

## **SD CRRSA Stabilization Funding - Round 2 Frequently Asked Questions**

South Dakota has received funding from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, to help support child care programs impacted by the COVID-19 pandemic. A CRRSA grant opportunity (Round 1) was made available during the summer 2021. Another grant opportunity (Round 2) is now available for child care providers. Eligible child care programs were contacted directly about the grant opportunity, the amount they are eligible to receive, and what they need to do to receive the grant.

### **Grant Award Overview**

Child Care Program Stabilization funding is available to help sustain child care programs with ongoing expenses and new pandemic-related costs.

Available grant award maximums are:

- Registered Family Day Care Homes (1-12 children) - \$1,540
- Licensed Group Family Homes (13-20 children) - \$3,800
- Licensed Day Care Centers (21-200 children) - \$14,700
- Licensed Before and After School Programs (school age children only) - \$5,800

A provider that did not receive a CRRSA grant award during Round 1 (summer 2021) must complete an application using the survey link provided in the notification email.

A provider that did receive a CRRSA grant award during Round 1 (summer 2021) does not need to complete an application; instructions for how they will receive payment was provided in their notification email.

See Grant Award Details Section below for information on allowable uses, spending timelines, etc.

### **Eligibility**

#### **Who is eligible to receive CRRSA grant award funding?**

Child Care providers that are licensed or registered with the South Dakota Department of Social Services are eligible to receive this funding. Programs must be currently open or temporarily closed with a plan to re-open within 30 days.

#### **If the provider received a grant or loan for financial support related to COVID-19, are they still eligible to receive this grant award funding? (e.g. the Small Business Administration)**

Yes, a provider is eligible to receive this grant award funding even if they participated in the Paycheck Protection Program (PPP) or received an Economic Injury Disaster Loan (EIDL). Keep in mind that you cannot use this grant award funding toward any expense that was reimbursed or compensated by other federal, state, or local programs; as an example: a prior CARES grant award, a PPP or EIDL loan, child care assistance subsidy, or any other funds.

## Application

**As a reminder:** Only providers that did not receive a CRRSA grant award during Round 1 (summer 2021) must complete an application.

### **What is the deadline for submitting the application?**

We will accept applications up until September 30, 2021, but we encourage you to apply as soon as possible.

### **Is there any specific information I should gather before completing the application?**

Before completing the application, you will want to gather the following information:

- The 9-digit number listed on your Child Care License or Registration Certificate
- Name of your program as listed on your Child Care License or Registration Certificate
- If you file taxes for your child care program under an Employer Identification Number (versus a Social Security Number), you will need to apply for a D-U-N-S number if you do not already have one. Information about the D-U-N-S number is available at the end of this document.

### **If a child care center has multiple facility sites, do they submit a separate application for each site?**

Yes. Complete an application for each separate child care program.

### **What happens after I submit my application?**

After you submit your application, we will review it for completeness and contact you with any follow-up questions. If your notification email indicates that you need to send in a W-9 form, please do so as soon as possible.

## General Information

### **Will I be required to provide documentation of how I spent the grant award?**

In case of an audit, we highly encourage you to maintain documentation/records to support your use of the Child Care Provider Stabilization funding (records/receipt that show date and description of spending).

### **Will providers have to pay the funds back?**

Repayment of the grant funds will be required if the grant was awarded based on incorrect information provided in the application.

### **When will I receive the grant award payment?**

A provider will receive payment within 30 days of receiving the Award Letter.

### **Will I need to complete a W-9 form?**

If we need you to complete a W-9 form, the form will be attached to the email that you received from our office notifying you of this grant opportunity.

### **Do the grant awards funds need to be reported as income?**

Yes. The grant awards will be counted as income and 1099s will be issued for payments over \$600. When providers complete an application, they have flexibility to request the Child Care Program Stabilization funding needed to replace lost income, thereby allowing the provider to ensure that the award will not exceed income loss. Please refer to your tax representative if you have questions about the tax implications for you.

## Who do I call if I have questions?

If you have any questions, please contact Child Care Services by emailing [CCS@state.sd.us](mailto:CCS@state.sd.us) or calling our office at 1-800-227-3020.

## Grant Award Details

### **Child Care Provider Stabilization Funding:**

#### *Allowable Use:*

- Paying child care staff salaries; we highly encourage you to also consider paying salaries and wages for staff that not currently working due to COVID-19 related reasons (quarantine, ill, etc.)
- Paying normal operating costs such as rent, utility bills, food, regular operating costs, cleaning supplies, etc.
- Purchasing Personal Protective Equipment (PPE) such as disposable gloves, masks, gowns/aprons, hand sanitizer, etc.
- Supporting families by sharing grant savings, such as, reducing or eliminating absent fees when children are not in care due to COVID-19.
- Minor remodeling/renovations to mitigate COVID-19 risk
- Providers may use the funding for prior or ongoing COVID-related expenses, as long as the expenses have not already been covered by a different funding source.

#### *You cannot use the funds for:*

- Major remodeling/renovations to the program
  - o Major renovation is defined as: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change. *45 CFR § 98.2*
- Personal debt
- Business expansion, paying off a mortgage or buying property
- Expenses that have already been covered by another federal, state, or local program; as an example: a prior CARES grant award, a PPP or EIDL loan, child care assistance subsidy, or any other funds.

#### *Spending Timelines:*

- The funding must be spent by June 30, 2022.

#### *Documentation Requirements (maintain 6 years from spending deadline, or until June 30, 2028):*

- Maintain documentation/records/receipts that support your use of funding. Documentation should clearly show the date and a description of the expense.

#### *Reporting Requirements:*

- You are required to submit the CRRSA Funding Reporting Form by June 30, 2022, to describe how you used the funding and to confirm that you have met the spending requirement.

## **D-U-N-S Number Frequently Asked Questions**

*only applies to child care providers that file taxes under an Employer Identification Number (versus a Social Security Number)*

If you file your taxes under an Employer Identification Number (versus a Social Security Number), you are considered a 'Subrecipient' for the purposes of this grant award. As a Subrecipient, you must agree to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200.500) and the Federal Funding Accountability and Transparency Act (FFATA). You will be in compliance with this requirement by completing the Sub-Recipient FFATA questions on the application.

The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single searchable website, which is located at [www.USASpending.gov](http://www.USASpending.gov). The awards are searchable by DUNS number.

### **What is a D-U-N-S number?**

Dun & Bradstreet (D&B) provides a **D-U-N-S Number**, a unique nine-digit identification number, for each physical location of your business. **D-U-N-S Number** assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. It is universally recognized as the standard in business reporting and identification.

### **Why do I need to apply for a D-U-N-S number?**

The Data Universal Numbering System (D-U-N-S) is required for any activity that involves the United States government and is used to verify your business credentials. The D-U-N-S number signifies that your organization exists and is operational.

### **Where do I go to apply for a D-U-N-S number?**

Use the following website to find a D-U-N-S number if your organization currently has one and/or how to apply for one: <https://fedgov.dnb.com/webform> If you already have a D-U-N-S number you should make sure all the information is up to date.

### **Is this a one-time process?**

Yes, you will only have to apply once. You should keep your number in case it is requested for a future grant request.

### **How long will it take to get my D-U-N-S number?**

Once you complete the application process, it should take about 1-2 business days.

### **Additional Information about the D-U-N-S number**

The D-U-N-S® Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification number has been assigned to over 100 million businesses worldwide. A D-U-N-S® Number remains with the company location to which it has been assigned even if it closes or goes out-of-business.