Rhode Island Department of Human Services

ReInvigorate Child Care Stabilization Grants

Tips to Navigating and Completing your Grant Application

This document provides helpful tips on how to navigate the online application portal including, how to verify your account, upload documents, download a copy of the application, and edit or withdraw an application. If you are looking for a step-by-step guide on how to complete an application, please refer to the "Step-by-step Application Guide" or Webinar 1 on http://kids.ri.gov/funding-opportunities.php.

Verify your account

Each time you log-in, you may be prompted to verify your email (i.e., receive a verification code sent to the email associated with your account). This is done to make sure your data stays safe.

If you select the box "Remember me" on the log-in screen, you will reduce the number of times you must enter a verification code.

Rhode Island Department of Human Services
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Saved Applications

If you have started an application, you will see the open application on the welcome page, with the option to "Edit".

Rhode Island Child Care Stabilization Fund
Accepting applications until Jul 31, 2021 10:59 PM CST

Welcome to the 2021 Rhode Island Child Care Stabiliation Fund! This federally funded grant will support the child care system's recovery during the COVID-19 pandemic with key focus on recommended categories of spending designed to stabilize the system's ability to effectively and safely serve young children.

For more information, please contact: ChildCareGrants@pcgus.com.

You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

| John Smith | |
| Application ID: 1121181 | **Edit** |

View all my applications   **Start new application**

Application Information

This information is auto-populated from data you input when you created your account. You may edit this data, if needed, by navigating to your name on the upper-right side of the webpage and selecting "My Account." This is also where you can create a new password for your account, if you wish.

👤 **Applicant Information**   👥 Manage applicants (1) ∧

HW	Hallie Wells
	148 State Street, Boston, MA, 02109, US
	hwells@pcgus.com

You may add a "second contributor" or "reviewer" from your organization (e.g., you are the director and want to keep your financial manager informed on the application) by selecting the Person+ symbol.

You may only add individuals who have already created an account. You may search for them by email and manage their access by selecting either "Can manage applicants" (allowing the user to edit an application) or "Receives email notifications for application status updates" (allowing the user to stay updated on the application status).

Manage Applicants

Add Applicant
Add additional applicants to this application and select what permissions they have.

Search for applicant

| Search by applicant email |

Permissions

☐ Can manage applicants

☐ Receives email notifications for application status updates

Clear   Add

APPLICANT	PERMISSIONS	
Hallie Wells hwells@pcgus.com	📝 ✉ 👤	🔒

Any question with a red asterisk is required.

FORM QUESTIONS

Complete the required fields below.
Program is accepting applications

What type of provider is your organization? *

○ Child Care Center

○ Family Home Provider

○ License Exempt Provider

Selecting your program

As part of the application, you must select the program on whose behalf you are applying. This can be done by searching for your program in the first field of the application under "Provider Information."

To search for your program, begin typing your Provider licensing ID in the search field (pictured below for Child Care Centers).

If your program does not appear or you notice edits in your program's name, licensing ID, or address that need to be corrected, select the checkbox as seen below. You will then be provided fields to update your program information.

Download your application

You may download a copy of the application at any time by selecting the download icon on the top right side of the application page.

FORM QUESTIONS

Complete the required fields below.
Program is accepting applications

What type of provider is your organization? *
- Child Care Center
- Family Home Provider
- License Exempt Provider

⬇ Download

Auto-save

As you complete the application, the blue icon on the left side of the application screen will refresh and auto-save your application. If you leave the application page or are disconnected for some reason, it will display the auto-saved information when you return to the application.

✓ Saved
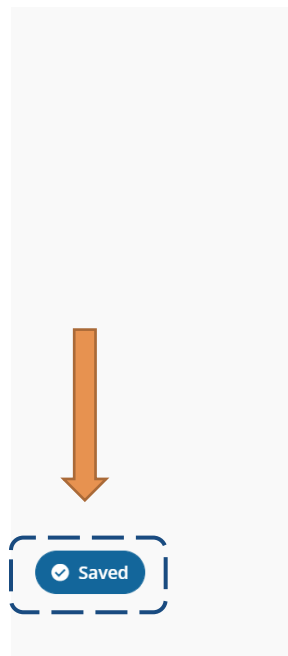
RI Provider City

Select ▾

Please choose your Family/Group Home

▾

Type to search by your name or DHS License ID.

☐ Do you need to provide updates for the above information or is your information not listed above?
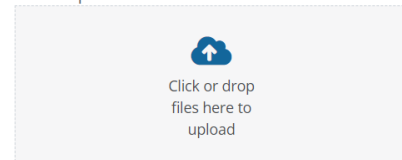
Program name or Doing Business As ("DBA") name: *

DUNS number:

A Dun & Bradstreet (DUNS) number is different from your federal tax ID (EIN) number.

Are you the contact person? *

▾

You can access a blank W-9 Form by clicking HERE.

Please upload W-9 form: *

☁
Click or drop
files here to
upload

✏ ✗

Upload or drag and drop completed W-9 form into box

Upload your W-9

You may "drag and drop" a saved file into the blue box with the cloud icon, or you may select the cloud icon to search for the saved file on your computer. You may also add a file by selecting the blue pencil icon. You will know the file has uploaded because the name of the file will appear in the blue box under the cloud icon.

To remove a file, select the red X below the blue box.

Please upload W-9 form: *

Upload or drag and drop completed W-9 form into box

Submit and Review your application

Your application will be submitted only once you select the Submit icon at the bottom of the page. This will generate a confirmation email.
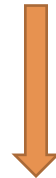

CERTIFICATION AS TO ACCURACY:

I certify that the information provided in this application and the information I have provided is true and accurate.

☐ I agree: *

Type FIRST and LAST name: *

By typing my name in the box above, I acknowledge that I am electronically signing this document.
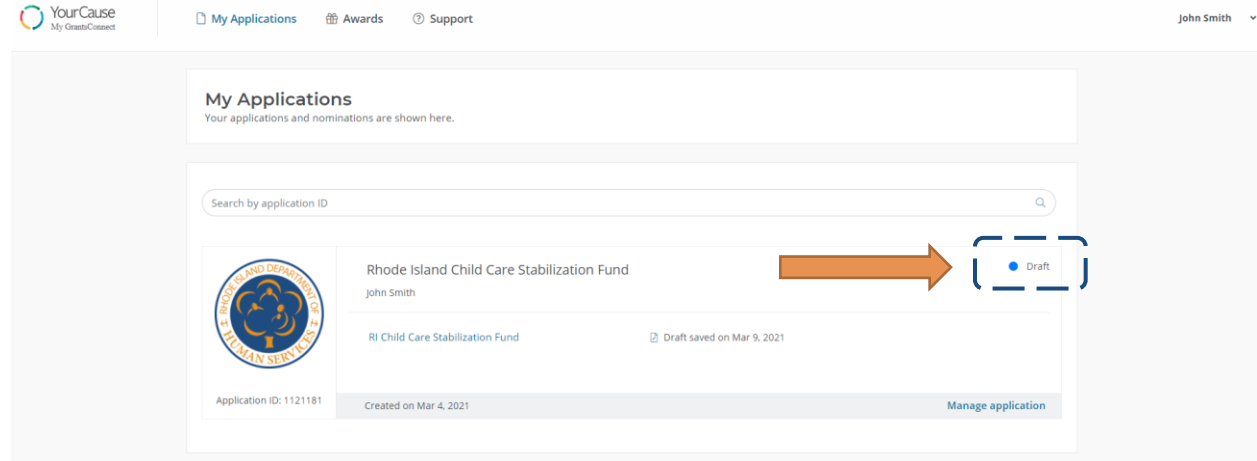
Date:

Enter today's date

Submit

You may check on the status of your submitted application on the home screen, or by navigating to the "My Application" tab at the top of the page. On the right side of the screen, an icon will show the status of your application.

The application status list and corresponding meanings are summarized in the table below:

Draft	Applicant has started and saved the application but has not yet submitted.
Awaiting Review	Application was submitted.
In Progress	Application was submitted, and review of the application is in progress.
On Hold	A grant reviewer has requested a revision from the applicant.
Approved	A grant reviewer has approved the application.
Declined	A grant reviewer has declined the application and the provider will receive notice explaining the denial.

Once an application has been submitted, it can only be edited by an application reviewer. Please reach out to ChildCareGrants@pcgus.com if you need to make a change to a submitted application or if you need assistance in completing the application.

Editing an Application

You may edit a draft application (one that has not yet been submitted) or an application that has been 'released' by the PCG review team for edits. You can find your application by logging into the applicant portal.

On the initial screen, select "View all my applications"

This will take you to a screen where you can see all your draft or submitted applications. Each application will show the name of the Application you are completing and the status of the application (upper right corner); this will read "Draft" if the application is not yet submitted.

Select the application you would like to edit by clicking the blue link under the application title (as shown by the arrow below).
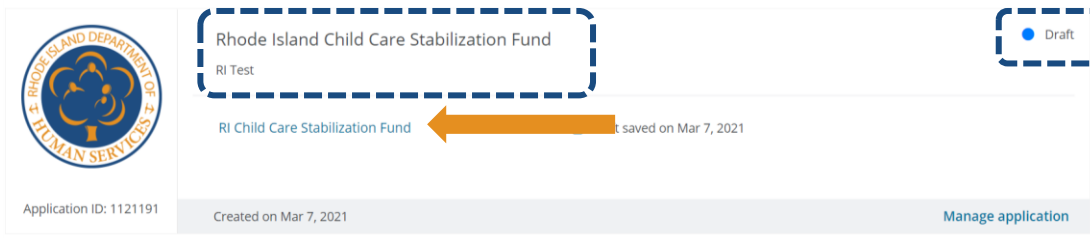
If you have been requested to make an edit to a submitted application, the application status will show as "On Hold". You may select the blue link to edit your application, or select "Revise Form" at the top of the My Applications portal.

If you need any assistance revising or locating the application you would like to edit, please reach out to childcaregrants@pcgus.com.

Deleting or withdrawing an application

You may delete or withdraw an application if you accidently submitted multiple applications or decide you no longer wish to apply for the grant. To delete or withdraw your application, log into your applicant portal, as described in the previous question. Once you identify the application you would like to delete or withdraw, select "Manage Application". If your application is a draft, you may select "Delete Application". If the application has been submitted, you may select "Cancel Application".