



# Oregon

Kate Brown, Governor

Early Learning Division



October 27, 2020

Dear Provider,

The Early Learning Division (ELD) will be distributing additional Emergency Child Care (ECC) grant funding for eligible providers who did not receive funds in Phase 1 or Phase 2. The \$4.6 million in grant funding was allocated to Oregon through the federal CRF (Coronavirus Relief Fund) Act. Providers who are eligible do not need to complete an application to receive funds.

Licensed providers are eligible for this round of grant funding if you:

- Are currently approved and operating as an Emergency Child Care (ECC) Facility, *and*
- Agree to remain open and serving children through December 30, 2020, *and*
- Commit to adhering to the [Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19](#), *and*
- Have not been awarded funds in Phase 1 or Phase 2 of the ECC Grant Program.

All providers who meet the criteria will receive a grant. ELD will begin issuing Notice of Award and Grant Agreements through a DocuSign email on **November 2, 2020**.

**In order to receive funds, you will be required to:**

- Sign and submit a grant agreement by **November 30, 2020 at 5 PM**
- Provide a Data Universal Numbering System (DUNs) number on your grant agreement.
- Submit a completed W-9 form (Employer Identification Number (EIN) and Social Security Number (SSN) must match IRS records) with your signed grant agreement.
- Maintain financial and attendance records for six years.

**Please note:** If you do not have a DUNs number, register immediately with Dun & Bradstreet. For more information, the DUNs Number Guide is available in English and Spanish at [oregonearlylearning.com/COVID-19-Resources/Grants](http://oregonearlylearning.com/COVID-19-Resources/Grants).

Grant funds may only be used for allowable costs such as paying for a lease/mortgage, utilities, insurance, food and supplies, staff compensation and benefits, and other reasonable operating costs. These grant funds will be distributed in a single payment within approximately 10 business days of the fully executed grant agreement.

Resources pertaining to this grant will be available at [oregonearlylearning.com/COVID-19-Resources/Grants](http://oregonearlylearning.com/COVID-19-Resources/Grants) by October 27, 2020. If you have any questions relating to ECC grants or if you do not want to be considered for an award, please contact the ECC Grants team at [ECCGrants@state.or.us](mailto:ECCGrants@state.or.us) or 971-707-2029.

Thank you,



Miriam Calderon  
Early Learning System Director  
Early Learning Division



Amy Joyce  
Child Care Director  
Early Learning Division