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General Grant Questions

Q1. Who is administering these funds?

The North Dakota Department of Human Services Early Childhood Division will administer the COVID-19 Stabilization and Recovery Grants through the ND Growing Futures Registry.

Q2. What types of grants are available?

- **Stabilization Grant** – to help promote stable and sustained operation of child care in communities across North Dakota, including added support available to underserved areas, and for infant/toddler care and care during non-traditional hours.
- **Health and Safety Grant** – to help make improvements to your program that would help improve both COVID-indicated and overall health and safety practices.
- **Technology Improvement Grant** – to better connect programs and staff to training, professional development and licensing systems.
- **Inclusion Support Grant** – to help both home and center-based providers create and maintain an inclusive environment that supports children with disabilities or developmental delays to learn, grow, play, and develop alongside their peers in an inclusive setting.
- **Child Care Start up Grant** – available to recently licensed (license dated within 60 days of application submission) or soon-to-be licensed early childhood programs. Grants may also be available to programs that are expanding their child care license capacity.
- **Quality Improvement Grant** – to support investments in quality, delivered post-Quality Rating and measured by the program receiving their desired Quality Rating. Programs applying for this grant must have a Bright & Early ND Step 2-4 Quality Rating issued on or after September 1st, 2021

Q3. What can funds be used for?

Funds **must** be used for purposes allowed under the [Federal guidelines](#), including:

- Personnel costs, including payroll, salaries, similar employee compensation, employee benefits, retirement costs, educational costs, child care costs; and supporting staff expenses in accessing COVID-19 vaccines.
- Rent (including under a lease agreement) or payment on any mortgage obligation, utilities, or insurance; also, may include late fees or charges related to late payments.
- Facility maintenance or improvements, **defined as minor renovations**, including outdoor learning spaces/playgrounds, and minor improvements to address COVID-19 concerns.

- Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
- Purchases of or updates to equipment and supplies to respond to COVID-19.
- Goods and services necessary to maintain or resume child care services.
- Mental health supports for children and employees.
- Health and safety trainings for staff, including but not limited to CPR, First Aid, and medication administration.

Q4. Can I use the funds for construction or major renovations?

No, Funds may not be used for construction or major renovations. *Major renovation* means: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

Q5. Do grant funds need to be paid back?

No, grant funds are not a loan, so they won't need to be paid back.

Q6. How will I receive the grant funds?

Funds will be sent direct deposit within 30 days of your grant application approval.

Q7. Will child care providers have to submit receipts to show how funds were spent?

Providers won't need to submit receipts, but you will receive an email monthly asking you to report how you are spending the grant funds.

Providers are **required** to maintain all records on how funds were spent as your program could be selected for an audit. Per federal regulation requirements all recipients of federal funds need to keep financial documents for seven years.

Q8. Are the COVID-19 Stabilization and Recovery Grants taxable?

Stabilization and Recovery Grants are considered income by the IRS. The IRS has published information indicating that "receipt of a government grant by a business is generally not excluded from the business's gross income under the Federal Tax Code and therefore is taxable." Please consult your accountant or tax professional to understand more about your particular tax situation and how this guidance applies to your specific business structure.

The ARP Act does not exempt the ARP child care stabilization subgrant funding from taxation. Therefore, this funding is subject to the same tax rules as regular CCDF funding. State tax rules apply. Regarding federal tax rules, please contact the Internal Revenue Service for guidance. In some cases, funds used to cover operating expenses may be exempt from taxation.

Q9. Will providers be receiving a 1099 for tax purposes?

Yes.

Q10. What are the funding cycles?

Stabilization is a monthly funded grant.

Health and Safety Facility, Technology Improvement, Child Care Startup, Inclusion Support and Quality Improvement Grants are a one-time funded grant.

Q11. Is the data in the provider application about funding awards public information?

Department of Human Services Early Childhood Division will not use providers confidential information for anything other than what's necessary for the purpose of the grant as permitted by law.

Q12. Under any circumstances will I have to pay the funds back?

You may have to pay funds back if your program closes permanently and you haven't spent all the received funds, or you are using the funds for unallowable uses.

Q13. What are consequences for providers who applied for and received funds that are not following the funding requirements?

If there is an indication that a provider isn't using the CODIV-19 Stabilization and Recovery Grant funds for the purpose laid out by the federal government, it could result in termination of future grant payments, repayment of funds already received and/or an audit.

Q14. How can I ensure that I receive the email communications related to the grants?

You will want to add dhsec@nd.gov to your safe sender list to ensure all emails are delivered to your inbox. If you do not see the emails, please check your Junk/Spam folders or your All Mail folder.

You will also want to make sure your licensing specialist has your correct email address and the email listed in your org details within your organization account is correct.

Q15. **NEW** What do I do if, I have applied for a grant and need to change something?

Send an email to dhsec@nd.gov that includes your first and last name, Organization name, Organization ID # and the grant that you want cancelled. Your application will be canceled, and you will be able to re-apply.

Q16. **NEW** The "Apply" button is gray, what does that mean?

Apply

 You have already applied or your program does not meet the requirements for this case.

You may have already applied, or your program does not qualify.

If you see this message, go to your Quality Dashboard, scroll down and view your "Active Cases" for your grant status.

Q17. **NEW** How long do I have to spend the funds I receive?

Programs are **REQUIRED** to report how funds were spent within the following timeframes:

- Stabilization Funds: Every 30 days
- Health and Safety Funds: After 90 days.
- Technology Improvement Funds: After 90 days.
- Inclusion Support Funds: After 90 days.
- Child Care Start-up Funds: After 90 days.
- Quality Improvement Funds: After 90 days.

Eligibility

E1. What types of child care programs are eligible to receive Child Care Stabilization Grant funds?

- DHS Licensed family child care homes
- DHS Licensed group child care homes
- DHS Licensed group in a facility
- DHS Licensed child care center
- DHS Licensed preschool
- DHS Licensed school-aged programs
- DHS Self-Declared provider

E2. What is required of child care providers who accept grant funds?

If you are an eligible provider interested in applying for the COVID-19 Stabilization and Recovery grants, you must attest to the items listed below each time that you apply/renew.

1. My facility is open and operating a North Dakota licensed child care program, OR my facility is temporarily closed as per ND Department of Health advisement for COVID-19-related closure.
2. My facility will meet all child care rules and regulations as defined in North Dakota century code (NDCC 50-11.1) and administrative code according to my license type. (http://www.nd.gov/dhs/services/child_care/info/)
3. My facility, when open and operating and available to provide child care, will implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at https://www.cdc.gov/coronavirus/2019-ncov/community/schools-child_care/guidance-for-child_care.html) and with guidance and orders from state and local public health authorities.
4. For each employee at my facility on the day of this application, I agree that I must pay at least the same or higher amount in weekly wages and maintain the same or higher benefits for the duration of the grant period. I will not issue any involuntary furloughs, layoffs, etc. through the duration of the subgrant period.
5. To the extent possible, I will provide relief from copayments and tuition payments for the families enrolled at my facility. I will prioritize such relief for families struggling to make either type of payment, including efforts to connect families to other assistance that may be available.
6. After the final award payment is issued, I acknowledge that I must report on how the grant funds were utilized at my facility. This reporting must take place within

timeframes and in the manner specified by the State, and I acknowledge that I am expected to participate in any financial and program monitoring related to this grant award, as defined and required by the State.

7. I understand that if my facility permanently closes during the subgrant period, I am responsible for immediately reporting the closure to the ND Early Childhood Division representative and my award will be adjusted accordingly.
8. I attest that the information I provide about my facility in the grant application, to the best of my knowledge, is accurate and true for the purposes of determining the grant award amount.

E3. If I have more than one licensed child care program, am I eligible to receive grants for each licensed program?

Yes, each child care license has its own ND Growing Futures organization account and may be eligible for each grant.

E4. When do providers have to be open in order to be eligible for grant funds?

Providers must be open and operating a North Dakota licensed child care program on the day they submit a grant application.

E5. Under what circumstances can providers be closed temporarily and still be eligible for grant funds.

Temporary closure due to public health guidance issued for the North Dakota Department of Health, or the provider's local public health department.
The program temporarily closed days due to the primary care providers having a positive COVID-19 test result or close contact exposure.

E6. Do I need to pay my employees if my program is closed temporarily and still eligible for grant funds?

Yes, for each employee at my facility I must pay at least the same or higher amount in weekly wages and maintain the same or higher benefits for the duration of the grant period. You also may not issue any involuntary furloughs, layoffs, etc. through the duration of the subgrant period.

E7. Can I still receive grant funds if my child care program is under a corrective action?

If your program is under a provisional license, intent to revoke or suspension you are ineligible to receive grant funding. The state will re-evaluate eligibility once all non-compliant standards are corrected and the corrective action has been removed from the program license.

Grant Application Process

G1. How do I apply for the Child Care Stabilization Grant?

You will apply for all the grants through your program's Growing Futures organization account that will need to be linked to the program owner or director. Visit the Growing Futures Registry at www.ndgrowingfutures.org/how-to-set-up-organization-account to check for an existing organization account and/or set up your organization account.

G2. Why do I need to have an organization account in addition to my individual account (personal profile)?

An organization account is the business account for the DHS licensed child care program. The individual account (personal profile) is your personal account.

G3. What information and documentation is needed to apply for grant funds?

Providers will need to answer questions about enrollment, employment, and operating expenses but no documentation will be required when you apply.

G4. Can I use my cell phone or tablet to apply for the grant?

Yes. Any device with internet access can be used to log into your ND Growing Futures account. It may look a little different across mobile, tablet and computers but the content is the same.

G5. How will Stabilization payments be calculated?

Programs will receive a base payment based on current monthly enrollment, your enrollment MAY NOT exceed your license capacity. Additional tiers of support payments will be available for infants and toddlers, programs operating in under-served communities, CCAP infant/toddlers enrolled in Bright and Early ND (Step 2-4) and children served during non-traditional hours.

What is enrollment?

Enrollment is the number of children that are currently attending/registered in your program on the day that you complete the application. Your enrollment number MAY NOT exceed your license capacity.

What ages are considered infant/toddler?

Infants – 0-17 months

Toddlers – 18-35 months

What counties are underserved?

The amount of childcare to the amount of kids in that community.

McKenzie * Williams * Benson * Eddy * Rolette * Towner * Kidder * McLean
Mercer * Oliver * Sioux * Dunn * Slope * Stark * Burke * Mountrail * Sheridan

What is considered non-traditional hours?

Non-traditional hours are defined as care offered before 5:00 am and after 7:00 pm and/or on weekends and/or 24-hour care **AND** listed with Child Care Aware of ND's referral database.

Can I count my own children as part of my non-traditional enrollment?

You cannot count your own children as part of your non-traditional hour enrollment.

G6. **NEW** Who is considered an employee?

- Any paid staff of the organization.
- For family or group programs – The individual listed on the license that oversees the day-to-day operations is considered an employee.

G7. **NEW** Do I need to count myself as an employee in my grant application?

Yes. It's also a recommendation for participation in the Bright & Early ND initiative that all staff be attached to the organization account and verified as currently employed at the program.

G8. **NEW** What do I do if I am having technical issues while applying for the grants?

1. First see the Growing Futures Help Center Technical Problems document: [Here](#)
2. If that does not solve your issues, please send an email to dhsec@nd.gov that includes your first and last name, Organization name, and Organization ID # and the grant that you are having difficulty applying for.

G9. **NEW** The "Apply" button is gray, what does that mean?

Apply

 You have already applied or your program does not meet the requirements for this case.

You may have already applied, or your program does not qualify.

If you see this message, go to your Quality Dashboard, scroll down and view your "Active Cases" for your grant status.

Payment Processing: Coming soon

FAQ Questions

I still have questions and I am not finding answers in the FAQ. Please email your questions to:
dhsec@nd.gov