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Rhode Island Child Care Stabilization Fund Webinar Script- CCC

Slide #		
1.	<p>Welcome to the RI Child Care Stabilization Fund Webinar for Child Care Centers.</p> <p>This webinar has been designed to support you in your understanding of the RI Child Care Stabilization Fund and how you can participate.</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 (<i>Start time: 1:09</i>) Part 2: Detailed instructions for applying (<i>Start time: 7:31</i>) Part 3: Fund spending guidance, and (<i>Start time: 20:52</i>) Part 4: A review of some frequently asked questions (<i>Start time: 24:16</i>) <p>The webinar will close with details of technical assistance materials and resources available for you.</p> <p>This session is approximately 30 minutes.</p> <p>This is a self-paced webinar. You can start and stop it at any time. You may also rewind and review as needed. 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>	



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<p>4.</p>	<p>COVID-19 has significantly impacted child care providers in our State and across the country.</p> <p>Through the Rhode Island Department of Human Services (DHS) Fall 2020 COVID-19 Impact Survey Series responses submitted by providers like you, DHS understands the depth of financial and operational impact the pandemic has on the child care workforce in Rhode Island. The findings from the COVID-19 Impact Surveys clearly show RI child care providers need additional funding and support to remain open and operate in compliance with the updated health and safety regulations and protocols.</p> <p>In response to the data and information gathered in the survey, DHS advocated for additional federal grant funding for providers. As a result, in winter 2021, DHS was awarded federal funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) of 2021 by the Administration for Children and Families (ACF).</p> <p>DHS is excited to offer this opportunity to apply for CRRSA funds, which will be distributed through the RI Child Care Stabilization Fund. The purpose of these funds is to support the child care system's recovery during the COVID-19 pandemic and provide recommended categories of spending designed to stabilize the system's ability to effectively and safely serve young children.</p>	<div> <div>Background</div> <div> <p>COVID-19 has impacted child care business in Rhode Island, including average decreased enrollment across all provider types.</p>  <ul style="list-style-type: none"> Rhode Island Department of Human Services (DHS) was awarded funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) of 2021 by the Administration for Children and Families (ACF). These funds will be disbursed to Rhode Island Child Care Providers to support the recovery and stabilization of the sector. </div> <div>4</div> </div>
<p>5.</p>	<p>All Rhode Island licensed Child Care Centers are eligible to apply for this grant. If you are a DHS-licensed Child Care Center open and available to serve families, you are eligible to apply for this grant.</p>	<div> <div>Eligibility</div> <div> <ul style="list-style-type: none"> All DHS-licensed Child Care Centers open and available to serve families are eligible and encouraged to apply!  </div> <div>5</div> </div>
<p>6.</p>	<p>Grant 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:</p> <ol style="list-style-type: none"> (1) Currently open and operating, and/or (2) Available to open immediately if staffing/enrollment is sufficient. <p>Available classrooms do not include:</p> <ol style="list-style-type: none"> (1) Shared spaces which are not dedicated to a particular group of children, such as gross-motor spaces, or 	<div> <div>Grant Awards</div> <div> <ul style="list-style-type: none"> Grant awards are based on licensed programs 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  </div> <div>6</div> </div>









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	(2) Classrooms not currently built/approved on a program license	
7.	<p>DHS aims to approve two stipends to all to eligible providers, depending upon fund availability. Child Care Centers will be eligible to apply for funding across two rounds of funding.</p> <p>Each available classroom is eligible to receive \$4,500 per round and programs are capped at \$50,000 per grant award.</p> <p>Any additional grant funding after 2 rounds is dependent on availability of funds.</p>	<p>Rounds of Funding</p> <ul style="list-style-type: none"> DHS aims to approve 2 stipends for eligible providers, with any future, additional stipends dependent on the utilization of funds. Eligible centers will receive \$4,500 per classroom per round, with a total cap of \$50,000 per round.
8.	<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, Child Care Centers who commit 20% or more of their grant award in Round 1 to direct payments to their workforce will be eligible to receive an additional payment to their Round 2 award. This increase payment will be an additional 20% of the total Round 2 grant award.</p> <p>Direct workforce spending includes increase to wages, hazard pay, and/or spot-bonuses to program staff.</p> <p>For example: A center receives \$18,000 in their first grant award and commits to use the minimum 20% of their stabilization grant in wages, which is \$3,600. When submitting their second grant application, the program attests that they spent (or plans to spend) the 20% on the workforce, and they will receive a 20% add-on to their second stabilization grant award, meaning an additional \$3,600 will be added to their second round of funding.</p> <p>The 20% add-on would not need to be applied to wages but would be added to Round 2's stipend 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 20% of their Round 1 grant award to direct payments to their workforce will receive a 20% add-on in their Round 2 grant. This may include: increase in wages, hazard pay, and/or spot-bonuses.
9.	<p>Child Care Centers will apply for each of the two stipends separately, submitting a grant application within each application window. Child Care Centers may receive two rounds of payments, one for each application submitted. The second Child Care Center grant application will be abbreviated. As a component of the second application, DHS plans to request providers who are applying for Round 2 stipends to share how they spent their round 1 awards, which includes the opportunity to attest to whether up to 20% of funds were dedicated to direct staff payments.</p> <p>DHS will release additional application information to Child Care Centers when the second grant application is made available.</p>	<p>Applying</p> <ul style="list-style-type: none"> Programs must apply for each grant separately, submitting one application during each award round. The reapplication for Round 2 will be abbreviated and include: <ul style="list-style-type: none"> How Round 1 grants were spent or planned use of spending Attestation that least 20% of Round 1 funds were dedicated to staff payments, if applicable Additional application information will be released prior to Round 2.



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10.	<p>The tentative timeline for grant-related activities is as follows:</p> <p>Week of 3/22/2021- Webinars released 3/29/2021 –5/7/2021 - Application window is open for Child Care Centers Round 1 Week of 7/5/2021 – Planned application release for second round of funding</p> <p>DHS aims to disburse funds within 30 business days of receipt and approval of each grant application.</p>	<div><h3>Timeline</h3><table><tr><td>Webinar Released</td><td>Week of March 22, 2021</td></tr><tr><td>Round 1 Application Window Open</td><td>March 29, 2021- May 7, 2021</td></tr><tr><td>Receipt of Funds</td><td>DHS anticipates disbursing funds within 30 business days of receiving a completed grant application*</td></tr><tr><td>Planned Application Release for Round 2 Application</td><td>July 5, 2021</td></tr></table><p><small>*Election to receive funds by check may delay payment up to an additional 30 business days due to processing and mail delivery</small></p></div>	Webinar Released	Week of March 22, 2021	Round 1 Application Window Open	March 29, 2021- May 7, 2021	Receipt of Funds	DHS anticipates disbursing funds within 30 business days of receiving a completed grant application*	Planned Application Release for Round 2 Application	July 5, 2021
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11.	<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</p>	<div><h3>Payment Options</h3><ul style="list-style-type: none">Payments may be received by direct deposit or the receipt of a physical check by mail.Election to receive a payment by check may delay receipt of payment; direct deposit is the fastest way to receive funds.<div> Direct Deposit OR  Check via mail</div><p>For questions related to setting up direct deposit, please contact ChildCareGrants@pcgus.com</p></div>								
12.	<p><i>Part 2: How to apply</i></p> <p>Now that you understand the grant, let’s walk through how to apply.</p>	<div><h3>Part 2: How to Apply</h3></div>								
13.	<p>The grant application is a fully online, cloud-based application. This means the application is accessible from any device with an internet connection and web browser, like a phone, tablet, or computer.</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/cabinet/ for you to refer to and access at your convenience. If you cannot access the application, please contact us at ChildCareGrants@pcgus.com</p>	<div><h3>How to Apply</h3><p>All providers will receive an email including the link to the live application on March 29th. The application link will also be available at http://kids.ri.gov/cabinet/</p><p>If you cannot find the application link, please contact ChildCareGrants@pcgus.com</p></div>								
14.	<p>When you navigate to the application link, start by bookmarking the page. This will make it easier for you to access the application website in the future, as needed.</p> <p>To complete the application in Spanish, select “Spanish” from the language drop down at the top left of the grant application screen.</p> <p>Before you can start an application on this site, you will need to create an applicant profile. From your applicant profile, you can</p>	<div><h3>Getting Started</h3><ul style="list-style-type: none">Bookmark the application link for future useIf needed, translate the page into SpanishSet up your application</div>								



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	<p>submit new applications, view submitted applications, and adjust applications that require attention.</p> <p>You can also check on the status of your application from your applicant profile.</p>	
15.	<p>Let's walk through creating an applicant profile.</p> <p>From the login screen of the grant application platform, select "Sign Up" in the top, right hand corner.</p> <p>From here, you will be prompted to enter basic demographic information, including:</p> <ul style="list-style-type: none"> • Applicant first name and last name • Applicant email and phone number, and • Applicant address, including the number, street, city, state, and zip code. 	
16.	<p>When you complete this section, you will be required to create a password for your account. Your password must:</p> <ul style="list-style-type: none"> • Be at least 12 characters in length • Contain at least one symbol • Contain uppercase and lowercase letters, and • Contain at least one number. <p>These criteria are on the sign up page for you to reference.</p>	
17.	<p>After you have created an appropriate password, you are required to agree to the "Terms of Service" and the "Privacy Policy".</p> <p>To review the Terms of Services and Privacy Policy, select each of the hyperlinks attached to the document name in the agreement statement.</p> <p>To agree to the Terms of Services and Privacy Policy, select the check box to the left of the agreement statement.</p> <p>Then, select "Sign Up" at the bottom of the Applicant Registration page.</p>	
18.	<p>After selecting "Sign Up", you will receive a "Registration Confirmation" email. Navigate to the inbox of the email you used to register to view the confirmation email. You have 24 hours from the receipt of this email to confirm your registration. To do so, simply select "Get Started" in the email. This verifies your email address in the grant system and allows you to move forward with the application process.</p>	

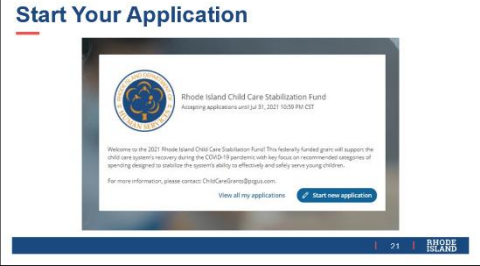
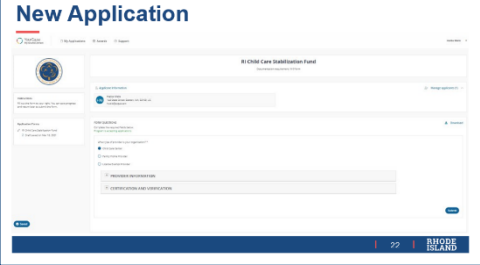



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	<p>Be sure to check your spam or junk folders if you do not see the email in your inbox.</p> <p>If your registration confirmation expires because you are not able to confirm your email in the 24 hour window, you can resend the confirmation by selecting “Resend account verification email” which is located in the bottom left of the “Sign In” page.</p>	
19.	<p>When you sign into your applicant profile for the first time, you may be asked to verify your identity. Identity verification is done via a six-digit code that will be emailed to you. Simply enter the six-digit code from the email and select, “Sign In”.</p> <p>If you are completing the grant application on a personal computer, we recommend you select the check box “Remember me on this computer”. This will limit the need to re-verify your account at your next login.</p>	
20.	<p>When your applicant profile is successfully created and confirmed, you will gain access to the grant application.</p> <p>Before you begin the application, 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 4. The number of classrooms currently open and available to serve children <ol style="list-style-type: none"> a. Please note: number of classrooms will be verified during the review process based on the program’s licensed capacity. 5. The number of children who are currently enrolled in your center 6. The number of full time and part time staff currently employed in your center <p>For more details about materials you should have for completing your application, including links to download a W-9 or where to find your DUNS number, review the RI Child Care Stabilization Fund Application Checklist. You can find this, and other resources at http://kids.ri.gov/cabinet/.</p>	


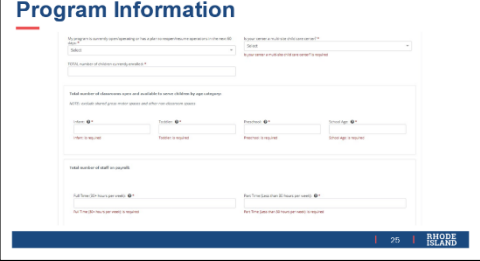
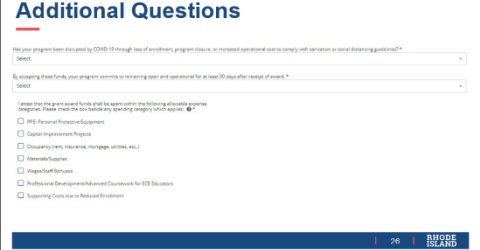


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<p>21.</p>	<p>Now that you have your materials ready, it's time to apply!</p> <p>You may start and stop working on the application at any time. If you stop working on the application prior to submitting it, it will be saved automatically as a draft and you may return to it through the home page of the application portal.</p> <p>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>	
<p>22.</p>	<p>You will be brought to a screen that looks like this. On this screen you will find:</p> <ul style="list-style-type: none"> • Instructions • Application forms • Applicant information, and • Form questions <p>Please note, as you complete the application, it will save automatically. The "Save" icon is on the left side of the page and will show a check mark that data has been saved. When it auto-saves, three dots will appear while the application is saving and update to the check mark once complete.</p> <p>The first question in the form asks you to identify your provider type. It is critical you select the correct provider type you are applying for because each application is uniquely tailored to the applicant type.</p> <p>As a center-based provider, you will select "Child Care Center".</p>	
<p>23.</p>	<p>Next, you will select the plus sign to the left of "Provider information". This will expand the form. The first two fields in the application are:</p> <ul style="list-style-type: none"> • License Number – This is a drop-down field, but you can also type into it to auto-populate information. • Child Care Center – This is also a drop-down field that can be typed in to. Program information will then autopopulate into the form. <ul style="list-style-type: none"> ○ If your program information is incorrect or needs to be updated, you will select the check box indicating updates. This will open additional fields for you to provide updated program information. 	


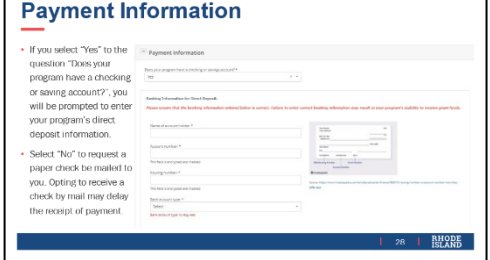
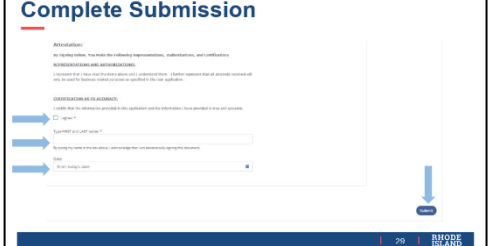


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24.	<p>Once your program is identified, complete the fields for:</p> <ul style="list-style-type: none">• The program name or Doing Business As ("DBA") name• DUNS number, and• Indicating if you are the contact person. <p>You are also required to upload 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>You will then be asked to confirm</p> <ul style="list-style-type: none">• if your program is currently open/operating or has a plan to reopen/resume operations in the next 60 days• if you are a multi-site program and• if you are licensee, owner, or administrator of your program<ul style="list-style-type: none">○ Only the licensee, owner, or fiscal manager of your child care center should apply for this grant on behalf of your program <p>Remember, if you need assistance in gathering any of this information, be sure to check out the resources available to you at http://kids.ri.gov/cabinet/ or you may contact support at ChildCareGrants@pcgus.com</p>	
25.	<p>At this point in the application, it will be helpful to have your enrollment, program space, and employee information handy. Next, you will be asked to indicate the total number of children currently enrolled. If there is an age group you do not serve, enter zero.</p> <p>This section requires you to indicate the “total number of classrooms open and available to serve children by age category.”</p> <p>You will then input the total number of full time and part time staff on payroll.</p>	
26.	<p>There are several additional questions that will need to be completed, including how/if COVID-19 has impacted your business, your program’s ability to remain open for at least 90 days after the award, and for which spending categories you plan to use these funds.</p>	

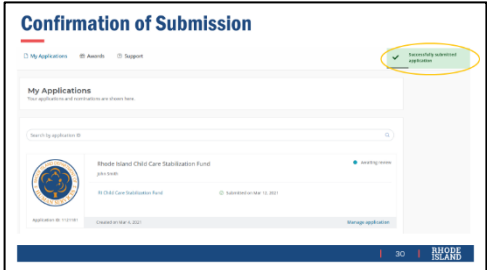
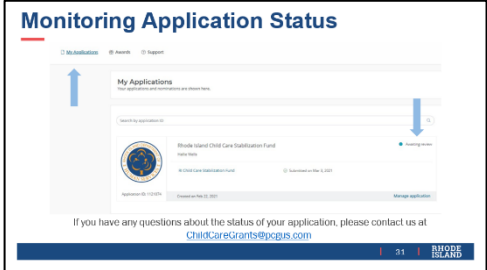
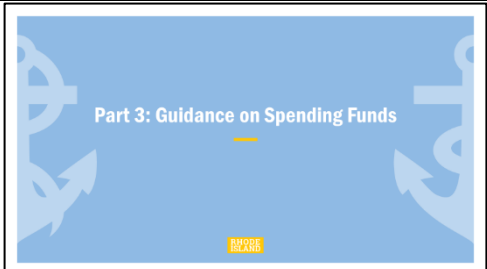
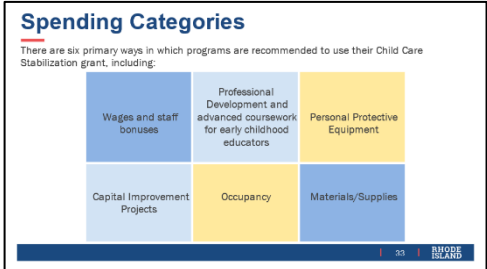


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27.	<p>This concludes the provider information section of the application.</p> <p>Before submitting the application, you must complete the certification and attestation section of the application. Select the plus sign to expand this section, which includes several statements that certify your understanding of the grant, the allowable spending for the grant funds, and other essential details about the grant.</p> <p>On this screen, you will be prompted to select “Agree” or “Disagree” to these statements.</p>	
28.	<p>Once you read and agree to the certification statements, you will enter your payment information.</p> <p>The next section of the application collects your 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>	
29.	<p>Once your bank information is entered, you will be required to read the attestation, certify the application's accuracy, and digitally sign the application by typing your first and last name and selecting the date.</p> <p>Once complete, you can select submit.</p>	



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30.	<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>	
31.	<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>This screen will provide you with the status of your application. 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>	
32.	<p>Part 3: Guidance on Spending Funds</p> <p>Now that you know how to apply, let’s talk about how you can use the funds you may receive.</p>	
33.	<p>There are six primary ways in which programs can use their awarded Child Care Stabilization Fund money, including:</p> <ul style="list-style-type: none">• Wages and staff bonuses• Professional Development and advanced Coursework for early childhood educators• Personal Protective Equipment• Capital Improvement Projects• Occupancy• Materials/Supplies	



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34.	<p>Programs are strongly encouraged to use their awarded funds to support their staff through wage increases or bonuses. 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 wage add-on bonus in the second round of funding.</p> <p>This means if programs commit to using 20% or more of their awarded grant funds to provide financial support to their staff, they will be awarded an additional grant stipend of 20% in their second grant award. During the second application, providers will be requested to complete a simple survey attesting to their use of funding dedicated to staff wages or bonuses.</p> <p>For more details on the second round and grant award, please be sure to watch Session 2 and 3 of the Child Care Stabilization Fund webinar, which will be made available this Spring and Summer.</p>	<div><div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> 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*This script is meant to support your viewing experience of the Rhode Island Child Care Stabilization Fund.
Review of this script is not a substitute for participating in the required recorded webinar.*

	<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</p>	
37.	<p>Part 4: Frequently Asked Questions</p> <p>Let's review a few frequently asked questions now.</p> <p>If you have any additional questions, check out the FAQ document which can be found at http://kids.ri.gov/cabinet/ . You may also reach out to: ChildCareGrants@pcgus.com</p>	
38.	<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.</p> <p>Q. What if I need help completing my application?</p> <p>A. RI DHS has provided several resources to assist you should you have questions about the grant application process:</p> <ol style="list-style-type: none">1. "How to Apply" recorded webinars, which you can access at any time2. Weekly office hours: Be sure to check out http://kids.ri.gov/cabinet/ for updated office hours and access information.3. Provider support email inbox – Send questions to ChildCareGrants@pcgus.com for additional support in completing the grant application. You may also submit a request for a 1:1 phone call in English or Spanish through this email inbox.	
39.	<p>Q: Will the number of children currently enrolled in my program affect the amount of grant money I'm awarded?</p> <p>A: No. The number of children currently enrolled in your program has no bearing on your award amount. DHS has requested you provide the number of children currently enrolled in your program in their continuous effort to understand, assess, and address the impact of COVID-19 on child care providers in Rhode Island.</p> <p>Q: My program is a HeadStart, Early HeadStart program, or State-funded PreK. Are we eligible for this grant?</p> <p>A: Yes, HeadStart, Early HeadStart, and State-funded PreK programs may apply for this grant. However, federal guidelines</p>	



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	<p>require that programs not supplant or duplicate federal funds. HeadStart, Early HeadStart and State-funded PreK classrooms should only apply for CRRSA funds if they have expenses not covered by other federal funding sources.</p>	
40.	<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>Q: I'm a child care provider outside of Rhode Island, but I serve Rhode Island children. Am I eligible to apply? A: No. Programs must be located in Rhode Island to apply.</p>	
41.	<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> <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. Where can I find additional resources and support? A: You can find more information and additional resources at http://kids.ri.gov/cabinet/.</p>	
42.	<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.</p> <p>Our next webinar will be made available in mid-April and will discuss fund spending guidance.</p> <p>We will send more details via email and further information can be found at http://kids.ri.gov/cabinet/</p>	