



# Montana Department of Public Health and Human Services

## MONTANA CHILD CARE STABILIZATION GRANT FREQUENTLY ASKED QUESTIONS

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**FAQs updated on or after 12/02/2021 supersede previous FAQ versions and town hall language.**

### What has changed since the town halls?

The Department of Public Health and Human Services (DPHHS) received operating expense data in the submitted applications for over 30% of eligible early childhood businesses. Based on the data received from the applications, cost projections, and available funding, grant amounts will be adjusted.

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### I received my letter of intent to award. Why is the amount I received different than the amount I applied for?

Based on the data received from the applications, cost projections, and available funding. Total grant awards are based off of current operating expenses and does not include the reimbursement budget or the anticipated budget:

Formula: Current operating expenses minus COVID funding already received multiplied by 45%.

Example:

<b>Step 1:</b>	
Current annual (12 months) operating expenses	\$150,000
Covid funding already received	- \$18,000
Difference	<b>\$132,000</b>
<b>Step 2:</b>	
Difference times 45%	\$132,000
	x 0.45
Total award amount	<b>\$59,400</b>

Awards will be paid in four quarterly payments. Your contract will detail your quarterly payment amount and when the payments will be made. DPHHS will continue to monitor the status of available funding as we move forward. All payments are based on available funding.

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## ABOUT THE GRANT

### What if all the grant applications submitted for total operating costs exceed the state's allocation?

The state will adjust award amounts based on available funding.

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## How much funding could I receive?

Funding is based off of current operating expenses and subject to available federal funding. Based on application data received to date and available funding, applicants should not expect to receive 80-100% of operating expenses.

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## How do I access the application in eMACS?

1. Access the eMACS site at: <https://bids.mt.gov>
2. Within the "KEYWORD" search bar, key "CHILD" and press enter.
3. This should bring up the open solicitation for the time period (as outlined on the table at the end of the application).
4. Follow the steps outlined in the Vendor Registration and How to Submit a Bid handbooks.

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## How long is the application open?

All application periods are subject to available funding. The first application period is October 7th, 2021 to December 15th, 2021. The eMACS application will close each week for one minute at midnight for DPHHS to review the submitted applications.

Future application periods are:

January 04, 2022 - January 31, 2022

April 01, 2022 - April 30, 2022

July 01, 2022 - July 30, 2022

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## I submitted my application but continue to receive eMACS system notifications, what do I need to do?

If you submitted your application and continue to receive eMACS system notifications, such as reminders on due dates, disregard the additional notifications. DPHHS will reach out to you directly with any questions and/or status of your application.

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### How often will I receive One-Time Child Care Stabilization Grant payments?

You will receive a payment every quarter. Payments will be made in January, April, July, and October. Your first payment will depend on when your application is submitted. Payments are subject to available funding.

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### What is the payment schedule for all the application periods?

Application Submission Date	1 <sup>st</sup> Quarterly Payment	2 <sup>nd</sup> Quarterly Payment	3 <sup>rd</sup> Quarterly Payment	4 <sup>th</sup> Quarterly Payment
10/7/21 - 12-15/21	January 2022	April 2022	July 2022	October 2022
1/4/22 - 1/31/22	April 2022	July 2022	October 2022	January 2023
4/1/22 - 4/30/22	July 2022	October 2022	January 2023	April 2023
7/1/22 – 7/30/22	October 2022	January 2023	April 2023	July 2023

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### Will the applications be reviewed by an individual or a team?

A team will review the applications and follow-up with any clarifying questions.

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### Is the One-Time Child Care Stabilization Grant a loan that needs to be paid back?

No, this grant is not a loan. These funds are provided to stabilize the continued operations of child care programs and to cover business expenses in response to COVID-19.

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### What is the length of time for a grant award for the One-Time Child Care Stabilization Grant?

12 months. All funding must be spent by September 30, 2023.

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### When do I need to have the One-Time Child Care Stabilization Grant funding spent?

Programs are encouraged to spend the funding each quarter. Grants are intended to cover ongoing operating expense.

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### Can I charge fees if I receive these funds?

Yes. You may charge fees to families attending your program. In the application, you will be asked to certify that you will provide relief from co-payments and tuition payments for the families enrolled in the childcare program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

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### Are the One-Time Child Care Stabilization Grant funds taxable?

Consult with your accountant for more information. If you receive these funds, you will be mailed a 1099 form.

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### How long do I have to stay in business if I receive stabilization grant funding?

It is expected that the provider remains in business and serving children during the period they are receiving stabilization funding plus 90 days after the date of the last payment. If a childcare business closes or sells during those time periods, they may be subject to repayment of funds.

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### How are these grants different than other grants I may have applied for in the past?

These grants are intended to support your operating costs. Often, in other grant opportunities, you may submit a certain plan for set purchases. For example, you may develop a budget to buy new playground equipment and submit a grant asking for funding to buy new equipment. Stabilization grants aren't really about new purchases, and more about what does it cost you to do business. Another example, stabilization grants might fund a person's mortgage or rent costs for the facility, but they wouldn't be used to buy a new facility.

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## ELIGIBLE PROVIDERS

### Who is eligible for the One-Time Child Care Stabilization Grant?

Eligible providers must be:

- open and providing care on the date of application or temporarily closed due to public health, financial hardship, or other reasons relating to the COVID-19 public health emergency, **and**
- licensed or registered and in good standing with Montana Child Care Licensing, **and**

- registered and current with the Montana Secretary of State

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## I am thinking about buying an established child care business and/or I am thinking about selling my business, am I eligible for the grant funds?

The PV # is the key here. A PV# (provider/business) in good standing with child care licensing is eligible to apply for grant funds. If a PV is no longer operating, they may not be eligible for continued funding once they are no longer operating (or a date of sale). If a business is purchased by someone who has a different PV#, they would potentially be eligible to apply for funding as long as they are in good standing and providing child care under that PV# at the time of application. This is important as operating costs/business models may be different from one program to another. The Department is not in a position to comment on individual business arrangements.

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## I am opening another location soon. Can I apply for the grant for additional locations?

Yes. Stabilization Grants are awarded by PV number. Each PV number that is licensed or registered and in good standing with Montana State Child Care Licensing is eligible to apply.

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## Under what circumstances can I be closed temporarily and still be eligible for these funds?

You are eligible for funds if your business temporarily closes under any of the following circumstances:

- Under guidance issued by the State of Montana or your local public health agency,
- Financial hardship
- COVID-19 illness or outbreak in your program
- Or other COVID-19 related reasons

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## Why does my business need to be registered with the Secretary of State?

If your business qualifies, registering your business with the Montana Secretary of State is a requirement to receive Montana One-Time Child Care Stabilization funds. To find out if your business qualifies, register your business, or get your registration current, go to <https://biz.sosmt.gov/forms/business>

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## Is the One-Time Child Care Stabilization Grant just for providers who care for children receiving the Best Beginnings Scholarship?

No. Programs that are licensed or registered and in good standing with Montana State Child Care Licensing are eligible to apply.

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## Are programs that are faith-based tax-exempt eligible for these funds?

Yes. Programs that are licensed or registered and in good standing with Montana State Child Care Licensing are eligible to apply.

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## Are nonprofit programs eligible for these funds?

Yes. Programs that are licensed or registered and in good standing with Montana State Child Care Licensing are eligible to apply.

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## Are programs receiving tribal funding eligible for these funds?

Yes. Programs receiving tribal funding and are licensed or registered and in good standing with Montana State Child Care Licensing are eligible to apply.

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## If I received other COVID-19 grants or loans, can I still apply for this grant?

Yes. Receiving other COVID-19 grants or loans does not affect your eligibility for the One-Time Child Care Stabilization Grant. The amount of funds you have received from other COVID-19 grants could affect how much funding you are eligible for.

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## Are Head Starts and Early Head Start programs eligible for these funds?

Yes. Programs that are licensed or registered and in good standing with Montana State Child Care Licensing are eligible to apply. If your Head Start or Early Head Start program is licensed, your program is eligible. Grant award amounts may be adjusted to account for funding received from the Office of Head Start.

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### My child care license is pending. Am I eligible for these funds?

Maybe. If your program is a new facility, then you are conditionally eligible for the funds. You may complete the grant application and submit. Once a full license is achieved and issued, we will review your grant application for funding.

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### My child care license is provisional. Am I eligible for these funds?

Maybe. If your program is in a provisional status due to a new license, you are eligible to apply. If your program is in a provisional status for any other reason, you are not eligible. We will work with the provider to get to good standing and become eligible to apply.

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## HOW TO PREPARE CHECKLIST

### How do I access the application in eMACS?

1. Access the eMACS site at: <https://bids.mt.gov>
2. Within the "KEYWORD" search bar, key "CHILD" and press enter.
3. This should bring up the open solicitation for the time period (as outlined on the table at the end of the application).
4. Follow the steps outlined in the Vendor Registration and How to Submit a Bid handbooks.

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### Why do I need an EMACS account?

DPHHS is using EMACS to collect the One-Time Child Care Stabilization Grant applications. You will need an account to apply. To set up a free eMACS account, visit:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfMontana>.

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### Am I the vendor or supplier for doing business with the state on EMACS?

Yes. You will use EMACS to complete and submit your application. Your child care business is considered a vendor on EMACS. Your business may also be referred to as a supplier.

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## Which Commodity Code should I choose when I am creating my profile on eMACS?

Commodity codes are used to notify you, the vendor, by email when a new bid comes open for services in that field. The code that best fits for child care is 5801.

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## I submitted my application but continue to receive eMACS system notifications, what do I need to do?

If you submitted your application and continue to receive eMACS system notifications, such as reminders on due dates, disregard the additional notifications. DPHHS will reach out to you directly with any questions and/or status of your application.

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## Why does my business need to be registered with the Secretary of State?

If your business qualifies, registering your business with the Montana Secretary of State is a requirement to receive Montana One-Time Child Care Stabilization funds. To find out if your business qualifies, register your business, or get your registration current, go to <https://biz.sosmt.gov/forms/business>

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## What is a salary scale?

The scale is the lowest and highest hourly wage your business pays employees. For example, the lowest paid person your business employs makes \$9.00 per hour and the highest paid person your business employs makes \$17.00 per hour. The salary scale is \$9.00 and \$17.00. You may also have a salary scale for each position. For example, lead teacher range is \$15-\$17 per hour, aide is \$8-10 per hour.

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## What are the allowable operating expenses?

You can use the One-Time Child Care Stabilization Grant money to pay for allowable operating expenses. The operating expenses are:

- Personnel costs like payroll, benefits, premium pay, bonuses, and staff recruitment and retention costs.
- Rent or mortgage and facility expenses like utilities, insurance, maintenance and minor COVID-19 related improvements.
- Personal Protective Equipment (PPE) like cleaning and sanitation supplies and services.
- Training and professional development for staff on health and safety practices
- New or updated equipment and supplies to respond to COVID-19

- Goods and services to maintain or resume business

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## What is considered a minor COVID-19 related improvement?

Examples of minor facility improvements are:

- fencing around playground area so children can social distance.
- furniture and shade structures to move routines outside so children can social distance.
- a hand washing sink to reduce the spread of COVID-19 germs.
- and anything that is not a *major renovation*.

As defined by 45 CFR 98.2, a *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.

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## What are the other COVID-19 relief funding my business might have already received?

Several different COVID-19 relief grants have been available from many different sources. Your business may have received CARES Act, Coronavirus Relief Funding for Non-Profit grants, School-Age grants, Pandemic Unemployment Assistance (PUA), Paycheck Protection Program (PPP) Loans, Small Business Loans, etc.

The State of Montana granted child care providers three rounds of payments through the CARES Act and the Coronavirus Relief Funding. The table below shows the amount of money awarded to each provider type.

	Family	Group	Center
Round 1	\$3,000	\$5,000	\$8,000
Round 2	\$2,500	\$3,500	\$5,500
Round 3	\$6,000	\$9,000	\$13,000

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## Why do I need my bank account and routing number?

If you are awarded, your funding will be electronically direct deposited into your bank account. You do not need your bank account information to apply, but it will be needed to complete your grant contract and receive payment.

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### Why do I need to complete a W9?

The IRS form W9 is used to request your taxpayer identification number (TIN) and other information from programs receiving funds. A TIN number is typically a social security number or employer identification number. The TIN given in the W9 will be used by DPHHS for tax purposes. You do not need your W-9 to apply, but it may be requested to complete your grant contract.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### What is Infant and Early Childhood Mental Health Consultation?

Infant and Early Childhood Mental Health Consultation (IECMHC) is a preventive mental health service that teams mental health consultants with adults who work with young children to improve children's social and emotional development. For more information, visit:

<https://dphhs.mt.gov/assets/ecfsd/childcare/LAUNCH/iecmhcinece.pdf>.

Statewide Infant and early Childhood Mental Health Consultation services will be dependent on available funding.

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### If a program chooses not to opt in to Infant and Early Childhood Mental Health Consultation, can the program opt in later?

Yes. However, it is free to the provider and there is no commitment to opting in. If you are considering participating in IECMHC, opt in on the application. Responses will demonstrate the level of interest and help plan for IECMHC.

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## **APPLICATION - Center, Group, Family**

### Who should I contact for general assistance?

For questions related to allowable costs, what data to input in field, and all other non-system function related questions, contact ARPA Contact Call Center 1-844-406-ARPA (2772) or email [ARPA.mt.gov](mailto:ARPA.mt.gov). You are encouraged to visit [childcare.mt.gov](http://childcare.mt.gov) and view the various resources that may already address your questions, such as the Frequently Asked Questions document.

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## When and how do I contact the eMACS Support Desk?

eMACS Support Desk can only assist with eMACS system function needs. eMACS Support can be reached at [emacs@mt.gov](mailto:emacs@mt.gov) or phone 406-444-2575. Prior to contacting eMACS Support, you are encouraged to visit the Vendor Resources Support section at <https://spb.mt.gov/eMACS-Resources>.

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## What if I don't have Microsoft Word on my computer?

The application is a Microsoft Word document. Microsoft Word is a common and standard home/school/office software platform. If your computer does not have Microsoft Word installed, you can purchase the product from many local office supply and retail stores, and from a variety of online sources. The product is also available online via monthly and yearly subscriptions. You may also visit your regional [Child Care Resource and Referral Agency](#) for a computer to use.

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## How do I complete the application? The boxes to type in are protected or won't allow me to type or select.

To complete the application, you must open the application on your computer and do a File>Save As; this will save the application to your computer in the location you designate. Doing this allows you to work on your application for as long as you need. When you are ready to submit your application, log into your eMACS vendor account, and access the eMACS solicitation number to be used during the period you are submitting your application (this information is available in the table at the end of the application).

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## Why can't I upload a document in eMACS?

Follow the eMACS solicitation submission steps outlined in the vendor resources "How to Submit a Bid>Responding to Events" handbook at <https://spb.mt.gov/eMACS-Resources>.

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## How do I know my file uploaded?

Your response will show as "submitted". For step-by-step instructions, view the steps outlined in the vendor resources "How to Submit a Bid>Responding to Events" handbook at <https://spb.mt.gov/eMACS-Resources>.

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## Can I revise my submitted application that was uploaded under an eMACS solicitation number that has since closed?

If you submitted your application under an eMACS solicitation number that has since closed, you must send an email requesting the application be "disqualified". The term "disqualified" is an eMACS system term and does not mean you are disqualified from submitting an application, it just allows the system to remove your application from being viewed by the State.

Steps:

1. Email April Pfeiffer [April.Pfeiffer@mt.gov](mailto:April.Pfeiffer@mt.gov) with a request to "disqualify" your submitted application; provide the company name you are registered in eMACS under.
2. Retrieve your application from your computer and make revisions. Save the latest version on your computer.
3. Access eMACS and log into your eMACS account (vendor profile).
4. Upload your revised application under an open eMACS solicitation number. Refer to the table at the end of the application for the eMACS solicitation number that can be accessed during a specific period.

For the eMACS steps on submitting an application in the system, visit: <https://spb.mt.gov/eMACS-Resources>.

Note: If this option is utilized, you will receive an eMACS system-generated notice stating you've been disqualified; disregard the system notice and proceed with resubmitting as outlined above.

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## Can I revise my submitted application that was uploaded under an eMACS solicitation that is still open?

Yes, if the eMACS solicitation number you uploaded your application under is still open.

Steps:

1. Retrieve your application from your computer and make revisions. Save the latest version on your computer.
2. Access eMACS and log into your eMACS account (vendor profile).
3. Access the open solicitation.
4. Select View Submitted Response>Click Withdraw Bid.
5. Upload your revised application, then submit it.

For the eMACS steps on submitting an application in the system, visit: <https://spb.mt.gov/eMACS-Resources>.

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### Can I revise my submitted application after it has begun the review process?

No. You cannot change your application once it has begun the review process. The review team will reach out to you if more information is needed.

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### Can I submit applications for multiple locations?

If the locations/PV#'s are tied to the same Tax ID Number, additional applications may be uploaded under "Supplier Attachments" and must be clearly marked to reference the PV/Location of each uploaded application.

If the PV/Locations are tied to different Tax Id Numbers, then you must complete an eMACS vendor registration profile for each Tax ID Number and upload applications accordingly.

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### The eMACS application asks for my bid amount. What should I enter?

The bid amount for the Montana One-Time Child Care Stabilization Grants is zero. Grant amounts will be based on allowable operating expenses.

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### Why does my business need to be registered with the Secretary of State?

If your business qualifies, registering your business with the Montana Secretary of State is a requirement to receive Montana One-Time Child Care Stabilization funds. To find out if your business qualifies, register your business, or get your registration current, go to <https://biz.sosmt.gov/forms/business>.

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### My provider type switched during the grant's timeframe. How do I capture expenses?

As long as your PV number stayed the same, submit one application. The current expenses will capture your actual operating expenses now. If you changed PV#, apply for the active PV# only.

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### How are the ages for infants, toddlers, preschool, and school age children defined?

Infants: under 19 months old

Toddlers: 19 - 36 months old

Preschool: 3-4 years old

School age: 5 years and older

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### How is the average enrollment by age determined?

There are a variety of ways you can determine average enrollment. One way could be to determine how many children you care for on a routine basis. Because it is an average, you can estimate. Your average enrollment might not equal your licensed capacity.

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### Should I include children who are enrolled part-time when I am calculating my enrollment?

Yes. Include children enrolled full and part-time.

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### What is a salary scale?

The scale is the lowest and highest hourly wage your business pays employees. For example, the lowest paid person your business employs makes \$9.00 per hour and the highest paid person your business employs makes \$17.00 per hour. The salary scale is \$9.00 and \$17.00. You may also have a salary scale for each position. For example, lead teacher range is \$15-\$17 per hour, aide is \$8-10 per hour.

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### What are the allowable operating expenses?

You can use the One-Time Child Care Stabilization Grant money to pay for allowable operating expenses.

The operating expenses are:

- Personnel costs like payroll, benefits, premium pay, bonuses, and staff recruitment and retention costs.
- Rent or mortgage and facility expenses like utilities, insurance, maintenance, and minor COVID-19 related improvements.
- Personal Protective Equipment (PPE) like cleaning and sanitation supplies and services.
- Training and professional development for staff on health and safety practices
- New or updated equipment and supplies to respond to COVID-19
- Goods and services to maintain or resume business

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## What is an operating expense?

Allowable operating expenses can look different from program to program. The following information can help guide you to determine which operating expenses to include.

The Montana One-Time-Only Child Care Stabilization funds are intended to pay for operating expenses to resume or maintain a childcare business. If the expenses you are wanting to fund with the grant money are something that you normally pay for or save for, they will most likely count as an operating expense in the current expenses section.

Please remember, you will be required to report on how you spend the funds and may be asked to show documentation and receipts.

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## Should I use business expenses from my 2020 Schedule C for “Goods and Services”?

Your Schedule C may help you identify the types of operating expenses you have. Working with a financial consultant or accountant may also be helpful. Fees to hire financial consultants, accountants, and other professional service providers are considered operational expenses.

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## Is refunding, waiving, and/or discounting tuition for parents an operating expense?

No. Tuition is not an operating expense. Tuition is revenue. However, waiving or discounting tuition does fulfill the requirement in Certification C of the application to provide relief from co-payments and tuition payments, to the extent possible, for the families enrolled in your childcare program.

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## Can I reimburse families who helped keep the child care program open?

No. Reimbursing families is not an operating expense. However, if you are awarded, you will be required to provide relief from co-payments and tuition payments to the extent possible for families enrolled in your childcare program. Some examples of relief might include:

- Maintaining current rates
- Establishing sliding fee scales
- Offering scholarships in addition to the Best Beginnings Scholarships
- Offering discounts

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### Can payroll taxes be included in my personnel costs?

Yes, payroll taxes are an allowable operating expense. For more information, go to the Code of Federal Regulations [CFR 200.470](#).

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### What are examples of staff retention and recruitment expenses?

Staff retention and recruitment expenses could include raises, bonuses, education stipends, free or reduced childcare, or staff appreciation expenses such as meals.

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### Are gift cards considered an allowable staff retention expense?

Gift cards are discouraged but could be considered a staff appreciation gift. Providers may need to provide documentation to show how gift cards are used for staff retention.

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### What types of positions are considered employees/personnel?

All positions that support the operations of the childcare program are considered employees, including owners, directors, lead teachers, assistant teachers, bus drivers, cooks, aides, etc.

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### What is Premium Pay?

Premium pay is a higher hourly wage paid during the COVID-19 pandemic.

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### Do existing loans count as an operating expense?

Maybe. If your loan is federally funded, including Small Business Administration (SBA)/Economic Injury Disaster Loans (EIDL), no. Federal ARPA funds cannot be used to pay other federal funds. If your loan is not federally funded and is part of your normal operating expenses, yes. The regular monthly payment is allowable.

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## Can I use grant funds to pay property tax?

Yes. Your regular property tax expense is part of your regular mortgage payment. You may not use grant funds to pay property tax debt. For more information, go to the Code of Federal Regulations [CFR 200.470](#).

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## What is considered a minor COVID-19 related improvement?

Examples of minor facility improvements are:

- fencing around playground area so children can social distance.
- furniture and shade structures to move routines outside so children can social distance.
- a hand washing sink to reduce the spread of COVID-19 germs.
- and anything that is not a *major renovation*.

As defined by 45 CFR 98.2, a *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.

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## Can I use grant funds to pay for financial consultation to help me consider how to use the grant funds?

Yes. Working with a financial consultant is an allowable operating expense. It might show up in your budget as a professional services line item.

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## We are growing and our new enrollment number will increase. Do we base our anticipated additional expenses on our current or our expected enrollment?

Current enrollment should be used for current operating expenses and anticipated additional expenses should include your estimated new enrollment. This is important for data gathering purposes only.

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## What are the other COVID-19 relief funding my business might have already received?

Several different COVID-19 relief grants have been available from many different sources. Your business may have received CARES Act, Coronavirus Relief Funding for Non-Profit grants, School-Age grants,



Pandemic Unemployment Assistance (PUA), Paycheck Protection Program (PPP) Loans, Small Business Loans, etc.

The State of Montana granted child care providers three rounds of payments through the CARES Act and the Coronavirus Relief Funding. The table below shows the amount of money awarded to each provider type

	Family	Group	Center
Round 1	\$3,000	\$5,000	\$8,000
Round 2	\$2,500	\$3,500	\$5,500
Round 3	\$6,000	\$9,000	\$13,000

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### Should I ask a family if they are part of the vulnerable populations?

No. This is sensitive information that you do not want to ask a family to share. Check the box if you already know that at least 1 child in your program falls into that vulnerable population.

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### What does homeless mean?

For the purposes of the One-Time Child Care Stabilization Grant, DPHHS is using the McKinney Vento definition. Homeless is defined as individuals who lack a fixed, regular, and adequate nighttime residence including:

- shared housing (or couch surfing), motels or hotels, camp grounds, shelters
- sleeping accommodations not meant for human beings
- cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

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### What are non-traditional hours?

Non-traditional hours are 6:00 pm to 6:00 am and weekends.

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### What is Infant and Early Childhood Mental Health Consultation?

Infant and Early Childhood Mental Health Consultation (IECMHC) is a preventive mental health service that teams mental health consultants with adults who work with young children to improve children's

social and emotional development. For more information, visit:

<https://dphhs.mt.gov/assets/ecfsd/childcare/LAUNCH/iecmhcinece.pdf>.

Statewide Infant and early Childhood Mental Health Consultation services will be dependent on available funding.

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### If a program chooses not to opt in to Infant and Early Childhood Mental Health Consultation, can the program opt in later?

Yes. However, it is free to the provider and there is no commitment to opting in. If you are considering participating in IECMHC, opt in on the application. Responses will demonstrate the level of interest and help plan for IECMHC.

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### Why is DPHHS asking additional questions as part of an information collection effort for the One-Time Child Care Stabilization Grant?

The information is being asked of all providers to evaluate how providers have been impacted by the pandemic.

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### Are the data provided in the One-Time Child Care Stabilization Grant application and which programs receive funding awards public information?

Most of the data in the application is classified as public data, and if requested, must be made available to the person requesting it. Personally identifying information is not public and will not be shared.

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### How will I be notified that I am awarded or denied?

You will receive a Notice of Award and a contract or a denial letter with an explanation of why you were denied via email through eMACS. Check your junk or spam email folders often. DPHHS is anticipating a large volume of applications and it may take several weeks to process your application.

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## What are some ways my childcare program can provide relief from co-payments and tuition payments for the families enrolled in my childcare program?

This is a business decision for you to make. Remember, you will be asked how you are meeting the criteria during site monitoring and/or quarterly reporting. Some examples might include:

- Maintaining current rates instead of a routine annual increase for example
- Establishing sliding fee scales
- Offering scholarships in addition to the Best Beginnings Scholarships
- Offering discounts

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## Are there other documents I need to upload with the completed application?

No. The application is the only document you need to upload when submitting the application.

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## IF I AM AWARDED

### How will I receive my One-Time Child Care Stabilization Grant funds?

You will receive your funding by direct deposit to your bank account from DPHHS.

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### How often will I receive One-Time Child Care Stabilization Grant payments?

You will receive a payment every quarter. Payments will be made in January, April, July, and October. Your first payment will depend on when your application is submitted. Payments are subject to available funding.

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### What is the payment schedule for all the application periods?

Application Submission Date	1 <sup>st</sup> Quarterly Payment	2 <sup>nd</sup> Quarterly Payment	3 <sup>rd</sup> Quarterly Payment	4 <sup>th</sup> Quarterly Payment
10/7/21 - 12-15/21	January 2022	April 2022	July 2022	October 2022
1/4/22 - 1/31/22	April 2022	July 2022	October 2022	January 2023
4/1/22 - 4/30/22	July 2022	October 2022	January 2023	April 2023
7/1/22 – 7/30/22	October 2022	January 2023	April 2023	July 2023

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### What if I can't spend all the funding?

Working with a financial consultant may be helpful to identify ways to spend the funds. If you violate the terms of the application certifications or contract or are found to have provided false or misleading information to DPHHS, you may have to repay prior payments, have future payments discontinued, and/or be referred for additional action.

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### Will I have to submit receipts to prove how I spent the funds?

Maybe. All awarded programs are required to maintain records of how the funds were spent and be prepared to share those records should the Montana DPHHS request them. DPHHS will conduct random monitoring audits. If selected for a random audit, you will be asked to provide the Department with receipts and other documentation to demonstrate the eligibility and use of funding.

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## IF I AM DENIED

### What factors would result in denial of an application?

Factors that result in denial are likely to be eligibility, such as not being licensed or registered and in good standing with Montana State Child Care Licensing. If you become eligible, you may apply. All denied applications will go to a review board for final determination before a denial letter is sent. In addition, there may be elements on your application that require adjustment in terms of the amounts for each of the areas, but the state will reach out to you seeking or providing more information.

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### If I resolve the reason I was denied, can I reapply?

Yes. Licensed and registered child care businesses that are in good standing with licensing are eligible to apply. To file an appeal, send an email to [HHSECFSDARPA@mt.gov](mailto:HHSECFSDARPA@mt.gov). Include your name, program name, PV#, and reason for appeal. Your appeal will be reviewed, and you will receive written notification stating the outcome of the review.

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