

Division of Child Care &

Early Childhood Education

Child Care Stabilization Grant

Application Portal Support Document



Registration

A **Registration Email** will be sent to invite the authorized user of a facility to participate.



Child Care Grant Application Program

Create Your Account	
Required fields are marked with an asterisk (*).	
Enter your details.	
First Name*	Last Name*
City*	Zip Code*
Phone Number*	
Create Password*	Confirm Password*
Password must:	
be atleast 8 characterscontain atleast 1 upper case letter	
contain atleast 1 upper case letter	
contain atleast 1 number	
contain atleast 1 special character	
R	egister

Register The link will expire in 24 hours.

You've been invited to the Ignatius app:

Arkansas DCCECE

To join Arkansas DCCECE, please click register below.

The link does not expire

- Enter in requested personal information.
- 2. Create and enter in password information.

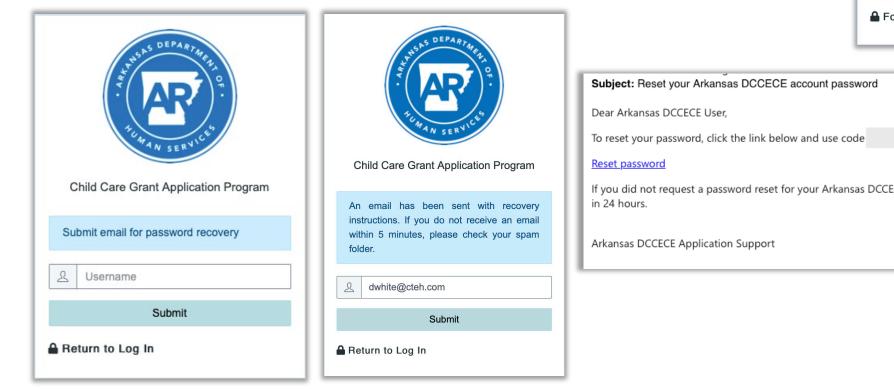
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3. Click on "Register."

Logging In www.ar.gov/childcaregrants

- 1. Enter in your email and password.
- 2. Click "Log In"
- 3. If you have forgotten your password, click on "Forgot Password?"
- 4. Enter in your email. "Submit."
- 5. Follow the instructions in the email to retrieve/reset your password.



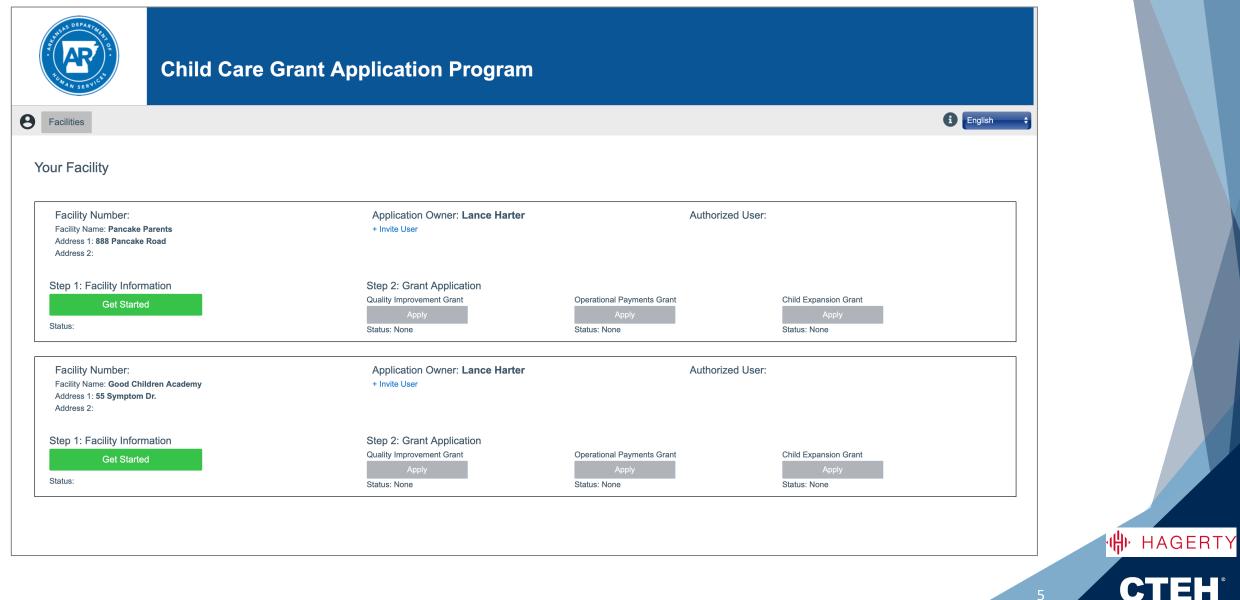


Dashboard | Single Facility

Child Care Gran	t Application Program			
B Facilities				English 🗘
Your Facility Facility Number: Facility Name: Ranger Childcare Academy Address 1: 999 Ranger Road Address 2:	Application Owner: Courtney Deifel + Invite User	Authorize	ed User:	
Step 1: Facility Information Get Started Status:	Step 2: Grant Application Quality Improvement Grant Apply Status: None	Operational Payments Grant Apply Status: None	Child Expansion Grant Apply Status: None	



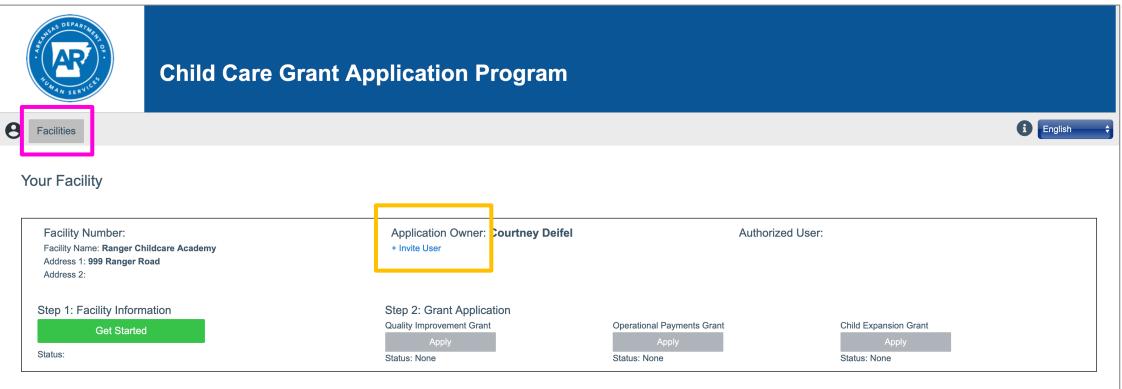
Dashboard | Multiple Facilities



Dashboard

Child Care Grant Ap	oplication Program			
B Facilities				i English +
Your Facility				
Facility Number: Facility Name: Ranger Childcare Academy Address 1: 999 Ranger Road Address 2:	Application Owner: Courtney Deifel + Invite User	Authorized User:		
Step 1: Facility Information Get Started Status:		Apply	Child Expansion Grant Apply Status: None	
Pacilities Logout ranger@academy.com	Languag	e Toggle	Ð	✓ English Español
ப் Logout				₩ <mark>₩</mark> HAGERTY
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Dashboard



Home

Click here to go back to your dashboard.

Invite User

To allow other trusted individuals to edit your applications, click on "+Invite User"

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+Invite User

Invite User

Authorize a team member to access and work on applications for this specific facility.

Email

Name (Optional)

I agree to terms & conditions

□ I understand that as the Application Owner, I am the only user able to certify and submit grant applications.

Submi

Notes:

- □ Invited Users will only be able to edit the application(s).
- □ Invited Users **DO NOT** have the ability to submit an application.
- □ Invited Users will only have access to the the facility they are invited to.
- □ If you want a trusted individual to have the ability to see multiple facilities, you will need to invite them to each one individually.

Instructions:

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- 1. Enter in the email address of your trusted individual.
- 2. Enter in the person's name.
- 3. Agree to the statements by placing a check in the box.
- 4. Click "Submit."
- 5. The invited user will receive an email .

Application Owner: **Courtney Deifel** + Invite User Authorized User: dwhite@cteh.com



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Facility Information

Facility Information must be entered and verified prior to starting any application. Click on "Get Started" to begin.

Child Care Gr	ant Application Program				
Facilities				English +	
Your Facility					
Facility Number: Facility Name: Ranger Childcare Academy Address 1: 999 Ranger Road Address 2:	Application Owner: Courtney Deifel + Invite User	Author	ized User:		
Step 1: Facility Information Get Started Status:	Step 2: Grant Application Quality Improvement Grant Apply Status: None	Operational Payments Grant Apply Status: None	Child Expansion Grant Apply Status: None		
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Facility Information | Facility Details



Child Care Grant Application Program

B Facilities



2

Information

Facility Details

Facility Name: Ranger Childcare Academy Facility Type: Out of School Time Program licensed on or before March 11, 2021: Facility Address: 999 Ranger Road Facility Address 2: Facility City: BENTONVILLE Facility Zip Code: 72712

3	
Child Count	

Facility Verification Please enter your Facility Number to access your application

nfirm <u>or go back</u>

Instructions:

- 1. Verify the information displayed is correct.
- 2. Enter in your Facility Number for the facility details displayed. Do not enter any special characters, numbers only.
- 3. Click on "Confirm."

Note:

□ If the Facility Number entered does not match the number DHS has on record, you will receive an error message when "Confirm" is clicked.

Facility Verification

Please enter your Facility Number to access your application

999

The Facility Number you entered for this Facility Name does not match DHS records



Facility Information | Information

Pacilities	Child Care Grant A	 Instructions: Answer all questions presented by clicking on the circle next to your answer Enter in your annual operating budget in the space provided 	-
1 Verification 2 Information	Facility Information Required fields are marked with an asterisk (*). Owner/Operator Race* O American Indian/Alaska Native O Asian	the space provided. 3. Click on "Save and Continue."	
Child Count	 Black/African American Multiracial Native Hawaiian/Pacific Islander Other White Owner/Operator Ethnicity* Latino Non-Latino 		
		 Closed temporarily due to public health, financial hardship, or other reasons relating to the coronavirus disease 2019 (COVID-19) public health emergency. Open Does your program meet Child Care Development Fund (CCDF) health and safety requirements, including the completion of comprehensive regulatory checks?* No Yes What is this facility's annual operating budget?* 0.00 Save and Continue or go back 	

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Facility Information | Child Count - Current Enrollment

THE DEPARTMENT	Child Care Gra	ant Application Progr	am
B Facilities			
1	Facility Child Count		
Verification	Required fields are marked with an asterisk (*).		
2 Information	What is your current average enrollme Infant*	ent by age?	
	0		
3 Child Count	Toddler*		
	0		
	Preschool*		
	0	$\overline{\mathbf{v}}$	
	School Aged*		
	48	٢	

Instructions:

1. Enter in your current average enrollment by age group by typing in the number or using the up and down arrows.

Notes:

- Age groups available for entry are dependent upon the facility type.
- If the current enrollment entered for any particular age group exceeds the registered number DHS has on record, you will receive an error message when "Confirm" is clicked.

Count entered exceeds the registered count for the facility



Facility Information | Child Count - Programs

Of the children enrolled, how	v many are funded by the following pro	grams?
Early Head Start*		
0	÷	
Head Start*		
0	÷	
Arkansas Better Chance*		
0	÷	
Medicaid/EIDT*		
0		
	÷	

Instructions continued:

 Enter in the number of children enrolled funded by the programs requested by typing in the number or using the up and down arrows.

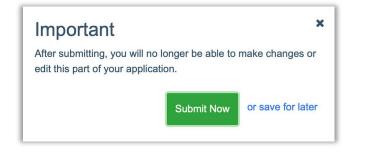
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Facility Information | Child Count – Average Enrollment

Pre-COVID, what was yo	our average enrollment by age in January 2020?
0	
Toddler*	
0	< >
Preschool*	
0	
School Aged*	
0	\$
Save <u>or go back</u>	

Instructions continued:

- Enter in your average enrollment by age group in January 2020 by typing in the number or using the up and down arrows.
- 4. Click "Save" and a popup will appear.
- 5. Click "Submit Now" to complete the facility information or "save for later" in order to make updates at a later time.



Note:

□ Age groups available for entry are dependent upon the facility type.

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Facility Information Complete | Applications Available

Once the Facility Information is complete, the Status will be updated and the ability to Apply for a grant is now available.

acilities				English +
r Facility				
Facility Number: 999999 Facility Name: Ranger Childcare Academy Address 1: 999 Ranger Road Address 2:	Application Owner: Courtney Deifel + Invite User	Authorized Us	ser:	
tep 1: Facility Information View Facility Information atus: Saved	Step 2: Grant Application Quality Improvement Grant Apply Status: None	Operational Payments Grant Apply Status: None	Child Expansion Grant Apply Status: None	- 1

Grant Application Types



Operational Payments Grant: Available October 2021

• Operational Payments provide funds to cover operational expenses incurred from March 2020 through the subgrant period.

Quality Improvement Grant: Tentatively Available November 2021

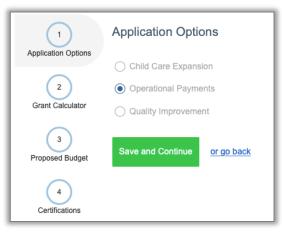
 Quality improvements provide equipment, supplies, professional development, or other items necessary for a facility to move up in the AR Better Beginnings rating system

Child Care Expansion Grant: Tentatively Available January 2022

Child Care Expansion provides start-up funding to open a new classroom(s) at an existing facility.



Operational Payments Grant Application | Calculator



Instructions:

- 1. Confirm Grant type then click "Save and Continue."
- 2. Review the Operational Payments Calculator.
 - Information has been populated based on data provided previously for the facility.
- 3. Click "Save and Continue."

		6 W
1	Operational Payments	
Application Options	funds to cover operational expenses incured from March 2020 through the subgrant period. Funding covers the following:	
2	 Creating a formal business plan with an approved partner Salary/Payroll 	
Grant Calculator	 Minor COVID related renovations (example: UV Air Purifiers in HVAC) PPE/COVID related safety equipment 	
3 Proposed Budget		
	Operational Payment Calculator	
4	Facility Type*	
Certifications	Out of School Time	
	Capacity*	
	525	
	Grant Amount*	
	30000.00	
	Save and Continue or go back	

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Operational Payments Grant Application | Budget

(1)	Proposed Budget for Operational Funds	Total Operational Grant An	nount 30,000.00
Application Options	Budget Line Items	Gra	ant Allocation
2	Salaries/Personnel	\$	0.00
Grant Calculator	Fringe Benefits	\$	0.00
3	Bonuses to Staff who worked during COVID	\$	0.00
Proposed Budget	Substitutes	\$	0.00
4	Minor Renovations	\$	20,000.00
Certifications	Rent or Mortgage	\$	0.00
	Utilities, Telephone, Internet	\$	0.00
	Facility Maintenance, Repair & Improvements	\$	0.00
	Insurance	\$	0.00
	Annual Audit	\$	0.00
	Office supplies	\$	0.00
	Food Service Supplies	\$	0.00
	Furniture and Equipment	\$	0.00
	Curriculum Resources and Supplies	\$	0.00
	Parent Involvement	\$	0.00
	Transportation	\$	0.00
	Professional Development	\$	10,000.00
	Screenings/Assessment	\$	0.00
	Technology	\$	0.00
	Health and Safety Items (PPE)	\$	0.00
	New or Updated Security Systems	\$	0.00
	Mental Health Services for Children or Families	\$	0.00
	Other	\$	0.00
	Do you plan to use the funds for expenditure prior to March 11, 2021?		
	⊖ Yes		
	○ No		
	Save and Continue or go back		Remaining Grant Amount
			0

Instructions:

- Enter in dollar amounts for the budget line items to present how the grant will be utilized.
 - The Remaining Grant Amount is dynamic and will update as dollar amounts are entered. A negative amount means you are over budget.

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2. Click "Save and Continue."

Operational Payments Grant Application | Certification

Certifications



1

Application Options To receive a stabilization grant, I agree to use the funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund. Note: You can move funds between categories without prior approval

> I also understand that it is my responsibility to maintain records and other documentation to support the use of funds I receive as well as to document my compliance with the requirements described in A, B, and C.



By signing this application. I am certifying that I will meet requirements throughout the period of the subgrant, including the following:



4

Certifications

A. When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, Tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).

B. For each employee (including lead teachers, aides, and other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the subgrant. I understand that I may not furlough employees from the date of application submission through the duration of the subgrant period.

C. I will provide relief from copayments and tuition payments for the families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment

The following signature affirms that I will adhere to the items noted in A, B, and C. It also affirms I will only use the funds in the area(s) selected in section 4 of this application.

Type your name to sign*

ATE*	
10/01	/2021

Attach image of your government ID*

Choose File no file selected

Submit Application or save for later

Note:

The application owner is the only person authorized to submit the application.

Instructions:

X

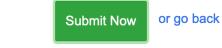
- 1. Type Your Name.
- 2. Enter in the Date.
- 3. Upload a government ID.
- 4. Click "Submit Application."
- 5. A confirmation popup will appear. Click "Submit Now" If you are done editing your application.

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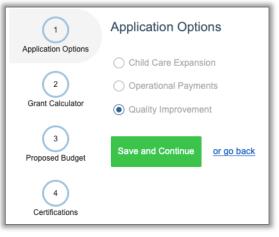
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Important

Please confirm that you would like to submit the application. Once submitted, the application cannot be edited or resubmitted

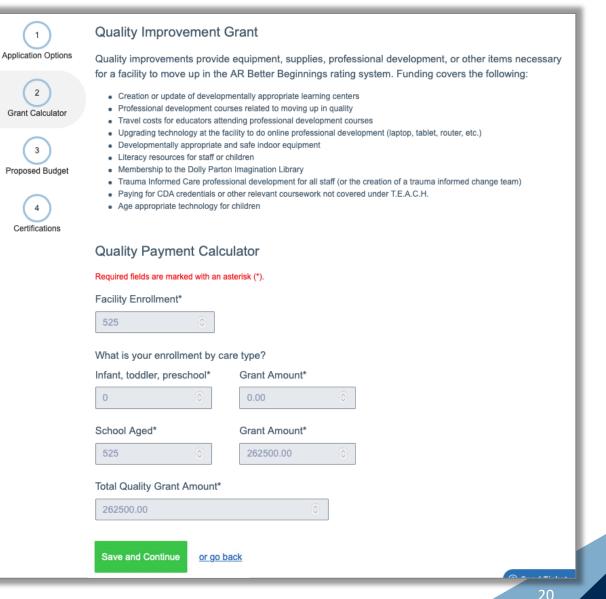


Quality Improvement Grant Application | Calculator



Instructions:

- 1. Confirm Grant type then click "Save and Continue."
- 2. Review the Quality Payment Calculator.
 - Information has been populated based on data provided previously for the facility.
- 3. Click "Next."



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Quality Improvement Grant Application | Budget

(1)	Use of Quality Funds	Total Quality Subgrant Amo	ount 262,500.00
Application Options	Budget Line Items	Gi	rant Allocation
2	New Staff Sign-on Bonus	:	\$ 21,500
Grant Calculator	Substitutes	:	\$ 25,000
3	Minor Renovations	:	\$ 25,000
Proposed Budget	Furniture and Equipment	:	\$ 25,000
4	Curriculum Resources and Supplies	:	\$ 25,000
Certifications	Parent Involvement	:	\$ 18,000
	Professional Development	:	\$ 18,000
	Screenings/Assessment	:	\$ 10,000
	Technology	:	\$ 50,000
	New or Updated Security Systems	:	\$ 15,000
	Mental Health Services for Children or Families	:	\$ 30,000
	Other	:	\$
	Do you plan to use the funds for expenditure prior to March 11	1, 2021?	
	• Yes		
	⊖ No		
	Save and Continue or go back	Г	Remaining Grant Amount
			0

Instructions:

- Enter in dollar amounts for the budget line items to present how the grant will be utilized.
 - The Remaining Grant Amount is dynamic and will update as dollar amounts are entered. A negative amount means you are over budget.
- 2. Click "Save and Continue."

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Quality Improvement Grant Application | Certification

\sim				
(1)	Certifications		Ins	tructions:
Application Options	To receive a stabilization grant, I agree to use the funds only for the categories and purposes indicat can move funds between categories without prior approval.	ted on this application and have marked above which categories I plan to fund. Note: You		Type Your Name.
2 Grant Calculator	I also understand that it is my responsibility to maintain records and other documentation to support described in A, B, and C.	the use of funds I receive as well as to document my compliance with the requirements	2. 3.	Enter in the Date. Upload a government ID.
	By signing this application, I am certifying that I will meet requirements throughout the period of the	subgrant, including the following:		1 0
3	A. When open and providing services, I will implement policies in line with guidance and orders from possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Pre		4.	Click "Submit Application."
Proposed Budget	B. For each employee (including lead teachers, aides, and other staff who are employed by the child		5.	A confirmation popup will
4	must continue paying at least the same amount of weekly wages and maintain the same benefits (si that I may not furlough employees from the date of application submission through the duration of the	uch as health insurance and retirement) for the duration of the subgrant. I understand		appear. Click "Submit
Certifications	C. I will provide relief from copayments and tuition payments for the families enrolled in the child car either type of payment.	re program, to the extent possible, and prioritize such relief for families struggling to make		Now" If you are done
	The following signature affirms that I will adhere to the items noted in A, B, and C. It also affirms I wi	ill only use the funds in the area(s) selected in section 4 of this application.		editing your application.
	Type your name to sign* DAT	E*		
	10	//01/2021		
	Attach image of your government ID*			
	Choose File no file selected		×	
		Important	~	
	Submit Application or save for later	Please confirm that you would like to submit the applica Once submitted, the application cannot be edited or	tion.	
		resubmitted		

Note:

□ The application owner is the only person authorized to submit the application.

Submit Now	or go back
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Child Expansion Grant Application | Calculator

1

2

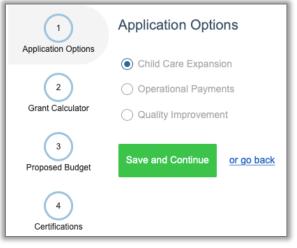
Grant Calculator

3

Proposed Budget

4

Certifications



Instructions:

- 1. Confirm Grant type then click "Save and Continue."
- 2. Enter in the desired Additional Capacity and review the Child Expansion Calculator.
 - Care Type Amounts and the Total Grant Amount will update based on additional capacity entered.
- 3. Click "Save and Continue."

Child Care Expansion

Application Options start-up funding to open a new classrom(s) at an existing facility. Funding covers the following:

- Furniture/equipment
- Minor Renovations

Classrom supplies/materials
Training for new or existing staff members

Substitutions to cover times in which educators are at professional development courses

Travel costs for educators attending professional development courses

Child Care Expansion Calculator

Family Care Home	0	\$	0	٢	
Infant	0	٢	0	0	
Toddler	0	٢	0	٢	
School Aged	18	٢	5000	۲	
Staff Salary (1 per room)	1	٢	15000	0	
Total Grant Amount*					
Save and Continue or go back					

Child Expansion Grant Application | Budget

(1)	Proposed Budget for Child Expansion Funds	Total Expansion Gran	nt Amoun 20,000
pplication Options	Budget Line Items	Grant A	llocation
2	Salaries/Personnel (first six months)	\$ 1	5,000
Grant Calculator	Fringe Benefits (first six months)	\$	
3	Minor Renovations	\$	
Proposed Budget	Rent or Mortgage	\$	
4	Utilities, Telephone, Internet	\$	
Certifications	Facility Maintenance, Repair & Improvements	\$	
	Insurance	\$	
	Annual Audit	\$	
	Office supplies	\$	
	Food Service Supplies	\$	
	Furniture and Equipment	\$ 5	i,000
	Curriculum Resources and Supplies	\$	
	Parent Involvement	\$	
	Transportation	\$	
	Professional Development	\$	
	Screenings/Assessment	\$	
	Technology	\$	
	Health and Safety Items (PPE)	\$	
	New or Updated Security Systems	\$	
	Mental Health Services for Children or Families	\$	
	Other	\$	
	Do you plan to use the funds for expenditure prior to March 11, 2021?		
	○ Yes		
	No		
	Save and Continue or go back		Remaining Grant Amount

Instructions:

- Enter in dollar amounts for the budget line items to present how the grant will be utilized.
 - The Remaining Grant Amount is dynamic and will update as dollar amounts are entered. A negative amount means you are over budget.
- 2. Click "Save and Continue."



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Child Expansion Grant Application | Certification

Certifications



1

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By signing this application, I am certifying that I will meet requirements throughout the period of the subgrant, including the following:



4

Certifications

A. When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, Tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).

B. For each employee (including lead teachers, aides, and other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the subgrant. I understand that I may not furlough employees from the date of application submission through the duration of the subgrant period.

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The following signature affirms that I will adhere to the items noted in A, B, and C. It also affirms I will only use the funds in the area(s) selected in section 4 of this application.

Type your name to sign*

A(Т	E*		
1	0	/01	12	021

Attach image of your government ID*

Choose File no file selected

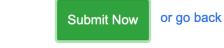
Submit Application or save for later

Note:

The application owner is the only person authorized to submit the application.

Important

Please confirm that you would like to submit the application. Once submitted, the application cannot be edited or resubmitted



Instructions:

X

- 1. Type Your Name.
- 2. Enter in the Date.
- 3. Upload a government ID.
- 4. Click "Submit Application."
- 5. A confirmation popup will appear. Click "Submit Now" If you are done editing your application.

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Facility Information Complete | Applications Submitted

Once the individual applications have been submitted, the Status will be updated and the "Apply" button will say "View."

Child Care	Grant Application Program		
Facilities			English
our Facilities			
Facility Number: 999999 Facility Name: Ranger Childcare Academy Address 1: 999 Ranger Road Address 2:	Application Owner: Courtney Deifel + Invite User	Authorized User: dwhite@cteh.com	
Step 1: Facility Information View Facility Information	Step 2: Grant Application Quality Improvement Grant View View	ayments Grant Child Expansion Grant Apply	