



## Emergency Child Care Grant Program (ECC4) Frequently Asked Questions

### Q: Am I qualified to receive this funding?

To be eligible, child care providers must meet the following criteria:

- Licensed programs, recorded programs, and temporary unlicensed providers, *and*
- Are currently open and serving children and agree to remain open through the end of December 2020, *and*
- Have an active Emergency Child Care facility License or approval by November 1, 2020, *and*
- Are adhering to [Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19](#).

### Q: Do I need to apply to receive this grant funding?

There is no application process for this round of grant funding. A DocuSign agreement will be automatically emailed to all eligible providers, beginning the week of November 16, 2020.

### Q: How much money will providers receive?

Grant amounts\* will vary based on the size and type of provider, as well as Opportunity Zone status. Please refer to the table below.

PROVIDER TYPE	ESTIMATED GRANT AMOUNT	ESTIMATED OPPORTUNITY ZONE GRANT AMOUNT
Certified Center (CC)	\$15,000	\$17,000
Certified Family (CF)	\$9,000	\$10,000
Registered Family (RF)	\$6,400	\$7,400
Requesting Agency (RA)	\$14,000	N/A
Preschool/School Age Recorded Program (PS/SA)	\$7,000	N/A

\*Grant Amounts may be prorated at a higher or lower amount based on demand.

**Q: I am a Regulated Subsidy provider through the Oregon Department of Human Services (ODHS). Am I eligible to receive this grant?**

ODHS received \$3.5 million to assist in funding ODHS providers. Therefore, license-exempt family providers (also known as "Family Friend and Neighbor") including Regulated Subsidy (RS) providers, are not eligible to receive this round of grant funding.

**Q: What is an "Opportunity Zone," and how do I know if my facility is located within one?**

The Early Learning Division (ELD) applied the state's [Equity Lens](#) to determine which areas may be at highest risk of losing child care programs. The ELD also examined which areas of the state this would impact a majority of families of color, Indigenous families, and families living in poverty. An area was designated as an Opportunity Zone if it met any of the following criteria:

- An area of a city or county that had a lower child care supply relative to the state before the pandemic AND with a significant population of children of color.
- An area of a city or county that had a lower child care supply relative to the state before the pandemic AND where 20% or more of the population lives in poverty.
- An area of a city or county that is adjacent to an area identified above AND where 20% or more of the population lives in poverty.
- An area of a city or county that is identified as rural using United States Department of Agriculture (USDA) codes.

Click [here](#) to view a map of Opportunity Zones in Oregon. Use the search bar in the upper right-hand corner to zoom in and view your specific zip code, town, or address. The legend on the left indicates opportunity zone status.

**Q: Will I need to submit a new W-9 form?**

If you have changed your name or address, or have not previously submitted a W-9 form for an Emergency Child Care (ECC) Grant you will need to submit a new W-9 form with your grant agreement.

**Q: When do I have to sign and submit my grant agreement and required documentation?**

The first grant agreements will be issued the week of November 16, 2020. Providers have until December 14, 2020 at 11:59 pm to submit a grant agreement and all required documentation.

**Q: How will I receive my grant agreement?**

Eligible child care providers will receive their grant agreement by DocuSign email no later than end of business day on December 1, 2020. Agreements will be sent to the same email as all previous Emergency Child Care (ECC) grant correspondence.

**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 the following information:

1. 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, 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 these funds be distributed?**

The ELD will send out funds within 14 days following a completed grant agreement. Please anticipate an additional 5 to 7 business days for mailing. Grant funds will be sent in a single payment by mailed check to the address listed on the required W-9 form, unless an electronic payment method is already established with ELD.

**Q: I meet the criteria to receive this grant funding, but have not received a grant agreement in my email. Can I request to have an agreement sent to me?**

If you have carefully reviewed the eligibility requirements for this round of funding and believe that you qualify, but you have not received a grant agreement, please email [ECCGrants@state.or.us](mailto:ECCGrants@state.or.us) or call 971-707-2029.

**Q: I received Emergency Child Care grant funding previously. Am I eligible to receive this grant?**

Yes. All providers who are currently open and operating and have an Emergency Child Care (ECC) facility license or approval prior to November 1, 2020 are eligible to receive this grant.

**Q: Are these funds taxable?**

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

**Q: What can these grant funds be used for and when do they have to be used?**

Grant funds may 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 incurred during the grant period.

Per the grant agreement, funds must be spent on costs incurred during the performance period (April 1, 2020 - December 30, 2020). Funds must be spent within 90 days of issuance.

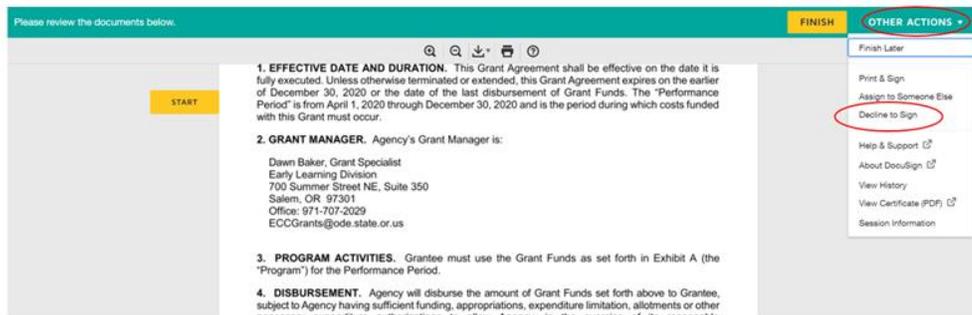
**Q: What is the source of the grant funding?**

The grant is funded by the federal Coronavirus Relief Fund (CRF).

**Q: I do not want to accept this grant. How do I decline?**

1. Click "Other Actions" in upper right hand corner of the agreement
2. Click "Decline to Sign"

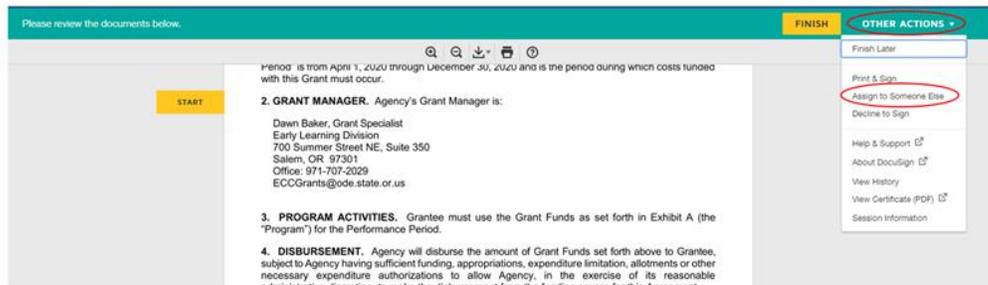
How To: Decline Agreement



**Q: I am not authorized to sign this agreement; can I transfer signing authority to someone else?**

1. Click "Other Actions" in upper right hand corner of the agreement
2. Click "Assign to Someone Else"

How To: Assign to Someone Else



**Q: Do these funds have to be spent by December 30, 2020?**

While ECC4 grant awards must be used toward allowable costs incurred during the performance period (April 1, 2020 – December 30, 2020), grantees will have 90 days from the date of issuance to allocate funds.

**Q: I am unable to spend all of the awarded grant dollars within the required timeframe. Should I return these funds?**

If you anticipate that you will be unable to spend the full amount of your grant award, please return funds to the address below as soon as possible.

Oregon Department of Education  
Attn: Julie Hansen  
255 Capitol Street NE  
Salem, OR 97310

**Additional Questions?**

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 Early Learning Division's [COVID-19 webpage](#).