

# Child Care Stabilization Subgrant: Program/Provider Requirements

## Eligibility for a Child Care Stabilization Subgrant

### Eligibility Criteria:

- All provider types must be:
  - (1) open and available to provide child care services on the date of the application; or
  - (2) temporarily closed due to a public health emergency, financial hardship, or other reasons related to the COVID-19 pandemic.
- Provider must have been licensed, regulated or registered through the State of Oklahoma as of March 11, 2021 if they are not currently licensed as of the date of the application.
- Center-based and Family Child Care providers do not have to participate in CCDF to be eligible. Relative providers must be serving a CCDF child to be eligible.
- These funds are available to qualified child care providers regardless of provider's previous receipt of federal assistance, including CCDF and other COVID-19 funding.
- Center-based and Family Child Care providers must meet CCDF licensing and health and safety requirements by being licensed by the State of Oklahoma on the date of the application. AST Relative home providers are exempt from this requirement.
- Complete the entire Child Care Stabilization Subgrant application.
- Agree to and sign the Child Care Stabilization Subgrant Agreement.
- Abide by the requirements within the Child Care Stabilization Subgrant Agreement, including the requirements of federal, state, and tribal law.
- Maintain records for expenditures of subgrant funding, outlined in the section below.
- Meet reporting requirements, outlined in the section below.
- Submit to program monitoring, if needed, to ensure appropriate use of funds.
- Use funds to support services provided during COVID-19 or in direct response to hardships as a result of COVID-19.

## Eligible Funding Uses

These subgrant funds must be used for at least one of the following activities:

- Personnel cost, benefits, premium pay, and recruitment and retention.
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance.
- PPE, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
- Purchases of or updates to equipment and supplies to respond to COVID-19.
- Good and services necessary to maintain or resume child care services.
- Mental health supports for children and employees.

## Record Keeping and Reporting Requirements

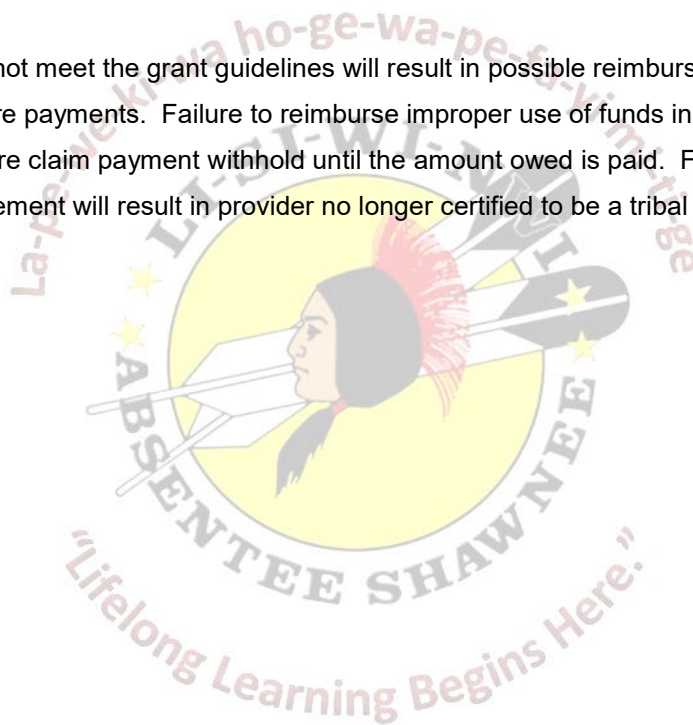
Grantees must maintain and retain auditable records during the term of this Agreement and for a period of at least seven (7) years following the expiration or termination of this Agreement.

Grantees must provide a written report of the outcomes of the grant which must include, at a minimum,

- How the funds were used,
- The impact the funds had on services, and
- The amount of funds used.

Monthly Provider Expense reports will need to be submitted by the 10<sup>th</sup> day of the following month. Delay or missed deadlines may result in delays or denials of disbursement for the following month. The final report shall be submitted to the program no later than August 15, 2022.

Expenses that do not meet the grant guidelines will result in possible reimbursement or withholding payment from future payments. Failure to reimburse improper use of funds in a timely manner will result in monthly child care claim payment withhold until the amount owed is paid. Failure to satisfy improper payment reimbursement will result in provider no longer certified to be a tribal child care provider and possible litigation.



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# Child Care Stabilization Subgrant Application

## Introductory Letter/Email

Dear Provider:

This letter is in reference to the ARP Act Child Care Stabilization Funding to address the challenges presented by COVID-19. This grant opportunity is available to any child care provider and/or program to alleviate some of the burden this global pandemic has had on your operations and ensure that your services continue to be provided to our citizens, children, families, and communities. Please complete the application and return it as soon as possible. Applications will be accepted on a rolling basis until funding has been exhausted.

When completing the application, please provide comprehensive, accurate information about your services, operating expenses, and use of funds awarded. Grants may be made to help you mitigate your losses and/or to cover your costs more broadly, depending on numerous factors within our community.

These subgrant funds must be used for at least one of the following activities:

- Personnel cost, benefits, premium pay, and recruitment and retention.
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance.
- PPE, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
- Purchases of or updates to equipment and supplies to respond to COVID-19.
- Good and services necessary to maintain or resume child care services.
- Mental health supports for children and employees.

Return the application by April 15, 2022 to be considered for a stabilization subgrant. Monthly payments will be made through August 2022 for eligible providers. If you have any questions regarding this matter please contact LaNora Buswell, CCDF Specialist, at (405) 445-6000 or [LaNora.Buswell@astribc.com](mailto:LaNora.Buswell@astribc.com).

Sincerely,

Briana Ponkilla

CCDF Coordinator

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