



# Department of Public Health and Human Services

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**Greg Gianforte, Governor**

**Adam Meier, Director**

January 21, 2022

Hello,

We wanted to provide an update on the Child Care Stabilization Grants and answer some of the questions we are receiving from providers regarding how grant awards were calculated and what to expect during the application review process. In accordance with the intent of these funds – which is to stabilize child care systems – the administration is committed to reaching and supporting as many eligible child care providers as possible despite limited federal funding.

The first application period was from October 7, 2021 to December 15, 2021. During this time, we received 440 applications. Of those, 385 are complete, unduplicated applications (as of December 16, 2021). We are in the process of reviewing these applications and sending out letters of intent to award stabilization grant funding. A second application period is currently open until January 31, 2022.

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 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.

Additionally, recognizing that some child care businesses previously received federal COVID-19 aid and some did not, DPHHS opted to subtract prior COVID-19 relief funding from those providers' anticipated allocations. DPHHS also subtracted any Head Start or Early Head Start funding received. These deductions were made in order to fund as many applications at the highest rate possible using the \$61,268,171 of available stabilizations funds.

After receiving feedback from the child care community, we have revised the list of prior COVID-19 relief funding types that will be deducted from operating costs to determine grant award amounts. We will be reviewing the 385 completed applications received during the first grant submission period to deduct only these amounts. Some of the 230 providers who received letters of intent to award may receive an updated letter from DPHHS to reflect this recalculated amount.

We continue to review the remaining applications received during the first grant submission period and will be sending out letters of intent to award, followed by contracts and payments in the coming weeks. The first quarterly payment should be issued within 10 business days after we have received a signed contract. The attached documents address frequently asked questions and further outlines our process.

Finally, it's important to understand where we have been and where we are headed as we reinforce our critical child care industry. As we shift from emergency models of support and funding, Montana maintains extremely low unemployment and its workforce cannot be effectively served due to a lack of child care capacity. We are pleased that our efforts continue to move from 'survival business practices and programming (i.e., keeping the doors open) and morph into stabilizing your industry long term. The Stabilization Grants are only one way to ensure the future of child care small business, promote opportunities to develop viable business plans, establish job security and a sustainable workforce, and consequently support Montana's children and families.

Other supports available for the child care workforce include recruitment and retention bonuses (soon to be issued through the Early Childhood Project); a technical assistance and training model for business continuity and sustainability, along with a shared service model to share expenses and expertise in business operations; an opportunity for communities to come together and plan for their individual and unique child care needs, with funding support; and funding support for new child care providers or those that decide to expand locations, their hours, slots, or offerings.

We remain dedicated to close collaboration with our child care provider community and interested stakeholders.

Thank you for your patience as we continue to process your applications and payments. We will continue to communicate with you regularly throughout this process. If you have not received a request for information to complete your application, a letter of intent, or a contract by February 4, 2022, please reach out to us at [Cindy.Straughn@mt.gov](mailto:Cindy.Straughn@mt.gov).

Sincerely,



Jamie Palagi, Administrator  
Early Childhood and Family Support Division

# QUESTIONS AND ANSWERS

## Child Care Stabilization Grant Application & Review Process

**Q: I haven't received a letter of intent to award. Did you get my application?**

A: If you received an email from eMACS shortly after you submitted your application providing confirmation of your bid, DPHHS is in possession of your application. We will contact you if we require more information to complete the review process.

**Q: How do I know my file uploaded in eMACS?**

A: 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>.

**Q: I submitted my application but continue to receive eMACS system notifications. What do I need to do?**

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

**Q: I returned my W-9 and EFT forms. Did you get my W-9 and EFT forms?**

A. Yes. DPHHS will contact you if we need you to make edits to the forms or if we haven't received your completed forms within two weeks. Please check your spam/junk mail and be sure your voicemail has space for us to leave a message.

**Q: I returned my W-9 and EFT forms over 10 business days ago. Did you send my contract?**

A. No. DPHHS has not emailed any contracts yet. We anticipate sending contracts by email to providers who have received letters of intent no later than February 4, 2022. Once a provider has received a letter of Intent and returned the W-9 and EFT forms to DPHHS, you should receive a contract by email within 10 business days.

**Q: Why did I receive a document showing my quarterly payments and requesting a signature?**

A. There were a few providers who received an automatic mailing showing their quarterly payments with a signature line. This is not a contract. DPHHS's IT team is working to ensure those automatic mailings are no longer generated.

**Q: When will I get my funding?**

A. We anticipate sending contracts by email to providers who have received letters of intent no later than February 4, 2022. Once a provider has received a letter of intent and returned the W-9 and EFT forms to DPHHS, you 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.

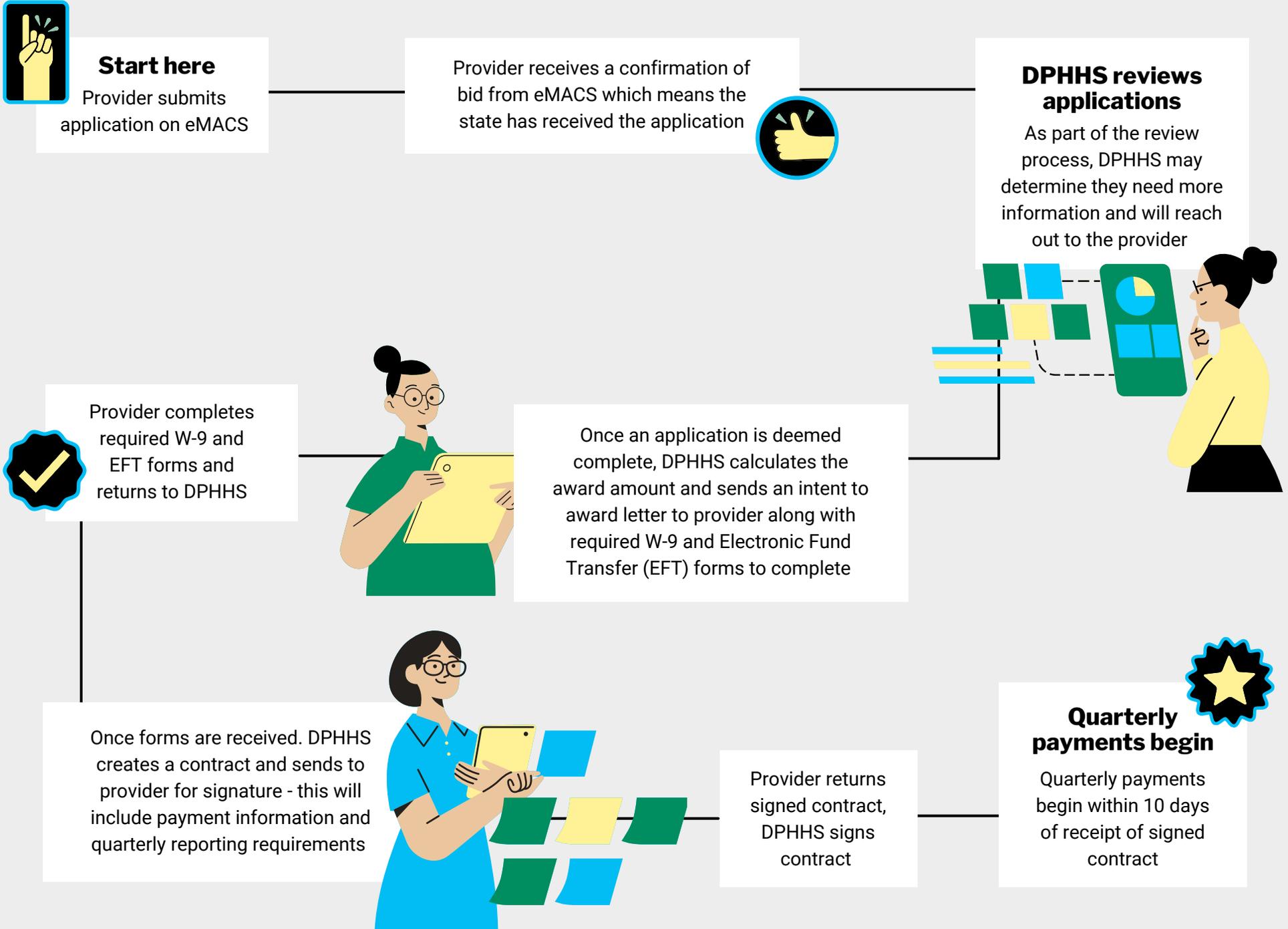
**Q: Why are you deducting previously received COVID relief funding?**

A. These deductions were made in order to fund as many applications at the highest rate possible using the \$61,268,171 of available federal funding. In accordance with the intent of these funds – which is to stabilize child care systems – the administration is committed to reaching and supporting as many eligible child care providers as possible despite limited federal funding. Demand and operating costs were ultimately higher than expected and some providers seeking aid had not previously received federal financial assistance while others had done so.

Please see our [Child Care Stabilization Grant](#) website for more information and FAQs.

# Child Care Stabilization Grant Application & Review Process

A step-by-step guide



## DEDUCTED COVID-19 RELIEF FUNDING TYPES

The following COVID-19 Relief funding 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 Department of Public Health and Human Services
- Social Services Nonprofit Grants,  
Montana Department of Public Health and Human Services
- Supporting Montana's Families School-aged Child Care Grant,  
Montana Department of Public Health and Human Services
- Child Care Supplemental Payments,  
Montana Department of Public Health and Human Services
- Head Start/Early Head Start funding, including COVID-19 related funding
- Child and Adult Care Food Program Emergency Funds,  
Montana Department of Public Health and Human Services

\*Note that this list does not include COVID-19 relief-related loans or funds received via the Small Business Administration's Paycheck Protection Program.