



# FACILITY IMPROVEMENT GRANT - ACKNOWLEDGMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EARLY CHILDHOOD

SFN 1953 (4-2024)

Contact Name	
Growing Futures Organization Name	Organization ID

### Facility Improvement Grant timeline

All projects must be completed by December 31, 2024.

### Portion of Expenses Eligible for Grant Expenditures

If your child care program is a HHS licensed Family Child Care or Group Child Care in a Home, you may request up to 50% of the estimated cost of specific item(s) in your funding proposal/worksheet.

### Pairing Facility Improvement grant with other funding sources

You cannot use these grant dollars for anything for which you already planned to use other public funding. These grant funds may not be used to repay loans. HHS Facility Improvement grants cannot be used as match to other state funds.

### Flex spending of grant funds

It is permissible to flex spend among approved items within a grant award when one portion of a project costs less than projected and another portion of your grant award costs more. If an awardee's project goes over their awarded budget, they are responsible for the difference.

### Spend ONLY as approved

Unused grant funds may NOT be redirected to any item or service not approved in the grant award.

### Monitoring of grant implementation

Your licensing specialist will be monitoring for implementation of facility improvements specified in your grant application.

### Repayment and Return of Funds Guidelines

Any dollars remaining unused, per the original approved grant budget, must be returned to North Dakota Department of Health and Human Services. Likewise, if the child care business closes within one year of project completion, grant dollars may need to be returned on a pro-rated basis.

If the project cannot be completed by December 31, 2024 due to supply chain or contractor delays, an extension may be requested in writing to [dhsecpd@nd.gov](mailto:dhsecpd@nd.gov). Approval of extension must also be granted in writing by the Grant Manager.

### Tax Information

Grant dollars are considered taxable income. Where required by IRS regulations, HHS will issue a 1099g for the grant award. Grantees should work with their tax advisors on how to calculate eligible business expense deductions when reporting the grant to the IRS for tax purposes.

### Final Grant Reporting

You are required to:

1. Log into your Growing Futures Organization account to report what you spent the grant funds on.

NOTE: Eligible Grant Spending Categories for this grant are:

- Facility Management/improvement
- Equipment
- Health and Safety Products and Services

Actual dollar amounts spent are entered for each applicable category. Grant Spending Categories are available in your organization account approximately 90 days after your grant has been approved.

2. Complete a final report available on the HHS website and upload the document into your Growing Futures Organization Account Document Vault.

3. Upload into your Growing Futures Organization Account Document Vault receipts that show the items and/or services purchased are paid in full, with photo documentation showing completion of your project and purchases.
- Receipts must demonstrate that the project has been paid in full and must be itemized. (For example, an Amazon screen shot showing the total cost of an order is not acceptable. Providers must download the invoice from their Amazon account once the order is complete.)
  - Receipts and paid invoices from a contractor must include the name of the vendor/business, address, and phone number. The entire receipt and/or document must be submitted, photos of partial receipts will not be accepted.
  - Receipts/statements must show the date of ALL payments made, including any down payments.
  - If possible, receipts should ONLY include items that were approved in the award. If you submit a receipt that includes items unrelated to this grant award it may be returned to you and you may be required to submit a new receipt that includes ONLY grant award items.
  - NOTE: hand-written receipts will require additional documentation in the final report such as front/back of canceled checks. We recommend, therefore, that you do not pay in cash.

**Record Retention**

All records, regardless of physical form, and the accounting practices and procedures of Awardee are subject to examination by the North Dakota State Auditor or the Auditor's designee. Awardee shall maintain all records for at least six years following completion of this grant and be able to provide them at any reasonable time. State, State Auditor, or Auditor's designee shall provide reasonable notice.

**Attestation**

I understand that if my program knowingly submits false or fraudulent information during any part of the grant process, my program will no longer be eligible for funds. Any funds awarded during this grant process would be required to be repaid and appropriate authorities notified if necessary.

I have read the above information and by signing agree to comply.

Printed Name	
Signature	Date

After form is completed, attach the document to your Facility Improvement Grant application in your Growing Futures organization account.