

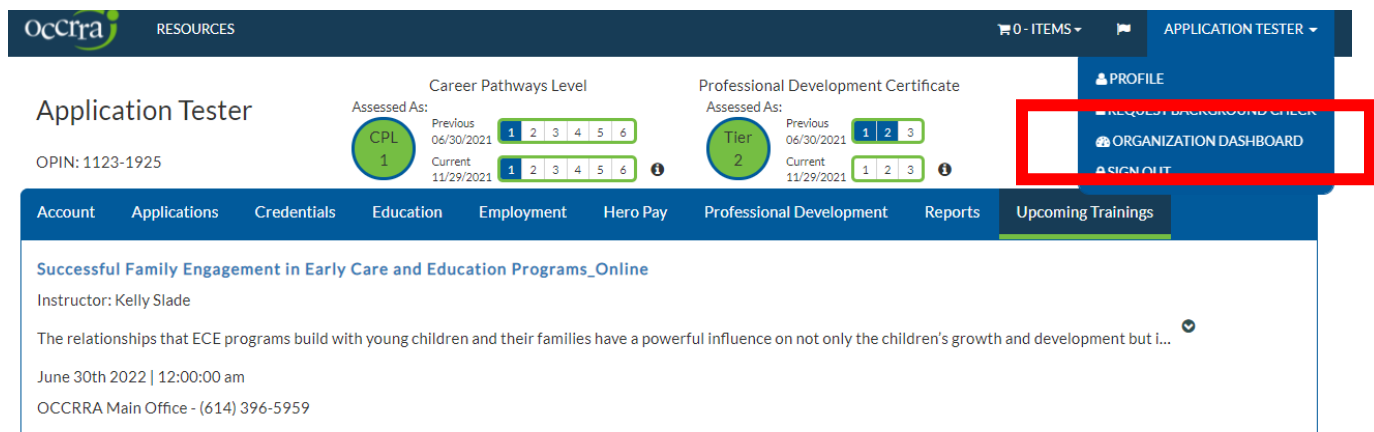
Stabilization Grant Reconciliation User Guide

The Stabilization Grant Reconciliation is available in the programs Organization Dashboard. If an administrator listed on the license or an owner need access to program Organization Dashboard, please email support@occrra.org with the name, OPIN and program license number that access is needed.

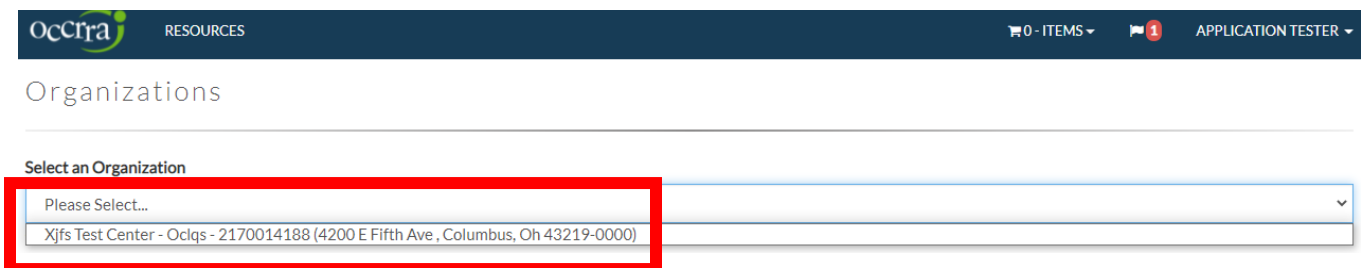
Please note- whomever starts the reconciliation, is the one who's information will populate the General Information section. Other program administrators who have Organization Dashboard access can edit and submit the reconciliation but whoever opened it initially is who will receive notifications regarding the status.

Accessing the Stabilization Grant Reconciliation

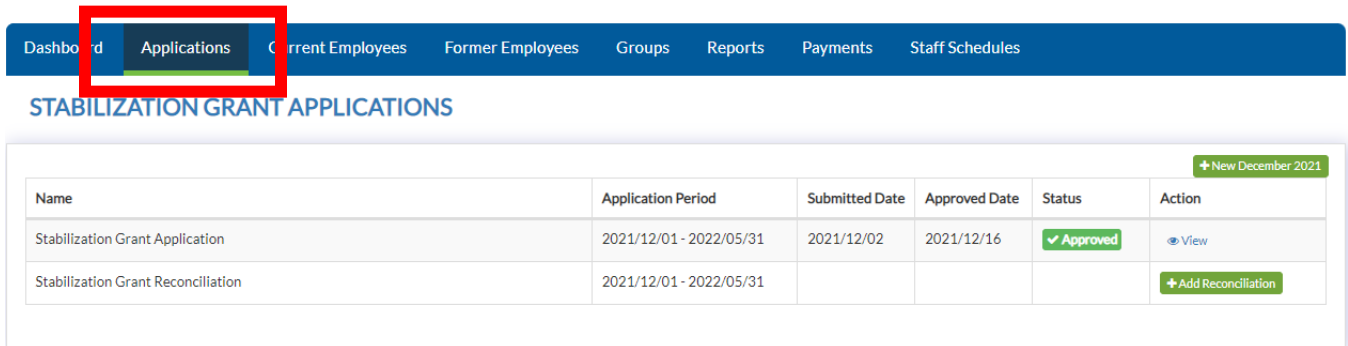
Log in to your Ohio Professional Registry (OPR) profile or create one by using this [Create Profile User Guide](#). Once logged into your registry profile, click on your name in the upper right-hand corner and select Organization Dashboard. (If you do not have this option, please refer to the first paragraph on how to get access to the programs Organization Dashboard)



Select the program name from the drop-down menu.



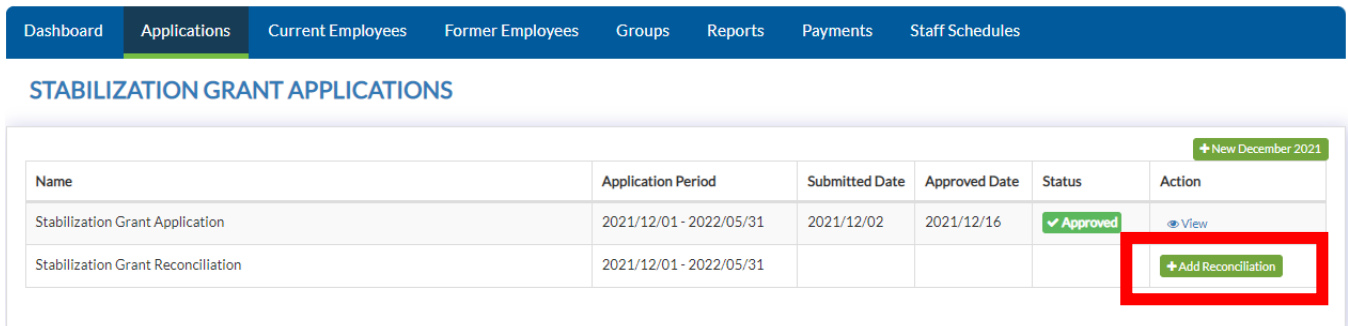
Navigate to the Applications tab in the programs Organization Dashboard.



Name	Application Period	Submitted Date	Approved Date	Status	Action
Stabilization Grant Application	2021/12/01 - 2022/05/31	2021/12/02	2021/12/16	✓ Approved	View
Stabilization Grant Reconciliation	2021/12/01 - 2022/05/31				+ Add Reconciliation

Locate your Approved Stabilization Grant Application.

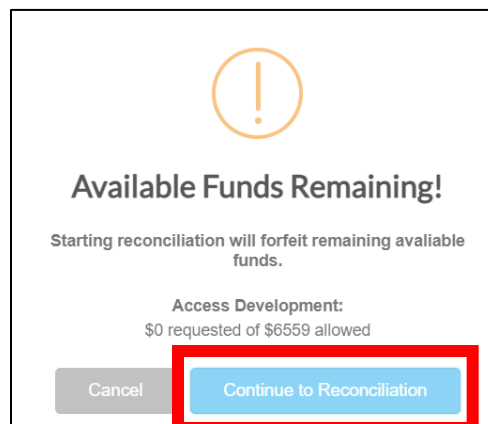
To begin a reconciliation, click on the green +Add Reconciliation button. To find reconciliation guidance, please visit our website [HERE](#).



Name	Application Period	Submitted Date	Approved Date	Status	Action
Stabilization Grant Application	2021/12/01 - 2022/05/31	2021/12/02	2021/12/16	✓ Approved	View
Stabilization Grant Reconciliation	2021/12/01 - 2022/05/31				+ Add Reconciliation

If you have not requested all the programs available funding, a pop-up will be displayed information you that if you start a reconciliation, you are forfeiting the remainder of that cycle's available dollars. To request the additional funds, click the cancel button and then create a new application by selecting +New December 2021 application button.

If you choose to forfeit the funds, click the blue Continue to Reconciliation button to move forward.



Available Funds Remaining!

Starting reconciliation will forfeit remaining available funds.

Access Development:
\$0 requested of \$6559 allowed

[Cancel](#) [Continue to Reconciliation](#)

Completing the Stabilization Grant Reconciliation

General Information

This section pulls over data directly from the registry profile. It will list the professionals name, role at the program, program name, program number, total license capacity and program type. This information cannot be changed.

General Information

Name of Owner/Administrator/Designee Completing Reconciliation

Reconciliation Tester

Role

Program Name

Program Number

Total License Capacity

58

Program Type

Jfscenter

Expenses

Each activity will be listed under the expenses section and list out the Use of Sub-Grant Funds that were selected in the application. To reconcile, type the amount of expenses per sub-grant activity in the boxes next to each activity. Once you begin typing, the Total Expenses activity will begin to total each entry for that Sub-Grant section. Do not round your entries and enter your exact expenses, even if the amount is over the total requested amount. Total expenses displayed will cap at the Total Requested amount.

Expenses

Child Care Stabilization Sub-Grants	Use of Sub-Grant Funds	Type Here ↓	Total Expenses*	Total Requested
Operating/New Pandemic Cost	Personnel costs including wages, benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions	16257.58	\$15293.00	\$15293
	Ongoing costs such as rent, mortgage, utilities, and insurance	250.85		
	Facility maintenance and minor renovations	9.85		
	PPE, sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, other expenses that facilitate business practices consistent with safety protocols	124.85		
Workforce Recruitment/Retention	Sign-on/retention bonuses, ongoing premium or hazard pay	8214.12	\$7646.00	\$7646
Access Development	Increase technology access by purchasing technology and new equipment for learning and development	8954.82	\$6559.00	\$6559
Totals			\$29498.00	\$29498

*Total Expenses displayed will cap at the Total Requested amount.



Each activity should have a dollar amount. If you find that an activity selected in the application, has a \$0, then the application will need to be amended. Send an email to support@occrra.org to have the application status changed to additional info to make this correction. The subtotaled amount entered for each sub-grant can meet or exceed the sub-grant requested amounts. Programs are not able to overspend in one sub-grant to cover a shortfall in another sub-grant.

If the program chose not to receive funds in a certain sub-grant category, the field will appear blank, and state “Waived” in the Use of Sub-Grant Funds category.

Workforce Recruitment/Retention	Increased wages	<input type="text"/>		
	Benefits	<input type="text"/>		\$3253
	Background checks	<input type="text"/>		
Access Development	Waived			\$0
Totals			\$0.00	\$9760

Once all the boxes have been entered with an amount over \$0, you will see the total expenses added at the bottom compared to the total amount requested. If the program did not use all the funds they received, the funds will need to be returned to OCCRRA. Guidance regarding returning funds can be found [HERE](#).

Child Care Stabilization Sub-Grants	Use of Sub-Grant Funds	Total Expenses	Total Requested	
Access Development	Expand number of current classrooms to serve additional Infants/toddlers	<input type="text" value="1000"/>		
	Expand number of current classrooms to serve additional School-agers	<input type="text" value="1000"/>		
	Expand services for children with special needs	<input type="text" value="1000"/>	\$5233.00	\$5233
	Increase technology access by purchasing technology and new equipment for learning and development	<input type="text" value="1000"/>		
	Support SA children with learning gaps and social/emotional needs	<input type="text" value="1233"/>		
Totals		\$22379.00	\$22379	



Certification/Signature

Each program must certify to the items listed in the reconciliation and sign it. The date will auto-populate to today's date when a signature is typed.

***Note- if you have not reconciled all the funds, the last certification option will state how much you owe back to OCCRRA.**

Certification

By checking this box, I agree to the following:

- I certify that the information provided in this reconciliation expense report is true and accurate to the best of my knowledge and represents the actual expenses used with these funds.
- I understand that I will need to keep receipts and documentation for purchases made with these funds.
- I understand that my reconciliation may be selected for a desk review where all documentation related to my reported expenses will need to be uploaded.
- I understand that I need to repay the \$22379 balance of funds received as my program received more funds than what is included in this reconciliation.

Signature of Administrator/Owner/Designee Date

The Submit Expenses button will remain yellow until all the required fields are entered. The red error will appear until all corrections have been made to the reconciliation.

Signature of Administrator/Owner/Designee Date

Signature is required

[Back To Applications](#)

Please correct the incomplete information outlined in red.

The professional completing the reconciliation will always have the option to Save as Draft at any time.

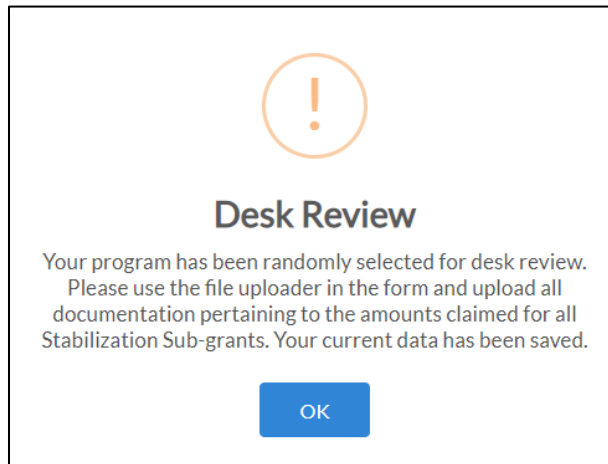
Once all items have been completed correctly within the reconciliation, the Submit Expenses button will turn green and allow the professional completing the reconciliation to click submit.

[Back To Applications](#)

Once the Submit Expenses button is clicked, you will be brought to the Organization Dashboard Applications tab where you will see the Stabilization Grant Reconciliation is now listed as Submitted with a View only option and you will be provided a notification of submission.

Desk Review Notice

20% of grantees will be selected to complete a Desk Review of the Child Care Stabilization Grant. Programs may be notified with the application status being changed to Additional Action Needed with a note requesting the required supporting reconciliation documentation. Some may receive the following pop-up when the Submit Expenses button is pressed.



The page will reload, and a PDF uploader will appear in the reconciliation to be completed. Upload all required documentation for the reconciliation by following the reconciliation guidelines found [HERE](#). Programs can upload one file with multiple documents. Please make sure the document you upload is legible for dates and amounts.

A new certification statement appears that must be selected prior to submission.

Certification

By checking this box, I agree to the following:

- I certify that the information provided in this reconciliation expense report is true and accurate to the best of my knowledge and represents the actual expenses used with these funds.
- I understand that I will need to keep receipts and documentation for purchases made with these funds.
- I understand that my reconciliation may be selected for a desk review where all documentation related to my reported expenses will need to be uploaded.
- I provided documentation for the purchases claimed in this reconciliation. I have clearly marked the corresponding expense category on my documentation.

Signature of Administrator/Owner/Designee

Date



Once you have uploaded all your supporting documentation, selected the new certification, and provided your signature you can hit the Submit Expenses button and be directed back to the Organization Dashboard. You will receive a notification of submission and can view the status of the reconciliation in the Applications tab. When a desk review reconciliation status is verified, this means that the desk review process is closed, and no further action is needed.

All Child Care Stabilization Grant resources can be found [HERE](#).

Please contact OCCRRA with questions at support@occrra.org.