
Frequently Asked Questions about Emergency Grants

1. Who can apply for these grants?

Any Early Childhood program or provider who is licensed or is exempt from licensing is eligible to apply for these grants. Applicants must have an organization ID on Develop to qualify. Emergency grants are limited to child care programs who have experienced a true emergency – including natural disasters, criminal activity or unforeseen circumstances- which poses an immediate threat to the health and well-being of children or threatens the program’s ability to remain licensed. Providers should budget for replacement of appliances, etc. as part of their regular budgeting process. Applicants must first report losses to insurance carrier. The grant can only cover items not covered by insurance.

2. What kinds of things can my program apply for?

Programs may apply for funds to replace or repair materials damaged or lost due to an emergency, or to correct infractions flagged by licensing. The items you apply for must directly affect the quality and safety of your program and meet licensing requirements. For family child care, items that are jointly used between your family and your business must be a shared expense. No more than half of any such item will be covered by the grant. The items you apply for must be comparable to the items lost. See the list of some examples on page 4 of this guide. Your local Child Care Aware agency may have additional guidance about allowed purchases

3. What kinds of things should my program NOT apply for?

These grant funds may not be used for major construction or renovations. Minor construction or renovations are allowed with documentation that the project is required by licensing, and/or is replacing what was lost. Also, grant dollars may not be used for religious-based curricula or counseling. Expendable or refillable supplies (diapers, wipes, soap, paper products) or office supplies (ink, paper, etc.) or overhead for the program. Please see the chart beginning on page 4 of this document for a guide to some approved items.

For Family Child Care providers, items that are covered under your homeowner’s insurance are not covered under this grant. Items that are jointly used between your family and your business must be a shared expense. No more than half of any such item will be covered by the grant. These may include appliances, home heating and cooling systems and repair work.

5. How much money can my program apply for?

The amount of the grant is dependent on the amount of funding available, so you can apply for the full amount that is needed to cover the emergence.

6. If my program receives a grant, are there any requirements that I have to meet?

YES. If you receive a grant, you will be required to:

- Remain licensed for 2 years beyond the date of the grant.
- Maintain a membership in Develop. (Develop is Minnesota’s Early Childhood Professional Registry. For more information, go to www.developtoolmn.org)

7. If my program is awarded a grant, how will my program receive the money?

All grants are paid on a reimbursement basis and after all requirements are complete.

8. How is it determined whether or not my program will receive funding?

Once you submit an application it will be reviewed to see if it is complete and includes all of the required attachments. If your application is not complete, it will not be considered for funding. Your application will then be reviewed by members of a review committee. Due to limited resources, your application may only receive partial funding.

9. When is this grant available?

On-going, subject to available funds.

11. How does my program apply for this grant?

Please contact your local CCA Grants Administrator for additional guidance about this grant funding. You must fill out the attached application form and mail it to the address listed on the front page of this application packet by the deadline date.

Changes in store for next year:

- Starting in the fall of 2020, all grant applications will be found on Develop – www.developtoolmn.org – and all documentation for the grant will be recorded there. You must have an organization ID to apply.
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Health and Well-Being

These grants may not be used for construction or capital improvements, unless it is flagged by licensing as a need (ex. Egress window, fence), and then only if work is completed by a licensed and bonded contractor.

Household alarms and detectors		Transportation safety	
<ul style="list-style-type: none"> • Smoke alarms • Carbon monoxide alarms • Radon detectors • Lead content detectors (for toys and other child items which could be put in the mouth) 		<ul style="list-style-type: none"> • Appropriate child restraint systems for the ages of the children in care • Safety helmets for children riding bicycles or tricycles • Strollers that meet safety specifications 	
Child Care emergencies		Safety	
<ul style="list-style-type: none"> • First aid kits • Fire extinguishers • Choke tubes (for gauging choking potential of small objects) • Disaster/Emergency Preparedness kits. 	<ul style="list-style-type: none"> • Hand-washing kits and posters • Healthy habits posters • Food group activities • Safety kits and posters 	<ul style="list-style-type: none"> • Safety gates • Appliance locks • Electrical outlet covers • Refrigerator thermometer • Hot liquids thermometer • Window blind and curtain cord tension or tie-down devices • Air purifiers, humidifiers, dehumidifiers • Light fixtures containing shielded or shatterproof bulbs, or motion detectors. 	<ul style="list-style-type: none"> • Fireplace, heater and wood-burning stove screen covers • Closet door latches to prevent a child from being trapped inside a closet • Locks for cabinets or locked storage units for medicines and cleaning agents • Panic hardware for exterior doors • Security Cameras • Alarm system (initial equipment cost) • Lock boxes for dangerous items.
Child safety		Facilities and operations	
<ul style="list-style-type: none"> • Child toothbrushes and individual toothpaste containers • Cribs, mattresses that meet safety standards • Cots, mats and linens for sleeping • Highchairs that meet safety standards • Changing tables 		<ul style="list-style-type: none"> • Egress windows • Lead-free environment • Facility improvements such as repairing steps, installing railing if flagged by licensing. • Gates 	
Outdoor safety		Health/Nutrition	
<ul style="list-style-type: none"> • Playground safety surfacing • Large outdoor umbrella • Sandbox covers • Infant bucket swings for outdoor playground swing sets • Swings with soft or flexible seats • Fencing 	<ul style="list-style-type: none"> • Shock-absorbent or loose material such as sand under outdoor climbing equipment • Outdoor play equipment that meets safety standards • Replacement of wooden barriers that contain creosote or arsenic • Guardrails on stairs 	<ul style="list-style-type: none"> • Secured garbage cans and wastebaskets; hands-free covered waste disposal cans • Purchase of safe plastics that do not contain polycarbonates for serving food • Consultation with a Child Care Health Consultant in Family Child Care Homes for health, safety, nutrition, infectious disease control and/or advice on the care of a child with special needs • Bibs and Eating utensils • Special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys 	

Program Materials as Required by Licensing

Items that have been damaged or lost as a result of an emergency situation.

Room equipment and furniture	Active Play
<ul style="list-style-type: none"> • Tables • Chairs • Coat, cubby units • Storage units • Centers: book, listening, writing • Computer table • Cots or mats • Classroom activity carpets • Activity mats and gyms • Classroom displays 	<ul style="list-style-type: none"> • Bicycles, Tricycles, • Wagons • Scooters, scooter boards • Balance beams • Tumbling mats • Play tunnels or hoops • Basketball hoops, balls • Playground equipment, climbers, swing sets, slides • Large unit blocks • Rocking boats • Parachutes • Large motor games, such as bean bag, ring toss
Manipulatives	Science and technology
<ul style="list-style-type: none"> • Materials that link, construction sets • Puzzles • Beads, lacing sets • Pegs and pegboards • Pre-writing stencils • Pounding benches • Tools and tool benches • Block play materials • Small design blocks • Sensory materials • Manual dexterity vests 	<ul style="list-style-type: none"> • Exploration kits • Nature activities and materials • Magnifying glasses, microscopes • Weather charts • Minerals/rocks • Magnets • Prisms • Science kits • Computers • Educational computer software
Social Concepts	Cognitive Development and Perception
<ul style="list-style-type: none"> • Costumes • Play masks • Dramatic play equipment • Dolls, doll houses and furniture • Other play buildings (e.g., barn, firehouse, school, etc.) • Animal collections • Puppets • Plush animals • Posters • Miscellaneous such as purses, cameras, phones • Multicultural games, activity kits, craft kits and books • Bilingual language materials • Youth cookbooks • Cooking utensils, pots, pans, and food items • Woodworking materials 	<ul style="list-style-type: none"> • Age-appropriate books • Storytelling kits and materials • Materials that promote phonological awareness. • Materials that promote print awareness. • Materials that promote alphabet awareness. • Early language concept activities such as object matching, sorting • Geometric forms and boards • Patterning activities and materials • Math awareness materials • Tactile numbers and tracing activities • Measurement kits • Clocks and time activities and materials • Calculators, money • Discovery boxes • Infant and toddler toys
Sensory	
<ul style="list-style-type: none"> • Music selections, Headphones, rhythm instruments • Art supplies including stencils and sponges • Sand and water tables and toys 	<ul style="list-style-type: none"> • Feely boxes • Sensory balls • Sight and sound tubes

Additional Requirements

- **Two-Year Requirement**

If you are awarded a grant, you will be required to provide active licensed child care services in Minnesota for a minimum of two years from the date of your award letter. If for any reason your program ceases to provide active child care services within the required timeframe, you will be required to repay grant dollars on a prorated basis.

- **Requests for a change in budget**

Take care in listing your budget requests. You will be asked to purchase items exactly as listed, except in circumstances such as items being discontinued by the manufacturer. In these cases, you must get prior approval for a budget change from the Grant Administrator. Only one budget change will be allowed per grant.

- **Services to Families Receiving CCAP**

Grant recipients may not refuse services to families receiving assistance through the Child Care Assistance Program.

- **Completion of Surveys and Report Forms**

Grant recipients are required to complete surveys requested by your district CCA.

- **Language Access**

Programs receiving grant dollars are required to make their child care services available to families who are non-English speaking or use English as their second language.

Submission Instructions

Fill out your application form completely in ink or online. (*No pencil*) Your application should be neat and easy to read, stapled together in order. Do not submit grant applications in folders or binders, professionally bound or store-bought.

1. Send in one complete packet including the full application and all attachments PLUS
2. **Keep 1** (one) copy of the completed application form and all required attachments for your records. You will need to refer back to your application form if you are awarded a grant.
3. Staple attachments to Original Application Only.
4. **Mail** or e-mail the original completed application form with all required attachments stapled to it.

Mail or e-mail applications and all attachments to: **Lakes & Prairies CCA**
Attn: CCA Grants
715 11th St N, Suite 402
Moorhead MN 56560
kellir@caplp.org

Application Checklist

Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed. (ink or online)
- Copy of your current child care license AND a letter of recommendation from your licensor** stating that you have had an emergency that poses an immediate threat to the health and well-being of children or threatens the program's ability to remain licensed.
- Copy of Develop membership verification**
- Estimate or bid** - This is required for installation of windows, or construction (as required by licensing), or major equipment assembly projects. This must be a bid from a licensed and bonded contractor. If you are only requesting the grant to cover the cost of materials, a bid from a contractor is not required.
- Pictures (ONLY 1 page)**: A picture of an item you are requesting from a catalog or the internet is recommended **only** if the items may be questioned by the reviewers.



Emergency Grant Application 2020

Please see the Emergency Grant Application Guide for information about filling out this application.

Organization applying for grant: _____

Organizational ID# on Develop: _____

DHS License #: _____ Tribal License #: _____

**If tribally licensed, please include a copy of your tribal license.*

If your program is license exempt, please check this box

Type: ___ Licensed Child Care Center ___ Family Child Care ___ School-based Program
___ Head Start ___ School-age program

Original License Date: _____

Location

Address: _____ City _____

Zip Code: _____ County: _____

Phone: _____

Do you accept CCAP? ___ Yes ___ No If yes, CCAP Number: _____

Grant Contact Information

Name of person responsible: _____

Email address: _____

Phone Number: _____

About your program

Licensed Capacity: _____

Number of Classrooms /Groups: _____

Below please enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

Total Number of Children Currently Enrolled: _____

Infants _____ High Needs _____

Toddlers _____ High Needs _____

Preschoolers _____ High Needs _____

School Age _____ High Needs _____

Race of Children Enrolled:

American Indian/Alaskan Native	Number ____	Percent of enrolled ____
Asian/Pacific Islander	Number ____	Percent of enrolled ____
Black/African American	Number ____	Percent of enrolled ____
Hispanic/Latino	Number ____	Percent of enrolled ____
Bi/Multi-Racial	Number ____	Percent of enrolled ____
White	Number ____	Percent of enrolled ____

Number of enrolled children speaking English as a second language:

Number ____ Percent of enrolled ____

What kind of programming does your Organization offer? (Select all that apply)

Part day (less than 5 hours per day)
 Full day (5 or more hours per day)
 Full week (5 or more days per week)
 Part week (less than 5 days per week)
 Evenings (after 6 PM)
 Weekends (Saturday and/or Sunday)
 Full year School Year only
 Other _____

Does your program have a Parent Aware Rating? No Yes (number of Stars: ____)

Did your program receive a grant last year? No Yes

Number of hours of Develop-approved training taken by you or a member of your staff since April 1, 2019: ____ (Attach Learning Record of person(s) taking training – showing approved training)

Purpose for requesting this grant

Give a brief summary of the purpose of your grant request (approximately 50 words). What is the immediate emergency, and how does it affect your ability to provide care (for example, is your program currently open?)

Impact

Describe the impact, if any, that this emergency has on your compliance with licensing standards. (If a correction order was issued, please indicate the date that it was issued).

Steps

Describe the steps you have already taken to respond to the emergency, including other agencies you have contacted for assistance.

Funding plan

Describe what you will do if you are not fully funded.

Careful planning

Describe how this expenditure is the best way to address the emergency. Have you explored insurance or warranty? Have you obtained estimates for repair and replacement?



Proposed Expenditures

Below, describe the item(s) you would like to purchase with your grant. **Duplicate this page as needed to describe all expenditures.**

You must attach documentation from your licensor that the items in your grant application are needed to meet licensing requirements. All items requested should be included in a letter or correction order from your licensor.

Item Requested	Cost	Description of Use
Total	\$	<i>Maximum amount of grant is _____</i>



Emergency Grant Participation Agreement

Program Responsibilities

I understand to be eligible to apply for and receive a Child Care Services Grant, my program must be licensed, currently operating and serving children. My program is not allowed to have any of the following licensing violations with the Minnesota Department of Human Services: Temporary Immediate Suspension, Suspension, Revocation or a Maltreatment Finding.

I understand that if my program knowingly submits false or fraudulent information during any part of the Grant Application Process, my program will no longer be eligible for funds, any funds reimbursed during this grant process would be required to be repaid, and appropriate authorities would be notified.

Upon application and notification of funding award, my program agrees to:

- Provide active licensed child care in Minnesota for a minimum of 2 years from the date of the grant fund notification.
- Enroll interested families participating in CCAP, without discrimination, if my program has vacancies.
- Make services available to families regardless of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or familial status.
- Participate in any requested surveys and report forms related to funding awards.

I understand the prior to receiving any funds, my program must:

- Require all early education professionals working at my program to have a current membership in Develop (developtoolmn.org) and be connected to my program.
- Verify on Develop the employment of all lead early education professionals currently working at my program.

Data Sharing

I understand that by signing this participation agreement, I am agreeing to allow Minnesota Department of Human Services share information with contracted agencies for the following purposes:

- Administer the grant application process.
- Analyze data on use of grant funds.
- Analyze the effectiveness of the grant administration process.

The data that could be shared about your program is listed below:

- All data submitted, on paper or via www.developtoolmn.org, related to your program’s participation in grant activities and grant documentation, including all information in your Organization Profile.
- The learning records of any early education professionals connected to your organizational account on develop.
- Information on purchases made with the funds.
- Information regarding the grant administration process, including fund reimbursement to your program.

Disbursing Funds

I understand that if my program is awarded a grant, funds are:

- Paid on a reimbursement basis after training requirements are verified.
- Reimbursed only if funds were used in the intended purpose as per the grant application and award letter.

Print Name

Signature

Date