



Online Application User Guide

Welcome

This is a step-by-step visual guide for how to complete the online application for the Emergency Child Care Grants, Phase 2. If you need accommodations, please contact us by email or phone at ECCgrants@state.or.us or 971-707-2029.

The online application, and this guide, are available in English and Spanish. If you need other support completing the application, please contact your CCR&R.

Before you Begin

Use Google Chrome or Mozilla Firefox when completing this online application. Internet Explorer is not recommended.

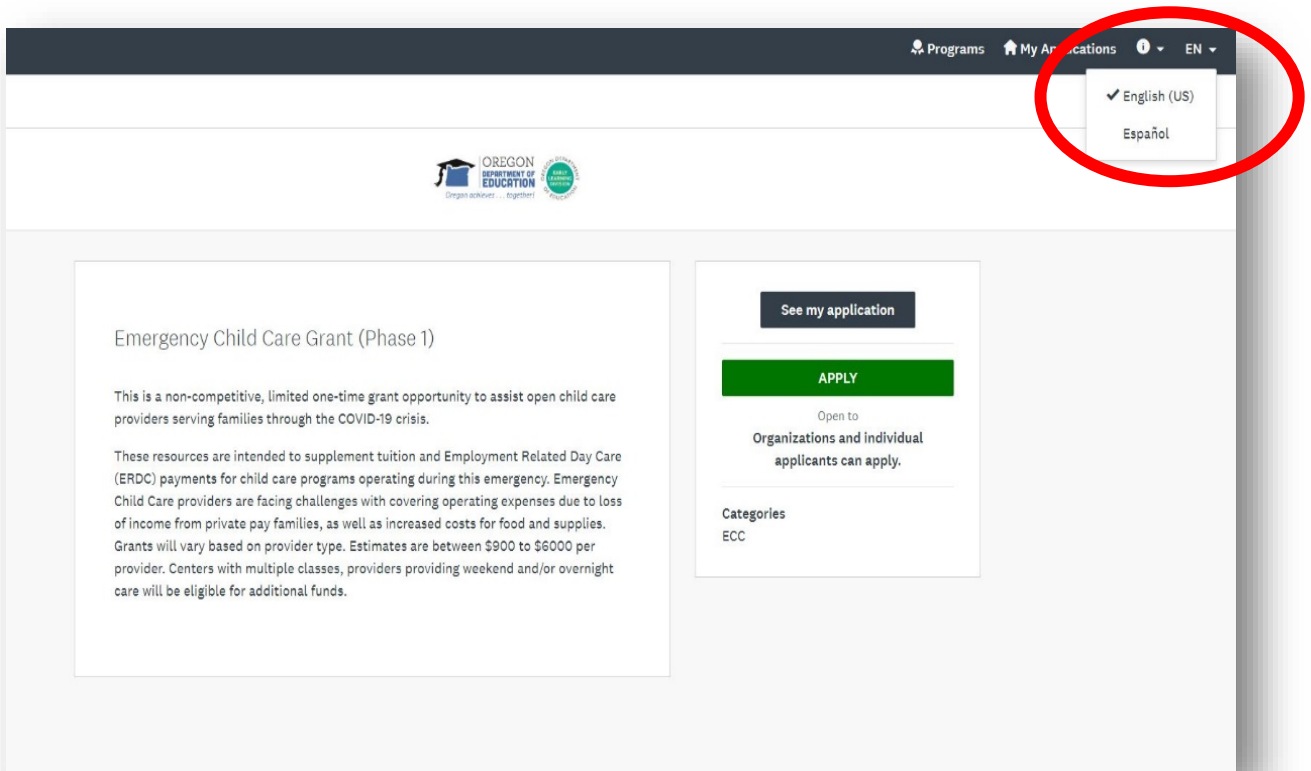
Applicants with @live, @msn, @outlook, @hotmail email accounts report having trouble receiving emails from our application system. Yahoo and Gmail email accounts work well. If you do not have a yahoo or google account, consider opening one for this application to avoid communication delays.

Let's Get Started!

The online application is open from June 22 (8 a.m.) until July 10 (5 p.m.) The system will be down for scheduled maintenance the morning of Saturday July 27.

Step 1: Go to <https://ode.smapply.org/prog/lst/> using Chrome or Firefox.

Step 2: Select your language preference. The online application is available in English and Spanish. Click on the "EN" to make your selection.



Step 3: Select "Register."



Step 4: You can register as an individual or as an organization, complete the form, then mark 'Create Account.'

Apply
Register for an applicant account

Register with

OR

Register as an individual
 Register as an organization


First name Last name

Email

Password

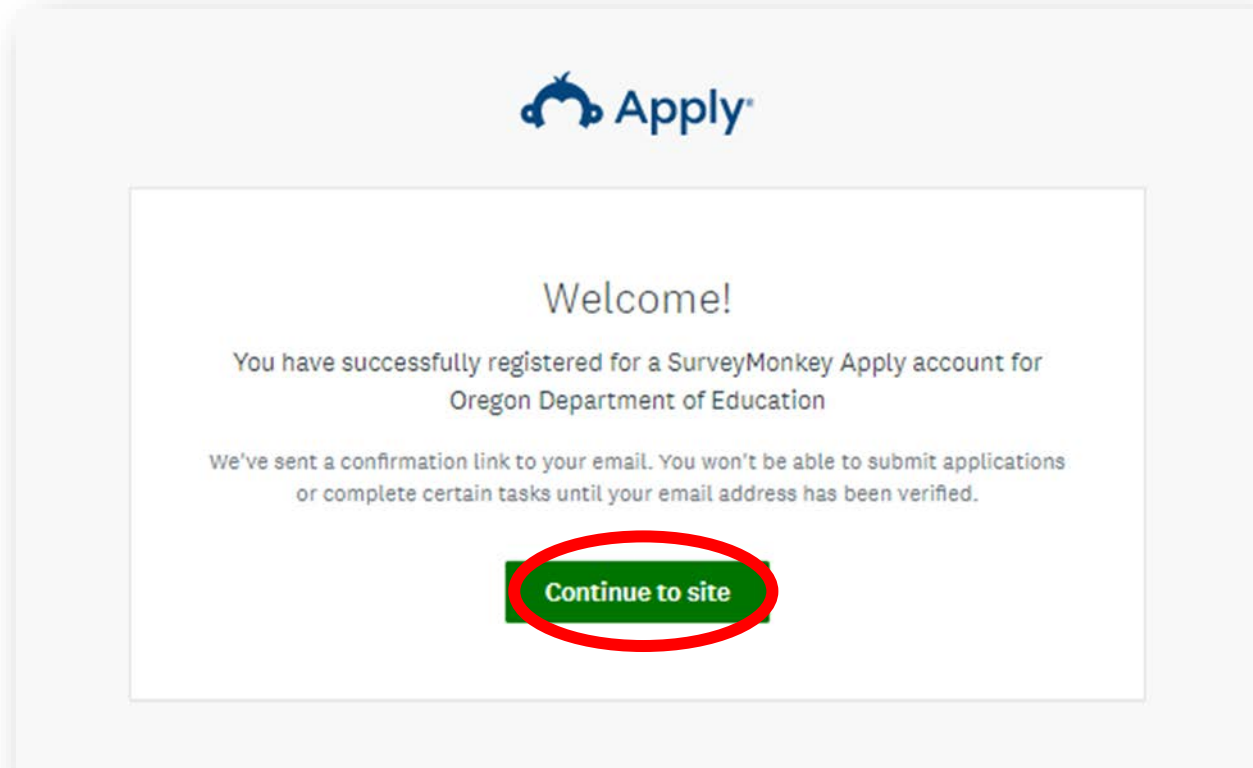
Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

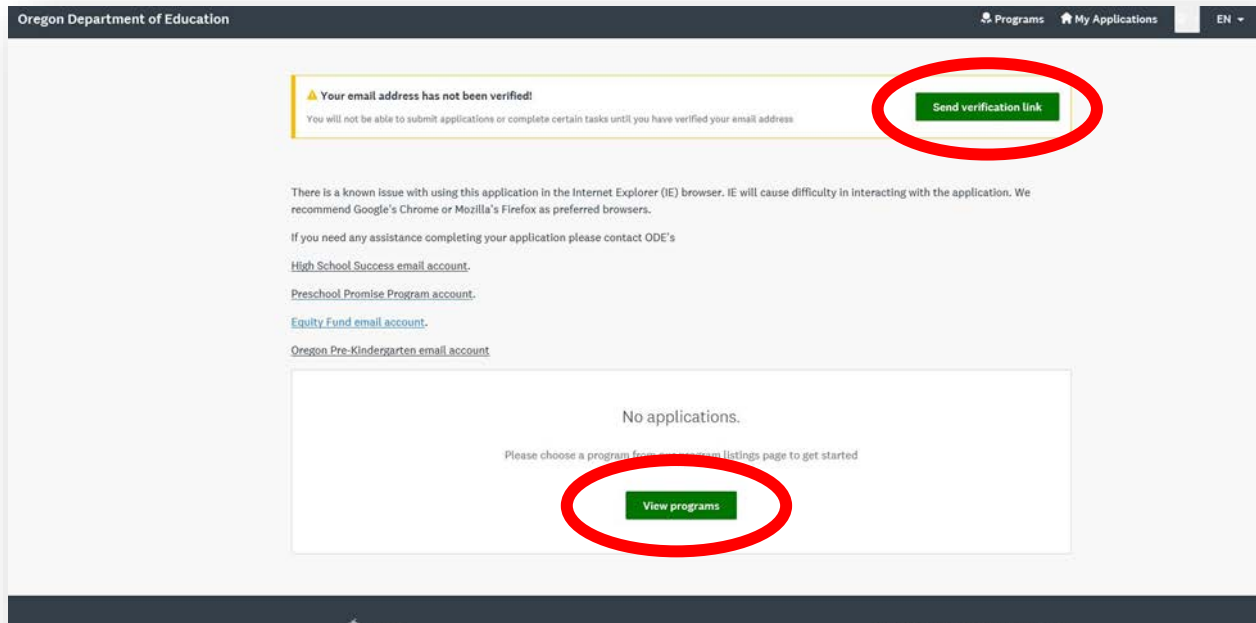
I'm not a robot  reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

Step 5: Select "Continue to site" to proceed.



Step 6: You will be prompted to verify your email address. Click on the “Send Verification Link” button at the top right hand corner of the page. This step is required in order to receive notifications about your grant.

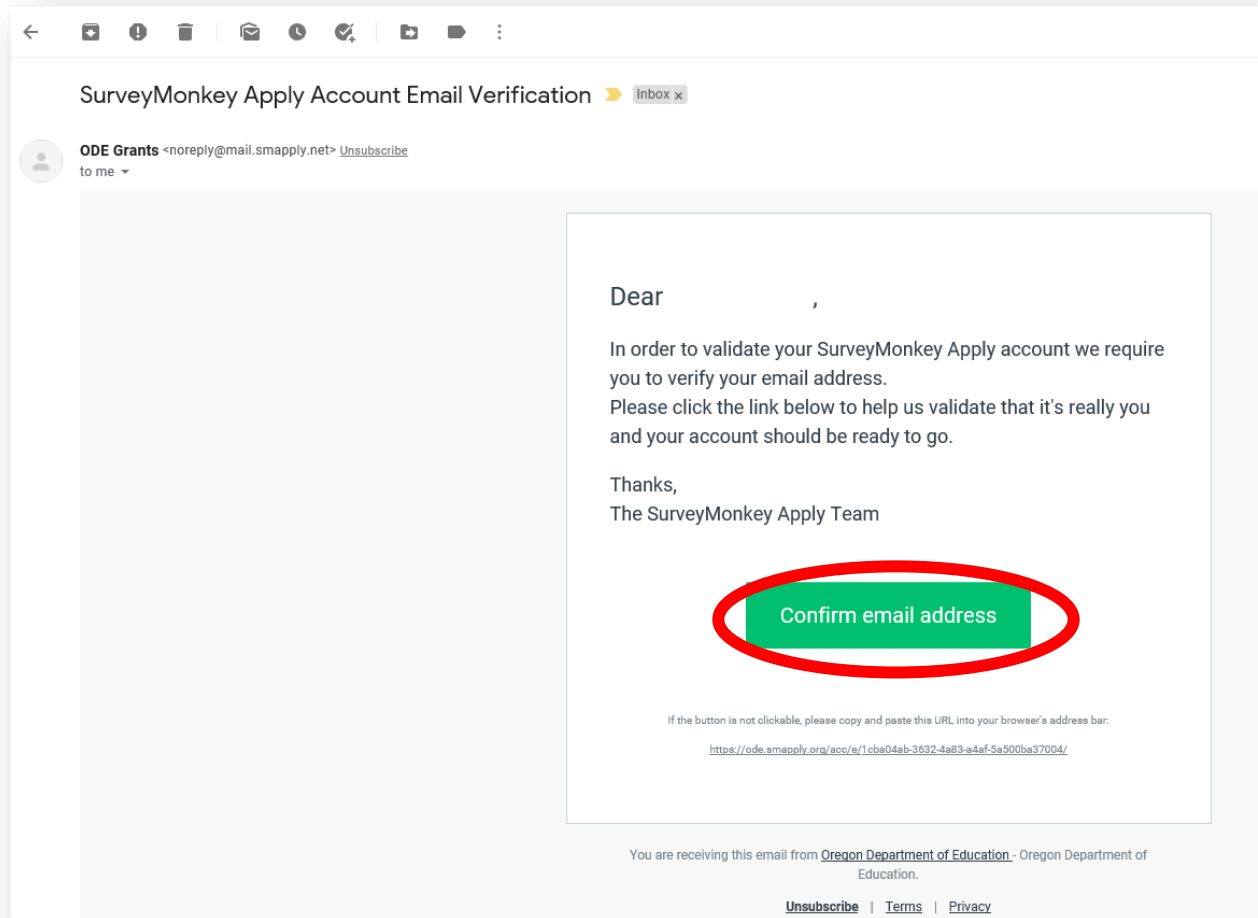


TIP: If you use MS Outlook and you do not see an email account within 5 minutes of creating the account, please check your SPAM folder. If the message is in your SPAM folder, all links are disabled, and therefore nonfunctioning. The message will also contain the following alert:

i Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. This message was marked as spam using a junk filter other than the Outlook Junk E-mail filter. We converted this message into plain text format.

Simply click on the BLUE "i" icon and click "Move the message to your inbox." This will enable all links and move the message to your inbox.

Step 7: After clicking on the "Send verification link," the following should appear in your email inbox. Click on "Confirm email address."



Step 8: Click "View programs."

There is a known issue with using this application in the Internet Explorer (IE) browser. IE will cause difficulty in interacting with the application. We recommend Google's Chrome or Mozilla's Firefox as preferred browsers.

If you need any assistance completing your application please contact ODE's

[High School Success email account.](#)

[Preschool Promise Program account.](#)

[Equity Fund email account.](#)

[Oregon Pre-Kindergarten email account](#)

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

Step 9: Select the "More" button shown on the ECC Grant Phase 2 window.

Emergency Child Care Grant (Phase 1)

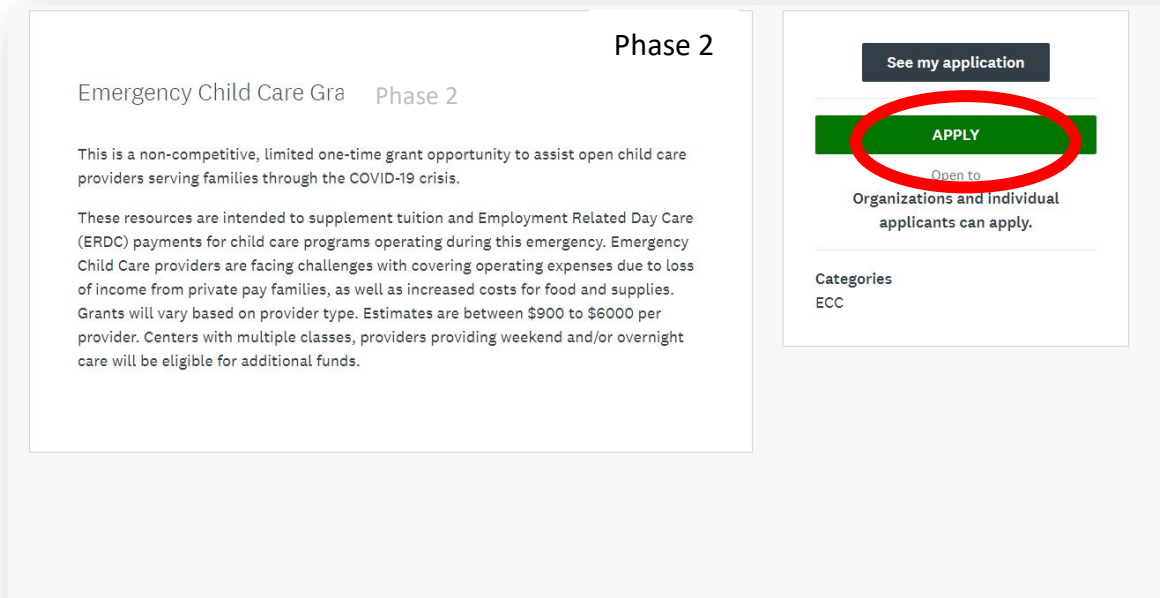
The Oregon Department of Education, Early Learning Division (ELD) is inviting applications from eligible child care providers to receive grant funding for the COVID-19 crisis. This grant opportunity is limited to those open and providing Emergency Child Care. Applicants must apply through this application.

Organizations and individual applicants can apply by

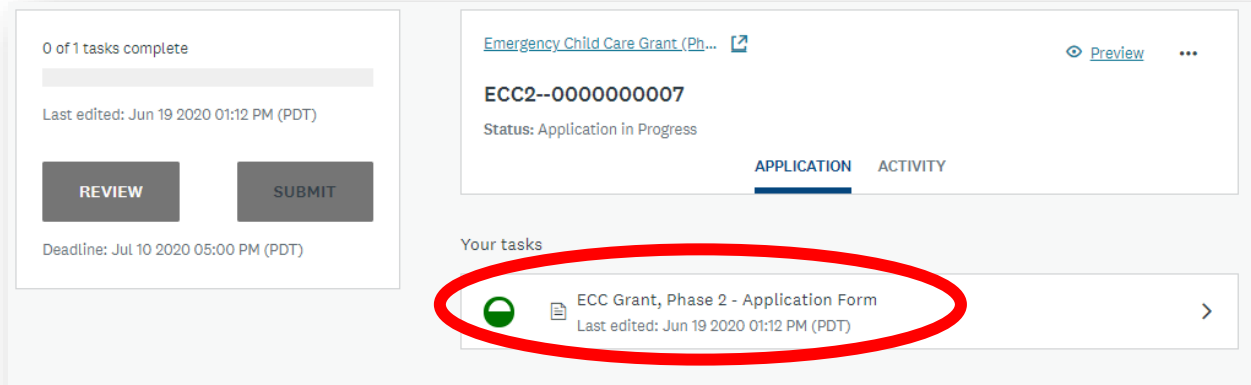
[See my application](#)

[MORE >](#)

Step 10: Select the "Apply" button shown on the top right hand corner of the webpage.



Step 11: Click here to start your application.



Step 12: Select your provider/program type, then select "Next."

Emergency Child Care Grant, Phase 2, Application

ECC Grant, Phase 2 Application 0%

Section 1: Child Care Provider Type

Provider/Program Type

Please, select one of the choices for provider/program type

- Licensed Providers (Certified Center, Certified Family and Registered Family)
- License Exempt Providers (Family, Friend & Neighbor provider - Regulated Subsidy or Relative Care)

SAVE & CONTINUE EDITING NEXT

Step 13: Complete the questions, and select "Next."

[← Back to application](#)

[Emergency Child Care Grant \(Phase 2\)](#)
ECC2--0000000007
ID: ECC2--0000000007 | Status: Application in Progress

ECC Grant, Phase 2 - Application Form >

0 of 1 tasks complete

Last edited: Jun 19 2020 01:12 PM (PDT)

REVIEW **SUBMIT**

Deadline: Jul 10 2020 05:00 PM (PDT)

ECC Grant, Phase 2 - Application Form
Deadline: Jul 10 2020 05:00 PM (PDT)

Emergency Child Care Grant, Phase 2, Application ✓ Draft saved

ECC Grant, Phase 2 Application 0%

Section 1: Child Care Provider Type

Provider/Program Type

Please, select one of the choices for provider/program type

- Licensed Providers (Certified Center, Certified Family and Registered Family)
- License Exempt Providers (Family, Friend & Neighbor provider - Regulated Subsidy or Relative Care)

Clear

Enter License Number (example: CC123456, CF123456, RF123456):

If you are uncertain of your license number, look it up on the Office of Child Care Safety Portal or call 1 (800) 556-6616.

Have you submitted or do you plan to submit an application to be an Emergency Child Care Provider by June 30, 2020?

- Yes
- No

Has your Emergency Child Care License been withdrawn or revoked?

- Yes
- No

Are you currently open or do you plan to reopen by September 1, 2020?



- Yes
- No

SAVE & CONTINUE EDITING **NEXT**

Step 14: Complete the questions, and select "Next."

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[Emergency Child Care Grant \(Phase 2\)](#)
ECC2--0000000007
ID: ECC2--0000000007 | Status: Application in Progress



  ECC Grant, Phase 2 - Application Form [→](#)

0 of 1 tasks complete

Last edited: Jun 19 2020 01:59 PM (PDT)

REVIEW **SUBMIT**

Deadline: Jul 10 2020 05:00 PM (PDT)

  ECC Grant, Phase 2 - Application Form
Deadline: Jul 10 2020 05:00 PM (PDT) ...

Emergency Child Care Grant, Phase 2, Application

ECC Grant, Phase 2 Application 25%

Section 2: Child Care Owner Information

If a business wishes to apply for multiple sites, each site requires a separate applications. Only one grant application may be submitted per child care site.

Name of the Child Care Business

Enter a business name (if it is registered with the Oregon Secretary of State); enter the owner's name (First and Last Name) if no business name.

Is the Child Care Site name the same as the legal name above?

Site name is the same as Business Name above

Site name is different than name above

Child Care Owner Information

Full Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="---"/>
Zip Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Continued...

Is the physical address of the Child Care Site the same as Child Care Owner address?

- Yes
- No

Select best contact for this application

- Business Owner
- Site Contact
- Other, please specify...

Other contact

If you are awarded a grant, we will send the agreement for signature to the email address used to submit this application: betsyimholt503+TestECC2Trouble@gmail.com

The owner will be required to complete a W-9 form as part of the grant agreement.

If you want the agreement sent to a different email address please complete the following (optional):

Full Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Step 15: Complete the question, and answer the optional questions, then select "Next."

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[Emergency Child Care Grant \(Phase 2\)](#)
ECC2--0000000007
ID: ECC2--0000000007 | Status: Application in Progress

ECC Grant, Phase 2 - Application Form >

0 of 1 tasks complete

Last edited: Jun 19 2020 02:02 PM (PDT)

REVIEW **SUBMIT**

Deadline: Jul 10 2020 05:00 PM (PDT)

ECC Grant, Phase 2 - Application Form
Deadline: Jul 10 2020 05:00 PM (PDT)

Emergency Child Care Grant, Phase 2, Application

ECC Grant, Phase 2 Application 50%

Section 3: Details about Child Care Provider

Applicants with a history of mismanagement may not be suitable to receive a grant and will be subject to review.

Have you ever been cited for mismanaging public funds?

Yes

No

Continued...

The following questions are optional. This information will be used for outreach purposes only.

What is your preferred language?

- | | |
|----------------------------------|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other, please specify... |

What is the race/ethnicity of the owner/director of your business?

- | | |
|--|---|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Latinx/Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White, Non-Hispanic/Latinx |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Multiracial |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Other, please specify... |

Continued...

Have you applied for other assistance?

- Small Business Loan
- USDA Child Nutrition
- Other, please specify...
- None

What support(s) do you need to be successful?

- I need additional funding to address my lost revenue
- In need help with my ERDC subsidy
- I need additional health and safety and cleaning supplies to maintain my emergency child care operation
- I need help understanding which loans and grants are most beneficial to me that I won't have to pay back
- My staff have moved on and I will need new qualified employees to hire when this emergency is over
- Other, please specify...

May we text you?

If "yes", please enter your number. Standard text messaging rates and data charges may apply.

PREVIOUS

SAVE & CONTINUE EDITING

NEXT

Step 16: Check the boxes and if ready to submit your application, select, "Mark as Complete." You will not be able to edit your application after it is submitted.

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[Emergency Child Care Grant \(Phase 2\)](#)
ECC2--0000000007
ID: ECC2--0000000007 | Status: Application in Progress

ECC Grant, Phase 2 - Application Form

0 of 1 tasks complete

Last edited: Jun 19 2020 03:51 PM (PDT)

REVIEW SUBMIT

Deadline: Jul 10 2020 05:00 PM (PDT)

ECC Grant, Phase 2 - Application Form
Deadline: Jul 10 2020 05:00 PM (PDT)

Emergency Child Care Grant, Phase 2, Application ✓ Draft saved

ECC Grant, Phase 2 Application 75%

Section 4: Attestation

You must maintain records, such as enrollment records, attendance records, payroll records and accounting records supporting information provided in this application for six years.

My Child Care facility will maintain appropriate awareness and will follow the "Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19" published by the Oregon Health Authority and the Early Learning Division

- I was not awarded a grant in Phase 1 of the Emergency Child Care Grants program
- I attest that the information I provided in this application is true and correct.

Attention!

Click on the **MARK AS COMPLETE** button to submit your application. Once your application is submitted you will not be able to make any changes.

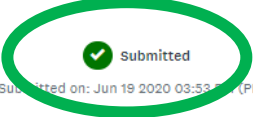
To save your progress and return later to complete click on the **SAVE & CONTINUE EDITING** button. Applications must be completed by July 10, 2020, 5 p.m. (PST).

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

Step 17: You did it! Your application is submitted!

[← Back to application](#)

[Emergency Child Care Grant \(Phase 2\)](#)
ECC2--000000007
ID: ECC2--000000007 | Status: In review

 submitted
Submitted on: Jun 19 2020 03:53 (PDT)

0 of 0 tasks complete

ECC Grant, Phase 2 - Application Form
Completed Jun 19 2020 03:33 PM (PDT) Deadline: Jul 10 2020 05:00 PM (PDT) Read only

Emergency Child Care Grant, Phase 2, Application

ECC Grant, Phase 2 Application
[Information about Child Care](#)

Section 1: Child Care Provider Type

Provider/Program Type

Please, select one of the choices for provider/program type

Licensed Providers (Certified Center, Certified Family and Registered Family)

Enter License Number (example: CC123456, CF123456, RF123456):

If you are uncertain of your license number, look it up on the Office of Child Care Safety Portal or call 1 (800) 556-6616.

CF123456

Have you submitted or do you plan to submit an application to be an Emergency Child Care Provider by June 30, 2020?

Yes

Success!

Step 18: You will receive an email confirming your submission.

Oregon Department of Education

Thank you for submitting your Emergency Child Care Grant application # ECC2--0000000005, Emergency Child Care Grant (Phase 2), license xxx12345. Applicants will be notified about application status after July 20th, 2020.

Thank you again for your commitment to our youngest Oregonians.

Sincerely,

The Early Learning Division

Gracias por enviar su solicitud de Subsidio de Cuidado Infantil de Emergencia #ECC2--0000000005, Emergency Child Care Grant (Phase 2), xxx12345.

Los solicitantes serán notificados sobre el estado de la solicitud después del 20 de julio de 2020.

Gracias nuevamente por su compromiso con nuestros más jóvenes de Oregón.

Sinceramente,

La división de aprendizaje temprano

You are receiving this email from [Oregon Department of Education](#) - Oregon Department of Education.

TIP: If you do not receive an email, it may be because you did not finish verifying your email. Not to worry! If you see the submitted status on Step 17, your application is in! However to receive important notices, please verify your email. Follow Step 6.