

## Frequently Asked Questions (FAQs)

### 1. Where can I find guidance for the Application for Child Care Stabilization Sub-Grants and Reconciliation?

Please visit [www.occrra.org](http://www.occrra.org) for guidance and resource documents.

### 2. What is the CFDA number assigned by the federal government for the Stabilization Grant Funds?

The CFDA number for these funds is 93.575. Programs may need this number if they have organization audit requirements.

### 3. What Child Care Stabilization Sub-Grants are available to my program?

Certain grants are available by program type. Please see the Phase 4 chart below.

Program Type	Operating/ New Pandemic Costs	Workforce Recruitment & Retention	Access Development: Expanding classroom / age groups / special needs	Mental Health Workforce and Family Supports
Centers	X	X	X	X
FCC Type A	X	X	X	
FCC Type B	X	X	X	
In-Home Aides	X			
ODE (PFCC)	X	X		X

### 4. Are all ODE licensed programs eligible for this funding?

Only those ODE licensed programs who have a provider agreement to provide publicly funded child care are eligible for these funds.

### 5. What are the time periods when expenses need to occur for these funds?

The following describes the expense period for Phase 4 by sub-grant.

Sub-grants	Expense Period
Operating / New Pandemic Costs Sub-Grant	July 1, 2023 – June 30, 2024
Workforce Recruitment & Retention Sub-Grant	

Access Development Sub-Grant	
Mental Health Workforce and Family Supports	

**6. I am not able to see the application in my program’s OPR Organization Dashboard but believe my program is eligible?**

Programs must be in “Open” status as verified in OCLQS and serving children as well as meeting eligibility requirements to see the application from the Organization Dashboard. **For Centers, In-home Aides, Family Child Care – Type A and Type B, applications will open November 20, 2023 at noon.** Programs must be open as of the application in order to access the application. If your program was recently licensed, please contact OCCRRA to add the application to your program’s Organization Dashboard.

**7. How do I apply for the Child Care Stabilization Sub-Grants?**

The application(s) are located on the Organization Dashboard of the Ohio Professional Registry and will open based on program type. **The Phase 4 application deadline for all program types is 5:00 pm on January 12, 2024.** There is one application for all sub-grants. You will only be able to see the sub-grants for which your program is eligible.

**8. Who is able to access our program’s Sub-Grant Applications and Payment Portal for completion?**

Those with OPR Organization Dashboard access are able to access the Sub-Grants Application and Payment Portal in the OPR Organization Dashboard. The person who completes the application should have application information and banking account information to complete the process. Banking information will be evaluated using the GIACT tool. Programs have one opportunity to enter this information. The person who completes the application should also be the signer on the application.

**9. My Program’s License Capacity is not correct in my application for my current capacity, what should I do?**

For Phase 4, the License Capacity listed in the application is as of October 31, 2023 in OCLQS.

**10. Does our program need to provide reconciliation information?**

Yes, all programs receiving this funding need to provide reconciliation information. A portion of programs (20%) will need to complete a desk review process. Programs will be notified if they are selected for a desk review. It is possible for a program to be selected for a desk review in one or more phases. Please retain your receipts, paid invoices and documentation. If your program submits more than one application in a phase, there will be one reconciliation for all funds. Reconciliations for this funding needs to be completed before your programs can access additional funds for any new Child Care Manual Procedure Letters (CCMPLs).

**11. How do I complete the Payment Portal?**

The Payment Portal is a required step to complete the application and generate a grant payment. This provides information for your substitute W-9 and banking account information. Programs have one time to enter this information for the GIACT evaluation. Programs may

receive a check if the GIACT evaluation does not match banking records.

**12. How long will it take to approve my grant application and receive the money?**

Payments will be made approximately 4-6 weeks after an application has been approved. Application and payment status may be viewed on the program's OPR Organization Dashboard.

**13. How much can I receive with these funds?**

Maximum Funding Amounts are calculations based on Program Type. For In Home Aides, the Maximum Funding Amounts are flat rate amounts. You will be asked to enter a Requested Amount in the application. The requested amount should not exceed the Maximum Funding Amount and should be the amount your program will be able to spend in the expense period. You are able to enter an amount less than the Maximum Funding Amount. You are also able to waive a grant type by entering \$0 in that section.

For Phase 4, it is a lump sum that the program can determine the allocation among one or more of the sub-grants.

**14. My Family Child Care Program offers Nontraditional Hours. How do I make sure that this gets included in my grant amount?**

Type A and type B programs who have indicated in OCLQS that they provide the option for care during non-traditional hours will receive additional funds. When determining the sub-grant amount, the *maximum number of children permitted on-site per OAC, either 6 or 12 children, will be doubled*. **Non-traditional hours must be indicated in OCLQS prior to October 31, 2023.**

Non-traditional hours include the following timeframes, and do not include holidays.

- OCLQS Days of operation: Saturday and/or Sunday
- OCLQS Start/End times: 7 p.m. to midnight and/or midnight to 6 a.m.
- OCLQS Attendance Option: Weekends
- OCLQS Services Offered: Evening Care and/or Overnight Care

**15. I waived a portion of the funding, but I changed my mind, how do I edit my application?**

If the status of the application is approved or unable to verify, a new application will be required. Programs can open a new application and follow the same instructions as the initial application. We encourage programs to submit for all of the funding they believe they can spend during the expense period not to exceed the Maximum Funding Amount in their first application. Programs may submit an additional application for additional funding up to the Maximum Funding Amount until the application due date of **5:00 pm on January 12, 2024**. Programs will be required to complete reconciliation activities for all the funds received.

**16. I did not request the Maximum Funding Amount. How do I request additional funds for a sub-grant?**

If the status of the application is approved or unable to verify, a new application will be required. We encourage programs to submit for all of the funding they believe they can spend during the expense period not to exceed the Maximum Funding Amount in their first application. Programs

may submit an additional application for additional funding up to the Maximum Funding Amount until the application due date of **5:00 pm on January 12, 2024**. Programs will be required to complete reconciliation activities for all the funds received.

**17. Do I need to return funds that I request and am not able to spend on allowable items during the expense period?**

Yes, programs are required to repay all unspent funds. OCCRRA will work with programs to determine if any other allowable expenses in the expense period can be added. Please ensure your reconciliation is approved before sending the repayment so the correct amount is submitted.

**18. Can gift cards be used as a payment method?**

No, gift cards, gift certificates or similar instruments are not allowed for any purpose under these grants.

**19. What if I do not apply for this funding cycle by the January 12, 2024 deadline?**

If a program fails to submit all of the components required for a complete application which includes the application and payment portal by the grant application deadline, they will receive a status of “unable to verify” and not be considered for the grant. Due to the number of requests received during a grant cycle, no exceptions will be made for incomplete grant applications.

**20. What are the allowable items for each Sub-Grant?**

Please refer to the Stabilization Grant Application Guidance Document for information about allowable and non-allowable expenses. Details of what is allowable is listed under each activity within the sub-grant. **Please review carefully as some items have been changed or removed since prior phases.**

**21. If I am found ineligible, can I reapply for Phase 4?**

Yes, you may reapply when you are eligible within the application window through January 12, 2024 at 5:00 pm.

**22. If my program is determined eligible, but then my license is in the revocation process, is my program still eligible?**

Your program is no longer eligible because your program is no longer in good standing when in the revocation process.

**23. If my program issued hiring incentives or bonuses, and the employee did not fulfill the written agreement that is a part of the program’s hiring bonus and retention policy requiring continued employment, do I need to recoup the funds?**

This is a program’s business decision. If the program chooses to recoup the funds, they need to use the returned funds for the intended purpose reported on your application.

**24. Can I use the funds to purchase a new program?**

No, purchasing a new program is not allowable with these funds. Funds cannot be used to change from one program type to another.

**25. Are these grants taxable?**

Taxability of these funds is determined by the Internal Revenue Service. OCCRRA is required to provide programs with a Form 1099 based on how questions are answered on the electronic W-9 form provided. If your program is an S Corp, C Corp or Other then a Form 1099 would not be issued.

**26. What is the difference between minor and major renovations?**

Major renovations are not allowable. 45 CFR 98.2 defines “major renovation” to mean “(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.” In other words, funds may be spent on renovations such as painting, carpeting, and other activities that neither add to the permanent value of the property nor significantly alter the function or purpose of the facility.

**27. What do I do in the reconciliation if I did not spend funds on an activity I selected in the application?**

All activities selected in your program’s application will appear in the reconciliation. If funds were not spent on an activity, enter a \$0 for that activity and proceed with submission. If you have activities that you need to add to your reconciliation, please reach out to [grants@occrra.org](mailto:grants@occrra.org) with your license number. OCCRRA will send your application and reconciliation back with an Additional Info status to add an activity(ies). The application will need to be edited and re-approved before the changes can be completed in the reconciliation. Programs will not be able to revise total dollar amounts as payments may have already been received.

**28. When I attempt to complete the application, I receive an error that says “previous update still being processed.” How do I complete submission?**

Clearing cache will assist in moving forward with the application. The steps below are web browser specific.

**In Chrome**

1. On your computer, open Chrome.
2. At the top right, click More.
3. Click More tools. Clear browsing data.
4. At the top choose a time range. To delete everything, select All Time.
5. Next to “Cookies and other site data” and “Cached images and files,” check the boxes.
6. Click Clear data.

If this does not allow you to proceed, use incognito mode on Chrome (Mac and PC)

1. Open Google Chrome
2. Select the three dot icon in the upper-right corner.
3. Select New Incognito window from the drop-down menu. A new window opens, usually darker colored than normal, showing incognito at the top right.

### **Microsoft Edge**

To clear your browser cache and cookies in Microsoft Edge, go to Settings> Privacy> Clear browsing data and select Ctrl+Shift+Del. You can also type “edge://settings/clearbrowserdata” in your address bar to access this function

### **Safari**

To clear cache and cookies, from your home screen, Select Settings > Safari. At the bottom of Safari’s settings screen, Select Clear cookies and data or Clear Cookies and Clear Cache.

### **29. Who do I contact about Stabilization Grant application and reconciliation questions?**

Please contact OCCRRA at [grants@ocrra.org](mailto:grants@ocrra.org) or 614-396-5959.