



## Emergency Child Care Grant Award

### Frequently Asked Questions

#### **Q: How will I know if I have been approved to receive grant funding?**

You will be notified via the email address that you used to complete your grant application.

#### **Q: When will I be notified if I have been approved for a grant?**

We will be sending approval emails out to providers beginning May 20. If you do not receive a notice on May 20, your application is still in the review process.

#### **Q: I received an email confirming that I have been approved for an Emergency Childcare grant. What are the next steps?**

In the days following the notification of grant approval, you will receive an email containing your electronic grant agreement. It will be your responsibility to sign and return the paperwork.

#### **Q: What will I need to complete my grant agreement?**

You will need a couple of items to complete the signing process. Take time now to gather this information.

- 1) You will need your Tax Identification Number (TIN) **OR** Employer Identification Number (EIN).
- 2) You will also need a DUNS number. If you do not have a DUNS number, it takes 1-3 days, so please do this right away.

#### **Q: What is a DUNS number and where can I find my number?**

For more information specific to DUNS numbers, please see our [DUNS Number Guide](#).

#### **Q: How will grant amounts be distributed?**

Checks will be mailed to the address provided during the electronic process. Grant money will be distributed in 50/25/25 increments. You must reply to emails and attest that you are open and serving children according to the grant agreement in order to continue receiving payments.

**Q: When will I receive my follow up report?**

Grantees will receive a follow up report via DocuSign email on June 15, 2020. This report must be completed by June 22, 2020 at 5 PM in order to receive the secondary payment by June 30, 2020. Applicants will also need to have a fully executed agreement and a completed W-9 form to receive payments.

**Q: What will be included in the follow up report?**

Grantees will be required to answer a short series of questions regarding current operations.

**Q: What happens if I fail to complete my follow up report?**

You will not receive the secondary payment until you complete your report.

**Q: When will I receive emails to attest that I am providing care?**

Emails will be sent to providers on June 15 and July 15.

**Q: When should I expect future payments?**

The second payment will be made at the end of June and the last payments will be made at the end of July.

**Q: Where can I view a sample of the grant agreement?**

A [sample grant agreement](#) can be found on our website.

**Q: How much grant money will providers receive?**

Grant amounts will vary based on the size and type of provider.

PROVIDER TYPE	GRANT AMOUNT
Regulated Subsidy and Relative Care	\$702
Registered Family	\$2246
Certified Family	\$4212
Certified Center and Recorded Program	\$4680 per classroom (limit three)

**Q: Why are the final grant amounts different from the original estimates?**

We received more requests for funding than we had planned. We have adjusted the grant amounts to ensure all qualified applications will be funded.

**Q: What is the deadline for completion of the grant agreement?**

The grant agreement must be signed and returned no later than June 30, 2020. No payments will be made until the grant agreement is complete.

**Q: I have multiple sites, will I need multiple DUNs numbers?**

Each site will require a different DUNs number. When completing the grant agreement, applicants can note that they have applied for multiple DUNS numbers in the "Additional Details" section. Please see our updated [DUNS number guide](#) for details.

**Q: I do not have a TIN/EIN, can I use my Social Security Number instead?**

Applicants do not need a TIN or EIN number to obtain a DUNs number. However, when you complete the W-9 portion the grant agreement, a TIN/EIN will be required. For a sole proprietor, the TIN is generally their SSN.

**Q: I have been approved for grants for multiple sites. How do I know which application number goes with which license number?**

Please refer back to the [application platform](#) to verify which application number applies to which license number.

**Q: I have registered for a DUNs number, do I need to register for SAMs?**

No. You do not need to register for SAMs.

**Q: I am a provider who does not have a business name, what items can be submitted to prove evidence of business?**

A provider will only have a business name if they file it with the Secretary of State. This filing counts as one piece of documentation – applicants must submit two. If a provider has never filed their business name with the Secretary of State, then they do not have a business name and should use their first and last name when applying for a DUNs number.

If you are unsure of whether you have filed for a business name with the Secretary of State, please [search here](#).

**Q: What if I have to close my site, will I still qualify for my grant?**

Limited, temporary closures of no more than 14 days are permitted to meet routine business needs and due to illness. Grantee must describe the duration and reason for any temporary closure in its report to the Early Learning Division (ELD). ELD reserves the right to reduce the

amount of grant funds disbursed if grantee is closed for more than a limited, temporary closure during the performance period.

**Q: What can these funds be used for?**

Funds may only be used for allowable costs such as to pay for a lease/mortgage, utilities, insurance, food and supplies, staff compensation and benefits, and other reasonable operating costs. Please refer back to the [grant agreement](#) for details.

**Q: I have completed my grant agreement, when should I expect my funds?**

Per the [grant agreement](#), the initial 50% of grant funds will be distributed by mail within 10 days of executed agreement.

**Q: I submitted my grant application and forgot to include that I provide evening and weekend care. I have documentation to show this. Can I still submit this information?**

We are unable to amend and application after the grant deadline of May 11, 2020 at 5 p.m.

**Q: Providers are being asked for an SIC# as a part of the DUNS process – where can this be found?**

According to [DUN & Bradstreet](#), child care providers are classified as Educational Providers – the SIC# would be 82.

**Q: Our Emergency Child Care facility operates in a public school and we are not permitted to continue operating beyond the end of the academic school year. How will this impact our ability to receive grant funds?**

The [RFA](#) anticipated this circumstance and indicated that if a provider was required to close to comply with Emergency Child Care temporary rules, they would still be eligible for the full grant. The Emergency Child Care rules indicate that school-based Emergency Child Care must end no later than June 30, 2020 unless the school provided child care prior to the state of emergency.

**Q: What are the details for Phase 2?**

The Request for Applications (RFA) for Phase 2 was released on June 8. Visit the [COVID-19 Grants webpage](#) for details.

**Q: I have received my grant agreement but I am still waiting on my DUNs number. Should I submit my grant agreement without a DUNs number?**

Please do not submit your agreement without a DUNs number. We understand that some applicants are still waiting to receive their DUNs number(s). The grant agreement will be available for submission until June 30, 2020.

**Q: Why was my grant agreement declined?**

If your grant agreement was declined, it is likely due to an insufficient or incorrect DUNs number.

**Q: My grant agreement was declined. How can I edit the information provided on the grant agreement for resubmission?**

If you need to update the information/DUNs number on your application, please email [ECCgrants@state.or.us](mailto:ECCgrants@state.or.us).

**Questions?**

Please direct all questions to [ECCgrants@state.or.us](mailto:ECCgrants@state.or.us). We will continue to update the FAQs on our website.