I have to accept CCAP (Child Care Assistance Program) or participate in BrightStars to be eligible to apply for funds? A: No. Every licensed child care program and approved license-exempt providers are eligible for this grant, regardless of their participation in CCAP or BrightStars.</p>	<p>FAQ</p> <p>Q: My program is a HeadStart, Early HeadStart program, or State-funded PreK. Are we eligible for this grant? A: Yes, HeadStart, Early HeadStart, and State-funded PreK programs may apply for this grant. However, federal guidelines require that programs not supplant or duplicate federal funds. HeadStart, Early HeadStart and State-funded PreK classrooms should only apply for ARPA funds if they have expenses not covered by other federal funding sources.</p> <p>Q. Do I have to accept CCAP (Child Care Assistance Program) or participate in BrightStars to be eligible to apply for funds? A: No. Every licensed child care program and approved license-exempt providers are eligible for this grant, regardless of their participation in CCAP or BrightStars.</p> <p>44 RHODE ISLAND</p>
<p>46.</p>	<p>Q: Do I have to provide spending receipts to DHS after the award has been made? A: DHS is not currently requiring the submission of receipts or proof of spending. However, these federal funds may be subject to federal audit, in which case proof of spending and receipts will be crucial to ensure funds were spent appropriately. It is a business best practice to keep records of all funds spent related to your business.</p> <p>Q: Do I need to pay these funds back? A: These grant funds come from the federal law: the American Rescue Plan Act of 2021, and as a grant, do not need to be paid back. However, as part of the application, you will be required to attest to remaining opened and in good standing with the State for the duration of the grant period. Where a program’s license closes or is no longer in good standing, the State may take action steps to recoup part or whole of grants awards issued.</p>	<p>FAQ</p> <p>Q: Do I have to provide spending receipts to DHS after the award has been made? A: DHS is not currently requiring the submission of receipts or proof of spending. However, these federal funds may be subject to federal audit, in which case proof of spending and receipts will be crucial to ensure funds were spent appropriately. It is a business best practice to keep records of all funds spent related to your business.</p> <p>Q. Do I need to pay these funds back? A: These grant funds come from the federal law: the American Rescue Plan Act of 2021, and as a grant, do not need to be paid back. However, as part of the application, you will be required to attest to remaining opened and in good standing with the State for the duration of the grant period. Where a program’s license closes or is no longer in good standing, the State may take action steps to recoup part or whole of grants awards issued.</p> <p>45 RHODE ISLAND</p>
<p>47.</p>	<p>Q. What type of documentation do I need to maintain to document expenditure of these funds? A: Applicants must retain supporting documentation including receipts, bank statements, invoices, or similar. Applicants may be asked for documentation before or after the award is made. Accordingly, applicants should have supporting documentation for all eligible expenses and must be able to make those available upon request. It is recommended businesses retain their records for a minimum of 5 years. Please note: DHS will not be conducting an auditing or record keeping review.</p> <p>Q. Could I be audited as a result of receiving these funds? A: Yes. As these are federal funds, you may be audited to ensure funds were spent appropriately. Please keep a record of receipt of funds as well as a record of how these funds were spent.</p>	<p>FAQ</p> <p>Q. What type of documentation do I need to maintain to document expenditure of these funds? A: Applicants must retain supporting documentation including receipts, bank statements, invoices, or similar. Applicants may be asked for documentation before or after the award is made. Accordingly, applicants should have supporting documentation for all eligible expenses and must be able to make those available upon request. It is recommended businesses retain their records for a minimum of 5 years.</p> <p>Q. Could I be audited as a result of receiving these funds? A: Yes. As these are federal funds, you may be audited to ensure funds were spent appropriately. Please keep a record of receipt of funds as well as a record of how these funds were spent. Additional guidance related to potential auditing or record keeping requirements may be found on the ACF website under Office of Child Care COVID-19 Resources: https://www.acf.hhs.gov/occr/training-technical-assistance/office-child-care-covid-19-resources</p> <p>46 RHODE ISLAND</p>

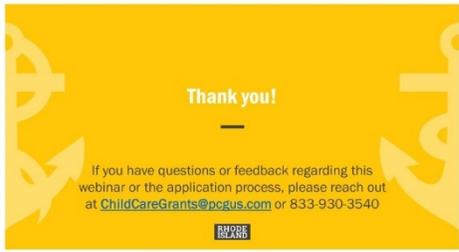


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<p>48.</p>	<p>Our team is here to support you throughout the application process! If you need any additional support in completing your application or have questions related to this grant, the following technical assistance opportunities are available for you, in English and Spanish:</p> <ol style="list-style-type: none"> 1. Weekly office hours: Center providers are invited to join office hours on Thursdays from 1-2pm, beginning October 21. Please reach out to ChildCareGrants@pcgus.com for the Zoom link. 2. Provider support email inbox – Send questions to ChildCareGrants@pcgus.com for additional support in completing the grant application. 3. Call our toll-free hotline to speak to a support staff member at: 833-930-3540. The hotline is staffed from 9am to 6pm Monday- Friday. 4. Posted Materials and Resources: Visit http://kids.ri.gov/funding-opportunities.php to find resources such as the “FAQ”, “How to create an applicant profile”, “Step-by-step application guide”, and links to recorded webinars. 	<p>Resources</p> <p>The following technical assistance opportunities are available for you in English and Spanish:</p> <ol style="list-style-type: none"> 1. Weekly office hours: Center providers are invited to join office hours on Thursdays from 1-2pm, beginning October 21. Please reach out to ChildCareGrants@pcgus.com for the Zoom link. 2. Provider support email inbox – Send questions to ChildCareGrants@pcgus.com for additional support in completing the grant application. 3. Call our toll-free hotline to speak to a support staff member at: 833-930-3540. The hotline is staffed from 9am to 6pm Monday- Friday. 4. Posted Materials and Resources: Visit http://kids.ri.gov/funding-opportunities.php to find resources such as the “FAQ”, “How to create an applicant profile”, “Step-by-Step Application Guide”, and links to recorded webinars. <p style="text-align: right;">48 RHODE ISLAND</p>
<p>49.</p>	<p>With the influx of federal grants related to COVID-19, many scammers are looking to take advantage of providers by collecting their personal data. The following website will provide information to help you identify and protect yourself against these scams: https://www.consumer.ftc.gov/</p> <p>Please be aware all communications related to your grant application will come from Childcaregrants@pcgus.com. If you are ever unsure of the source of communication or resources, please verify with our team at ChildCareGrants@pcgus.com.</p>	<p>Avoid Scams</p> <p>The following website will provide information to help you identify and protect yourself against these scams: https://www.consumer.ftc.gov/articles/government-grant-scams#How%20Government%20Grant%20Scammers%20Try%20to%20Trick%20You</p> <p>Please be aware all communications related to your grant application will come from Childcaregrants@pcgus.com</p> <p style="text-align: right;">49 RHODE ISLAND</p>



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<p>50.</p>	<p>Thank you for participating in this webinar – we hope this has been helpful to you!</p> <p>If you have questions or feedback regarding the webinar and any of its contents, please reach out at ChildCareGrants@pcgus.com or toll free at 833-930-3540</p>	 A yellow slide with the text "Thank you!" at the top, followed by a horizontal line and a paragraph of text: "If you have questions or feedback regarding this webinar or the application process, please reach out at ChildCareGrants@pcgus.com or 833-930-3540". The slide also features a small "RHODE ISLAND" logo at the bottom center.
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