Montana Department of Public Health and Human Services

MONTANA CHILD CARE STABILIZATION GRANT FREQUENTLY ASKED QUESTIONS

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In the applications to DPHHS, child care providers submitted financial information in three areas: 1) current operating expenses based on what is allowable according to federal law; 2) anticipated additional operating expenses; and 3) past operating expenses incurred since March 1, 2020 that were not paid with other COVID-19 Relief Funds. The total amount of operating costs identified in the first 300 applications was $72,920,418, which exceeds the amount of $61,268,171 available to issue for stabilization grants.

Based on the unexpected demand and operating costs identified by the first 300 applicants, DPHHS realized that funding 100% of operating costs would not be feasible given the amount of federal funding available. Using this information, DPHHS decided it needed to base grants on a percentage of operating costs.

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

Example:

<table>
<thead>
<tr>
<th>Step 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current annual (12 months) operating expenses</td>
<td>$150,000</td>
</tr>
<tr>
<td>Covid funding already received</td>
<td>- $18,000</td>
</tr>
<tr>
<td>Difference</td>
<td>$132,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Difference times 45%</td>
<td>$132,000</td>
</tr>
<tr>
<td>x 0.45</td>
<td></td>
</tr>
<tr>
<td>Total award amount</td>
<td>$59,400</td>
</tr>
</tbody>
</table>

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.
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 expect to receive 45% of operating costs after COVID-19 Relief Funds have been deducted.

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.

How long is the application open?
All application periods are subject to available funding.

Application periods are:

October 7, 2021 - December 15, 2021
January 04, 2022 - January 31, 2022
April 01, 2022 - April 30, 2022
July 01, 2022 - July 31, 2022

Of note, the eMACS application will close each week for one minute at midnight for system maintenance.

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 contact you directly with questions and/or status of your application.
What is the payment schedule for all the application submission periods?

Providers will receive a payment every quarter. The first payment will depend on when the application is submitted. Payments are subject to available funding.

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

When will I receive my first payment?

Once a provider has received a letter of intent and returned the W-9 and EFT forms to DPHHS, those providers who submitted applications during the October 7, 2021 to December 15, 2021 period should receive a contract by email within 10 business days. The first quarterly payment will be issued within 10 business days of receipt of signed contract from the provider. For providers who submit applications in January 2022, April 2022, or July 2022, the first quarterly payment will be processed in accordance with the established payment schedule.

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

A team at DPHHS is reviewing the applications and following up with any clarifying questions.

What are the steps in the review process?

1. The first reviewer verifies the provider’s license status, application information, and COVID-19 Relief Funds to be deducted from operating expenses. If more information is needed, the first reviewer contacts the provider.
2. The second reviewer verifies information gathered during the first review.
3. Once an application is deemed complete, DPHHS calculates the award amount and sends a Letter of Intent to Award to the provider along with required W-9 and Electronic Fund Transfer (EFT) forms to complete.
4. Once the forms are received, DPHHS creates a contract and sends it to the provider for signature. This includes payment information and quarterly reporting requirements.
5. The provider returns the signed contract and then DPHHS signs it.
6. Quarterly payments begin. The first payment date depends on when the application is submitted (see below).
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.

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.

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

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. A provider will determine how they may offset costs to families.

Are the One-Time Child Care Stabilization Grant funds taxable?
If you receive these funds, you will be mailed a 1099 form. Consult with your accountant for more information.
How long do I have to stay in business if I receive stabilization grant funding?
Providers should remain in business serving children during the period they are receiving stabilization funding until at least 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.

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 are focused on what it costs you to do business. For example, stabilization grants might fund a person’s mortgage or rental costs, but they wouldn’t be used to buy a new facility.

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

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?
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.

- A PV number (provider/business) in good standing with child care licensing is eligible to apply for grant funds.
- If a PV number 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 number, they would potentially be eligible to apply for funding as long as they are in good standing and providing child care under that PV number at the time of application. 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.

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. July applicants must be in good standing with Montana Child Care Licensing by September 1, 2022, to be eligible to receive funding.

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
• Other COVID-19 related reasons

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.

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.
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.

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.

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.

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 affect how much funding you may receive in your grant.

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 are adjusted to account for funding received from the Office of Head Start.

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. July applicants must be in good standing with Montana Child Care Licensing by September 1, 2022, to be eligible to receive funding.

My child care license is provisional. Am I eligible for these funds? Maybe. July applicants must be in good standing with Montana Child Care Licensing by September 1, 2022, to be eligible to receive funding.

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.

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.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfMontana.

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.

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.
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 contact you directly with questions and/or status of your application.

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.

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.

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
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
- 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.

What are the other COVID-19 Relief Funds my business might have already received that will be deducted from my operating costs?
The following COVID-19 Relief Funds will be verified using publicly available sources and deducted from your operating costs. The final award will be calculated at 45% of the remaining operating costs.

- Montana Business Adaptability Grant Program, Montana Department of Natural Resources and Conservation
- Montana Business Stabilization Program, Montana Department of Commerce
- Montana Business Innovation Grant Program, Governor’s Office of Economic Development
- Behavioral Health Grants, Montana DPHHS
- Social Services Nonprofit Grants, Montana DPHHS
- Supporting Montana’s Families School-aged Child Care Grant, Montana DPHHS
- Child Care Supplemental Payments, also called CARES Act and Coronavirus Relief Funding, Montana DPHHS
- Head Start/Early Head Start funding, including COVID-19 related funding
- Child and Adult Care Food Program Emergency Funds, Montana DPHHS

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.
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.

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

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. You are encouraged to visit childcare.mt.gov and view the various resources that may already address your questions, such as the Frequently Asked Questions document.

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 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.
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.

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).

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. Ensure you select “Intend to Bid” as outlined in the handbook.

How do I know my file uploaded?
Your response on eMACS 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.

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 or if the application submission period has closed. The review team will contact you if more information is needed.
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.

Can I revise my submitted application that was uploaded under an eMACS solicitation number that has since closed?
Yes, if the application submission period is still open and your application has not begun the review process. To revise your application under these circumstances, 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 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.
Can I submit applications for multiple locations?
If the locations/PV numbers 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 number/Location of each uploaded application.

If the PV number/Location 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.

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.

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.

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 numbers, apply for the active PV number only.

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
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.

Should I include children who are enrolled part-time when I am calculating my enrollment?
Yes. Include children enrolled full and part-time.

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.

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
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.

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.

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

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.

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.
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?
Yes. An existing regular monthly loan payment is an allowable operating expense.

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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
- 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.
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.

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.

What are the other COVID-19 Relief Funds my business might have already received that will be deducted from my operating costs?
The following COVID-19 Relief Funds will be verified using publicly available sources and deducted from your operating costs. The final award will be calculated at 45% of the remaining operating costs.

- Montana Business Adaptability Grant Program, Montana Department of Natural Resources and Conservation
- Montana Business Stabilization Program, Montana Department of Commerce
- Montana Business Innovation Grant Program, Governor’s Office of Economic Development
- Behavioral Health Grants, Montana DPHHS
- Social Services Nonprofit Grants, Montana DPHHS
- Supporting Montana’s Families School-aged Child Care Grant, Montana DPHHS
- Child Care Supplemental Payments, also called CARES Act and Coronavirus Relief Funding, Montana DPHHS
- Head Start/Early Head Start funding, including COVID-19 related funding
- Child and Adult Care Food Program Emergency Funds, Montana DPHHS

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.
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

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

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

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.

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.
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.

How will I be notified that I am awarded or denied?
You will receive a Letter of Intent to 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.

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

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.

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.
How often will I receive One-Time Child Care Stabilization Grant payments?
You will receive a payment every quarter. Payments will be made in February, April, July, and October. Your first payment will depend on when your application is submitted. Payments are subject to available funding.

What is the payment schedule for all the application submission periods?
Providers will receive a payment every quarter. The first payment will depend on when the application is submitted. Payments are subject to available funding.

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<th>Application Submission Date</th>
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<th>2nd Quarterly Payment</th>
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<td>October 2022</td>
<td>January 2023</td>
<td>April 2023</td>
<td>July 2023</td>
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When will I receive my first payment?
Once a provider has received a letter of intent and returned the W-9 and EFT forms to DPHHS, those providers who submitted applications during the October 7, 2021 to December 15, 2021 period should receive a contract by email within 10 business days. The first quarterly payment will be issued within 10 business days of receipt of signed contract from the provider. For providers who submitted applications in January 2022, the first quarterly payment will be processed in April 2022 in accordance with the established payment schedule.

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.

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 DPHHS request them. DPHHS will conduct random monitoring
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.

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 contact you seeking or providing more information.

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. The final application period is July 1 through July 31, 2022. To file an appeal, send an email to HHSECFSARPA@mt.gov. Include your name, program name, PV number, and reason for appeal. Your appeal will be reviewed, and you will receive written notification stating the outcome of the review.

If DPHHS is unable to fund my grant request, can I reapply?
No. If you receive an Unfunded Letter, you are an eligible provider whose operating costs are lower than your COVID-19 Relief Funds that are deducted. You cannot reapply.