



**Emergency Child Care Grant Award  
(Phase 2) 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 applicants beginning July 20. If you do not receive a notice on July 20, your application is still in the review process.

**Q: I received an email confirming that I have been approved for an Emergency Child Care 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. Grantees must sign and return the grant agreement.

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

You will need a couple of items to complete the signing process. We suggest taking 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 to 3 days to register for a DUNS number, so please do this as soon as possible.

**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: Are the funds taxable?**

Funds may be subject to tax. Please consult your tax authority.

**Q: How will grant awards be distributed?**

Checks will be mailed to the address provided during the electronic application process. Grant funds will be distributed in 50/50 increments. You must reply to emails and attest that you are open and serving children according to the to the grant agreement in order to receive the second installment.

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

Per the Request for Application, 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.

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

Grantees will receive a follow-up report in a DocuSign email on September 15, 2020. Grantees will also need to have a fully executed agreement and a completed W-9 form to receive funds.

**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 installment until you complete your report.

**Q: Is there anyone available to assist with completing my application?**

Local CCR&R's are equipped to assist providers with completing the Emergency Child Care Grant process. Find your CCR&R [here](#). A user guide for the online grant system is posted [here](#).

Please direct all questions to [ECCgrants@state.or.us](mailto:ECCgrants@state.or.us) or 971-707-2029 (8 a.m. to 5 p.m. Monday through Friday). Frequently Asked Questions will be updated on the [RFA webpage](#).