2022 Child Care Licensing Compliance Grant Instructions

The purpose of this document is to provide instructions and information regarding the 2022 CCL Compliance grant, including how to fill out the application, submitting supporting documentation, and keeping documentation for a more effective grant process. Applicants are required to read this document in its entirety prior to applying for the grant.

Grant Purpose: The purpose of the 2022 CCL Compliance Grant is to support Utah's child care providers in achieving and maintaining **long term compliance with Child Care Licensing rule.** These funds will provide support to all regulated provider types to make necessary changes to comply with required health and safety protocols and provide safe, healthy child care for Utah families throughout the COVID-19 pandemic. Funding is provided through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (Public Law 116-260).

Eligibility Criteria: To be eligible for the 2022 Child Care Licensing Compliance grant, the applicant must hold a current license issued by the Utah Department of Health, Child Care Licensing Program. License types are:

- Licensed Family
- Residential Certificate

Funding amount: There will not be a funding limit to this grant to allow providers to make long term minor renovations or to purchase items of higher quality to meet licensing compliance. Providers will be asked to declare how much the request item will cost and the amount they could cover if the amount were to be partially funded.

The grant will not be retroactive. The provider may not expend funds until the contract is fully executed (the contract is fully executed when both parties have signed and dated the contract.)

Use of Funds:

Grant funds may be used for:

- Purchase or installation of items to ensure long term compliance with Child Care Licensing Rule.
    - Q: How do I know if it is a compliance to licensing rule?
    - A: Child Care Licensing rules are found at childcarelicensing.utah.gov. If the request meets a licensing rule, it will be considered. When looking at rule in the interpretation manual, please refer to the rule (in bold) and the Compliance Guidelines. There is an introduction at the beginning of each section in the Interpretation Manual, oftentimes this section also contains general guidelines for compliance for the section.
    - Q: Can I use grant funds to maintain my quality rating?
    - A: CCL Compliance Grant funds cannot be used to purchase items to maintain your quality. A good rule of thumb is to ask yourself, "Am I requesting this item to meet or maintain licensing rules or to maintain or improve my Child Care quality

system (CCQS) quality rating?" If it is for licensing rules, it is allowed, if it is for quality, it is not.

- Physical changes to the facility and the outdoor areas that would reduce the spread of COVID-19.
    - Changes may include long-term upgrades to facilities to maintain sustainability. (i.e. minor renovations to assist in rule compliance and infection control.)
- Q: I'm still not sure what I can use the funds for. Do you have any suggestions?
- A: We have provided a list of ideas. This list is not exhaustive; it's okay if you think of something else not on the list. Just make sure it meets the guidelines above and does not fit into the information below.

Grant funds **may not** be used for:

- Major renovations including:
    - 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
    - extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.
    - Q: What exactly does this mean?
    - A: A structural change is anything that changes the construction elements listed above. Examples include but are not limited to:
        - Changes to the foundation: if the work requires breaking through the concrete barrier of your building, either the floor or walls, they are changing the foundation. Adding to the foundation is also prohibited.
        - Changes to the roof: The roof may not be reduced or extended for any reason. Roof repairs also cannot be funded as they may be extensive and change the roof's structure. Examples of this exclusion include the roof being cut away for the outward swing of a door, the roofline being extended to create a roof over a patio or deck for a shade structure, etc. This does not apply to an awning being attached to the soffit or fascia of the building for support.
        - Changes to the floor: if the floor is being cut through, it is changing the structure of the floor. Floor coverings are not the floor and may be purchased with these funds.
        - Changes to the exterior or load-bearing walls: exterior or load-bearing walls cannot be cut through or removed. Examples of this exclusion include the removal of a load-bearing wall to increase the space in a room, the addition of an exterior entrance directly into the child care area or room, etc.
        - Extensions to the facility to increase its floor area: Any changes to the building to produce an increase in capacity are prohibited.
        - Extensive alteration of the facility such as to significantly change its function and purpose: Any exterior alteration that produces an increase in capacity is prohibited. This also includes renovation that would allow child

care to take place in one area of the building, such as a basement renovation.

- To support payroll.
- For rent or mortgage.
- On anything paid for by another grant. Documentation used to support any other grant cannot be used to also support this grant.
    - You may not use stabilization grant funds and compliance grant funds for the same purchase.
- To make changes or purchases that would cause a violation to any CCL rule.
- For carpet of any type, including rugs.
    - Flooring made from textiles hold bacteria and germs and do not prevent the spread of COVID-19.
- For fogging or electrostatic sprayers.
    - These devices are not recommended by the CDC to prevent the spread of COVID-19 and are a fire hazard.
- Purchase or repair of motor vehicles of any type, including ATVs and snowplows.
- Curriculum.
    - Licensing is prohibited from regulating curriculum by statute.
- Any item to meet a rule or requirement of another government regulation agency (i.e fire marshal or county health department.)
- Items of poor or short term quality.

How to fill out the Grant Application:
The Grant application will open on Monday, May 9, 2022 8:00 AM MDT and will remain open until Friday, May 20, 2022 at 5:00 PM MDT. All supporting documentation will need to be uploaded to your CCL provider portal no later than Friday, May 20, 2022 5:00 PM MDT. Proposals and documentation received after 5:00 PM will not be accepted. The application will need to be completed in one sitting. It is highly recommended that complete applications be submitted prior to Friday, May 20, 2022 at 5:00 PM MDT to allow for correction if a general error is found. No corrections will be allowed after the application closes.

The format for this grant is based on priority as determined by the applicant. Due to the high dollar amounts that may be requested, providers will be allowed to make five requests. They are to list their requests from highest to lowest priority.

Important information for providers with multiple facilities: Grants are issued by facility not corporation. A grant application must be submitted for each facility you wish to obtain the grant funds for. The grant items may not be purchased for use across the corporation, if an item was awarded for one facility, it is expected to be in use in that facility.

The application must be completed in one sitting, please make sure you have all required information and documentation ready to complete the application.
General Information:

- Email address for the person filling out the application.

    - It is important that this email address is correct. A copy of the grant application will be emailed to this address by google.
- Purpose of the Grant: Please read and ask any questions you may have about the grant's purpose. Once you read and understand it, check the box.
- Grant Instructions: Please read this document carefully and in full and ask any questions you may have about this instruction sheet. Once you read and understand it, check the box.
- Application deadline information: Please read and ask any questions you may have about the deadline. Once you read and understand it, check the box.
- Eligibility: Please check the box for the license type of the facility the grant is being requested for.
- Certification Statement: Please read the certification statement carefully and in full and ask any questions you may have about this statement.
    - The name must be **typed** into this line. The use of any signature tool will result in the grant being unsigned and the application will not be processed.
    - **This must be the name of the licensee.** If the grant application is signed by anyone other than the licensee, the application will not be accepted.
- The business name as it appears on your CCL license.
    - This information is found on your license next to **Name of Facility.** In the example below, the name of this facility is "Test Center."

UTAH DEPARTMENT OF HEALTH

LICENSE FOR CHILD CARE CENTER

Name of Facility:	**Test Center**
Address:	195 N 1950 W Salt Lake City, UT, 84116
Director:	**Simon Testing,**
Licensee:	Child Care Licensing
Total Approved Capacity:	2
	Local ordinances may further limit your maximum allowed capacity.
Date Issued:	March 22, 2022
License No:	**F10-12345**
Date of Expiration:	March 31, 2023

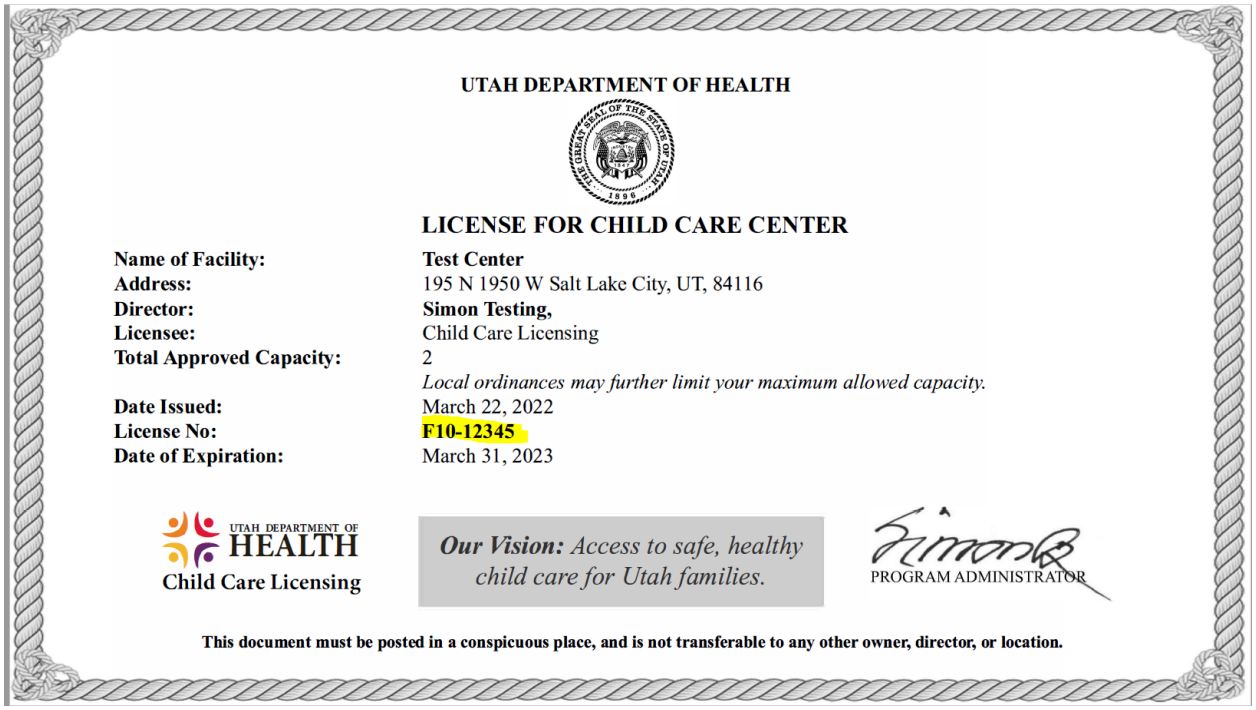
UTAH DEPARTMENT OF HEALTH
Child Care Licensing

Our Vision: *Access to safe, healthy child care for Utah families.*

PROGRAM ADMINISTRATOR

This document must be posted in a conspicuous place, and is not transferable to any other owner, director, or location.

- CCL Facility ID Number
    - This information is found on your CCL license next to **License No:**
    - It is in the format of FYY- # # # # #. The number is the 3-5 numbers after the dash. In the example below, the license number is "12345."



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- OCC Stabilization Grant Funds: Declare if you have applied for or are receiving funds from the Stabilization Grant issued by the Office of Child Care for this facility.

Requesting Items:

- Priority 1 Fund Request: This should be the item you want granted the most.
  - Item Request: This is to be **one** complete item.
    - For example, If I am requesting a shade structure that will also include installation of the structure, the request should state “Shade Structure.” If I am requesting a carpet cleaner and will need the solution and accessories to fully clean my areas with the machine, the request should state “Carpet Cleaner.”
  - Rule number for Compliance: This is the rule number that the item will help you to obtain or maintain compliance with. More than one rule can be used to support your request.
    - For example: If my facility is a center, the rule for the shade structure is R381-100-9(22). If my facility is a licensed family, the rule for the carpet cleaner is R430-90-15(1)(a)-(f).
  - How will this item help you obtain or maintain compliance to the rule number listed above? (Answer may not be NA): This is the section where you will justify to the grant scoring committee why this item will help you with licensing compliance. It can also be used as evidence on why the item was granted in an audit.
  - Specific dollar amount for each requested item.
    - This is to be the exact amount you would like funded (ex. $123.45).

        - It cannot be an amount range (ex. $100.00 -$150.00). Any requests with an amount range will not be considered for funding.
        - Include all parts in the dollar amount. For example, if the request is for cordless blinds: include the cost of the blinds, taxes on the blinds, and labor to have the blinds installed in the dollar amount requested.
    - Dollar amount the provider could cover if the request is partially funded. ($0.00 is an acceptable answer): If grant funds become low, the granting agency might choose to partially fund items so that more providers can benefit from the grant. Declare in this section how much of the total cost your organization could pay if the item was to be partially funded.
    - If the item requested requires installation and the amount requested is $1,000.00 or more, at least two bids or quotes have been submitted through the ccl provider portal at ccl.utah.gov?: Declare in this section if you have submitted bids in the licensing portal. If the item requested does not require the submission of a bid or quote, please mark this section NA.
        - **Important: All installations costing $1,000.00 or more must be installed by a licensed business, installer, or contractor.** Licensed means licensed with a business license or professional license issued by a government agency.
            - Q: I have a maintenance person for my facilities, may I use that person for my installations over $1,000.00?
            - A: If the maintenance person is qualified for the work, you may request to use them for the job. Please keep in mind, these funds cannot be used for payroll. Therefore, if you use your maintenance person you will not be able to pay them from these funds. The grant will only fund the purchase of the item. This must be clearly explained in the additional information section of the request.
        - A minimum of two bids or quotes for each request meeting the above criteria must be submitted as part of the grant application.
            - Q: I live in a rural area and cannot find a second company who will come to my area to give me a second bid. What should I do?
            - Q: I live in a rural or urban area and cannot get anyone to give me a second bid on the item I wish to install. What should I do?
            - A: We understand that some rural areas might have difficulty getting contractors to come out to the area for the bid or, even in urban areas, getting a second bid on specific items can be difficult due to labor or material shortages. If you can only obtain one bid, you must explain in the next section why only one bid was submitted and justify why one bid should be considered.
        - Bids and quotes must be in PDF format submitted through your Child Care Licensing provider portal at ccl.utah.gov.
    - If the above question was marked "Yes," please explain which bid you chose and why. (Mark NA if no bid is required.): The applicant must explain the reason for the selected bid in this section.

        - The applicant is not required to choose the lowest bid, they just need to explain why the bid they chose is their best choice.
    - Any additional information (optional): In this section you may add any additional information you think will be helpful to the grant scoring committee regarding your request.
        - For example: if making a request that contains multiple parts, such as the examples given above, the applicant may choose to include the parts of the item the funding will be used for in this section.
    - Additional documentation for this request has been submitted through the ccl provider portal at ccl.utah.gov? Indicate in section if you have submitted any additional documentation for the grant by marking Yes or Not Applicable.
        - You may submit additional documentation you think will be helpful to the grant scoring committee regarding your request.
        - Additional documentation must be in PDF format submitted through your Child Care Licensing provider portal at ccl.utah.gov.
    - Do you have an additional request?
        - Mark "Yes" if you have additional funding requests.
        - Mark "No" when all requests have been filled out. Marking "No" will end the form. Please click the Submit button to submit the form.
- Priority 2 Fund Request through Priority 5 Fund Request: If you have additional requests, continue to list them from highest to lowest priority.
    - Follow the instructions for Priority 1 Fund Request for each request.
    - If you fill out all requests, click "Submit" after completing Priority 5 Fund Request.

Scoring of Grants: All grants will be scored simultaneously by a grant committee. The highest priority will be scored for each grant. If funds are still available, the second highest priority will be scored, and so on and so forth until grant funds are expended or all requested items for all applications have been scored.

Each request will be scored on the following criteria: .

- Required documentation submitted (3 points, the full 3 points will be given if no documentation is required.)
- Request filled out accurately (3 points)
- Request falls within grant parameters (3 points)
- An exact amount was requested (3 points)
- Request applies to CCL rule (3 points)
- Request maintains compliance with all CCL rules (3 points)
- Licensor verifies need for request (3 points)

The score must total the full 21 points for the item to be awarded.

Grant Outcomes: The applicant will be notified of grant denial via letter or of grant award via contract. If the applicant would like a copy of the grant application and score sheet, they may email the request to CCL grant staff: Sarah Atherton at satherton@utah.gov or Claudia Alberico at calberico@utah.gov.

- Grant Contracts come from the email address: DOHsharepoint@utah.gov. To avoid the contract ending up in a SPAM or Junk file, please add this email address to your contacts list.
    - **DO NOT reply to this email address**. It is a computer, replying to or sending a response to the DOHSharepoint@utah.gov email address may result in the stalling of the grant process.
    - In the email that accompanies the grant contract there will be an email address to return the signed signature page to, make sure you send it to that email address. Do not mail the signature page back to the department.

Your Grant was Awarded (Yeah!!!) What's next?

- **Read the contract in full**: When you sign the contract, you are agreeing to all the terms and conditions in the contract. The contract contains four parts:
    - The Cover Pages: These are the first 2 pages of the contract. They identify the parties involved and general information about the contract. Even though the contract period listed on the cover page will be for 1 year, this time period is to allow both parties, the provider and licensing, time to meet their part of the contract. Providers will be given 180 days to make purchases and complete installations and the remaining 6 months for Licensing to conduct a verification visit.
    - The Signature Page: This is page 3 of the contract. This is the page both parties will sign. The grant is fully executed once both parties sign and date the contract.
    - Attachment A: General Provisions: The next 11 pages consist of federally required general provisions. These are the same for all Grantees receiving this grant. Some of these provisions have been superseded by Attachment B. If you have any questions regarding this part of the contract please contact a CCL grant staff: Sarah Atherton at satherton@utah.gov or Claudia Alberico at calberico@utah.gov.
    - Attachment B: Special Provisions: These are the last three pages of the contract. **Please pay special attention to this section**. This section contains the items you were awarded, the amount awarded, and defines additional terms and conditions of the contract to which you are agreeing to when you sign the contract.
- **Accept or Decline the Contract:** Within two weeks of receiving your grant contract, you must either sign the signature page and email it back to the email address listed in the email that accompanies the grant contract or decline the grant via email.
    - When signing and emailing back the signature page:
        - The page must be in PDF format.
        - The signature page must be loaded into the grant document. As a result, the PDF version of the page must contain the entire page, not just the part with the signatures.
        - If you need help with this process, please contact a member of the CCL Grant Staff: Sarah Atherton at satherton@utah.gov or Claudia Alberico at calberico@utah.gov.

    - If you choose to decline the grant, please send an email to a member of the CCL Grant Staff: Sarah Atherton at satherton@utah.gov or Claudia Alberico at calberico@utah.gov.
- **Wait for the Fully Executed Grant:**Once signed by the DOH representative, you will be sent the fully executed grant, you may begin to purchase or install the awarded items
- **Cash the Check:** You should receive a check within 21 days of receiving the fully executed grant. If you don't receive the check by the 22nd day, contact Sarah Atherton at satherton@utah.gov ASAP. Once you receive the check, please cash it.

Purchase and Installations of Items:

- The grant will not be retroactive. The provider may not expend funds until the contract is fully executed (the contract is fully executed when both parties have signed and dated the contract.)
- Once funds are awarded, all purchases and installations must be completed within 180 days of contract execution.
    - Q: How do I find what date is 180 days after contract execution?
    - A: Find the date that the DOH representative signed the contract and google "What is 180 days after (enter the date of the signature.) This will give you the date you must complete the Grantee Responsibilities section of the contract.
    - Q: What if, due to extenuating circumstances, I cannot meet my responsibilities within 180 days after contract execution?
    - A: If you find you need more time, please reach out to CCL grant staff ASAP. You may email Sarah Atherton at satherton@utah.gov or Claudia Alberico at calberico@utah.gov for assistance in seeking an extension.
    - Q: The exact item or brand I requested in the grant is no longer available, what do I do?
    - A: The special provisions of your contract were general to allow for this circumstance. For example: if you requested a Graco Pack 'n Play® Portable Playard, your special provisions simply read: Pack 'n play. You may purchase any pack 'n play of any brand as long as it meets licensing rules and the parameters listed in the contract.
- The Grantee is under contract to purchase all items listed in the grant. The grantee will be responsible for all costs over the granted amount.
- All awarded items must be purchased from a licensed business, installer, or contractor.
    - The provider will be required to provide a copy of the business license or professional license issued by a government agency for all installers or contractors.
    - Q: The business, installer, or contractor I submitted the bid for is no longer available for the job or their price has increased significantly. What should I do?
    - A: The special provisions of your contract were general to allow for this circumstance. They do not specify that you have to use the exact business, installer, or contractor you submitted with the grant application. You may change suppliers or professionals as needed.
- All awarded items must be purchased new and unused.

- Requested items of poor quality or temporary use will not be awarded.
- Purchases cannot be made from thrift shops, pawn shops, yard sale websites (i.e. eBay, KSL.com, CraigsList, FaceBook Marketplace, etc), or private individual sales such as yard sales, estate sales, etc.

Documentation of Purchases and Installations:

Important information for owners with multiple facilities: Grants are issued by facility not corporation. Required documentation must be submitted for each grant individually. Documentation containing purchases for more than one grant or facility will not be accepted.

- The provider will be required to submit documentation of expended funds within 210 days of the date of execution of Contract.
    - Q: How do I find what date is 210 days after contract execution?
    - A: Find the date that the DOH representative signed the contract and google "What is 210 days after (enter the date of the signature.) This will give you the date by which all reporting documentation must be submitted.
- Documentation:
    - Shall indicate, by the retailer or contractor, the item or invoice has been paid in full.
    - Shall contain the payment date and total amount paid.
    - Shall be in a PDF format.
    - Shall be uploaded to the provider's Child Care Licensing Provider Portal located at ccl.utah.gov.
    - Shall not be a quote, online cart, or screenshot.
    - Shall not contain financial information such as bank or credit card statements, cleared checks, etc.
    - Maintain all documentation for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later.
- Purchasing grant items with non grant items may result in a lesser amount being counted toward the grant.
    - For example, when all items on the receipt were awarded in the grant, the total amount on the receipt will be counted toward the awarded amount. If the grant item is purchased with non grant items only the amount of the granted item on the receipt will be counted toward the awarded amount.
- Failure to submit required documentation within the timeframes listed in the contract may result in the repayment of grant funds.

Grant Verification:

- A licensor will visually verify all non-consumable grant items after 180 days of contract execution.
- The items must be purchased, fully installed, and in use at the time of the visit.
    - Shade structures that must have their coverings removed for winter will be counted as installed and in use during winter months if the provider can show the licensor the hardware for the covering is fully installed and where the covering is being stored.

- This visit may be announced or unannounced as the licensor will attempt to conduct this inspection during the next required licensing inspection. If time does not permit to have the verification completed at the next required inspection before the contract end date, the licensor will conduct a focus inspection to verify the grant.
- The licensor will not look at any receipts or required grant documentation during the verification visit. All required grant documentation must be submitted as instructed above.

How to create a PDF format

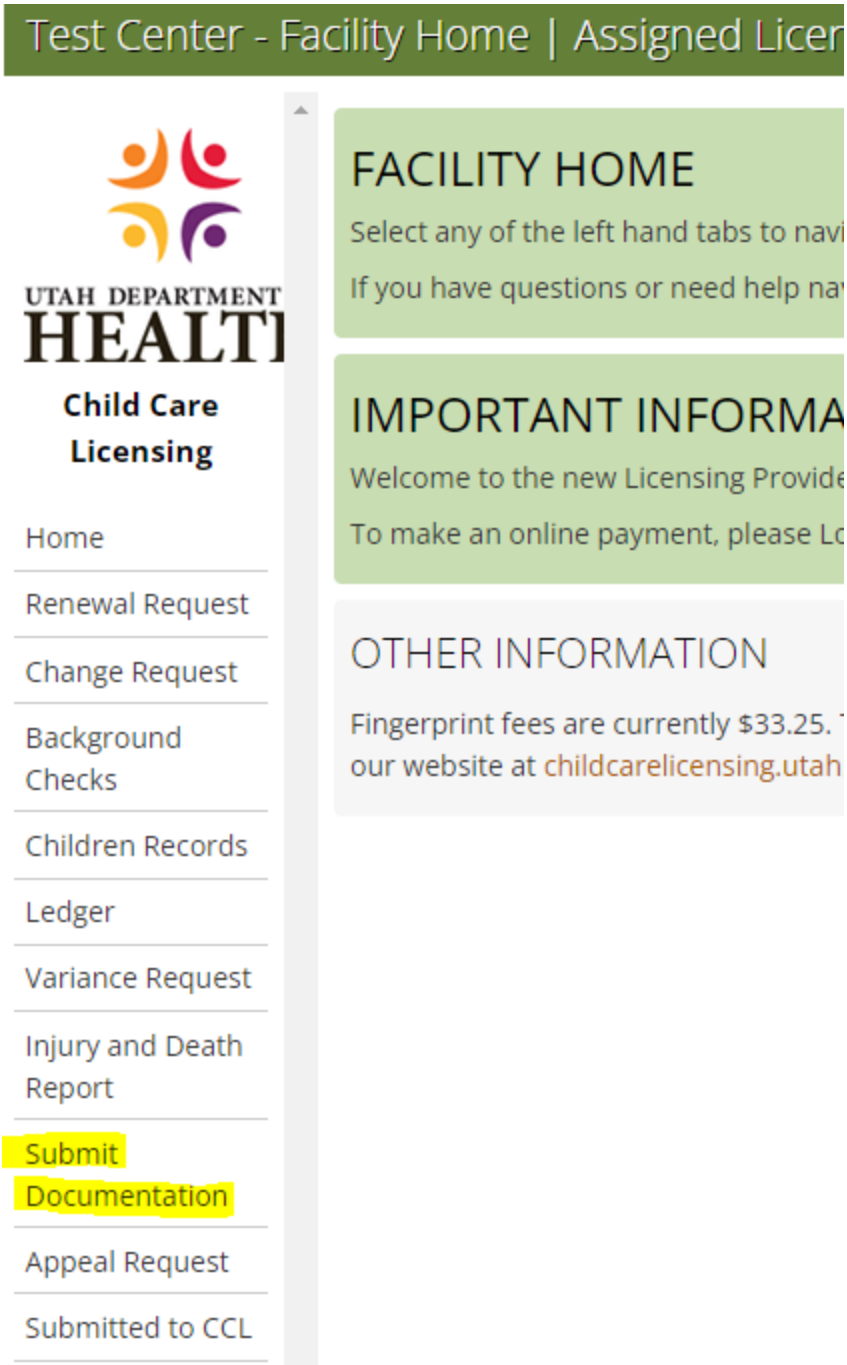
For tips and instructions on how place documents into a PDF format, check out these websites:

- How to print to PDF: https://www.adobe.com/acrobat/how-to/print-to-pdf.html Note: On step 3, you may not have "Adobe PDF" as your printer options however, there should be a PDF printer listed.

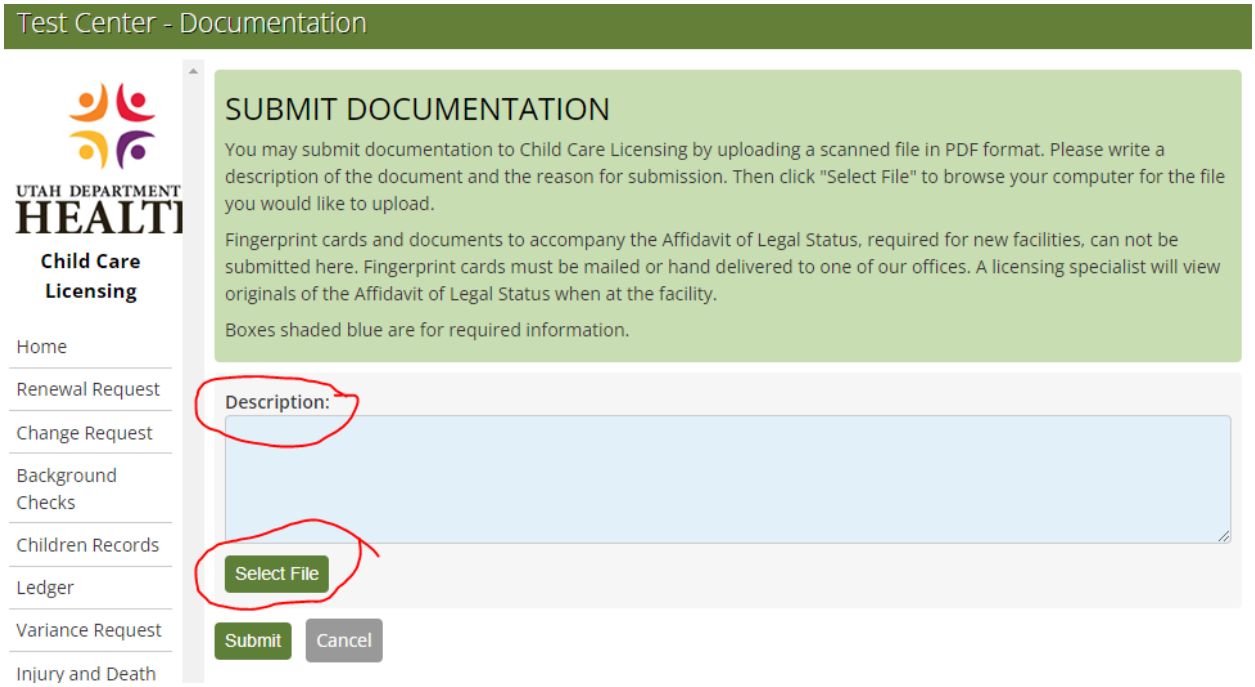
- How to Print to PDF on Any Computer, Smartphone, or Tablet https://www.howtogeek.com/235134/how-to-print-to-pdf-on-any-computer-smartphone-or-tablet/

How to Submit Documentation Through Your CCL Provider Portal

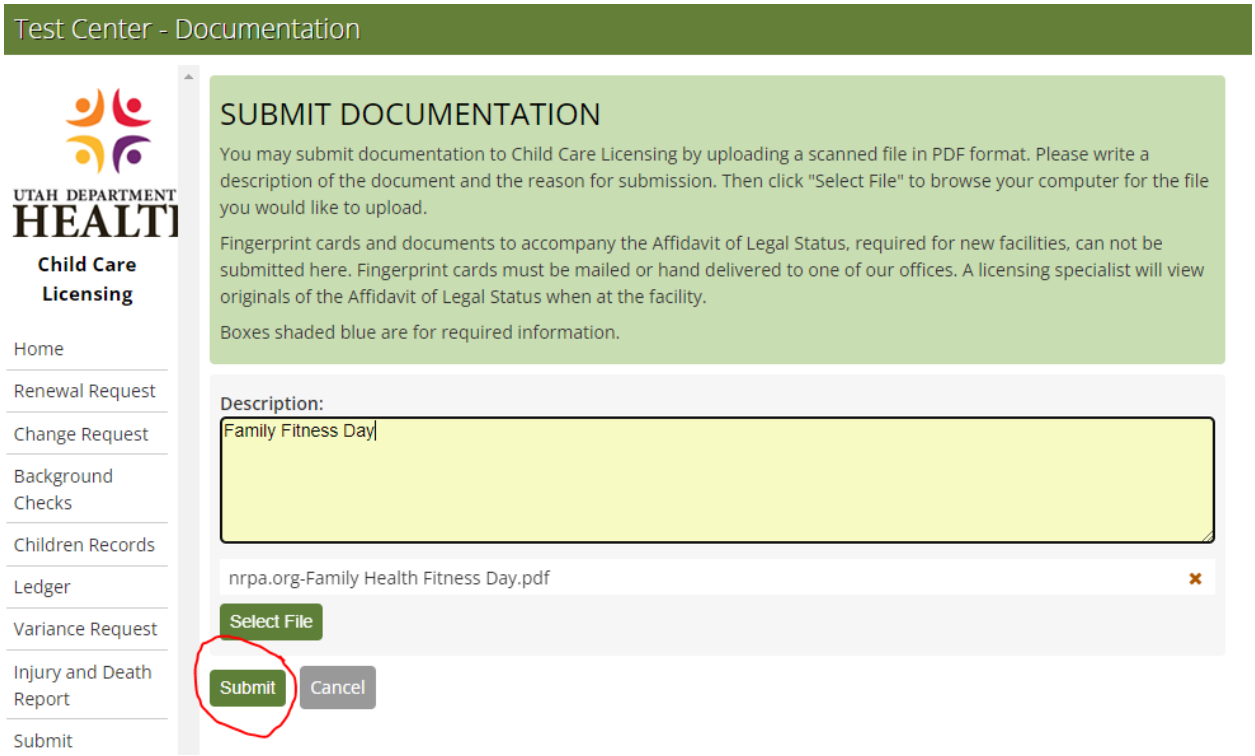
- Go to ccl.utah.gov
- Click the green login button.
- Using your email address and Utah ID password, login to your portal.
- Click on "Submit Documentation" in the left hand menu.



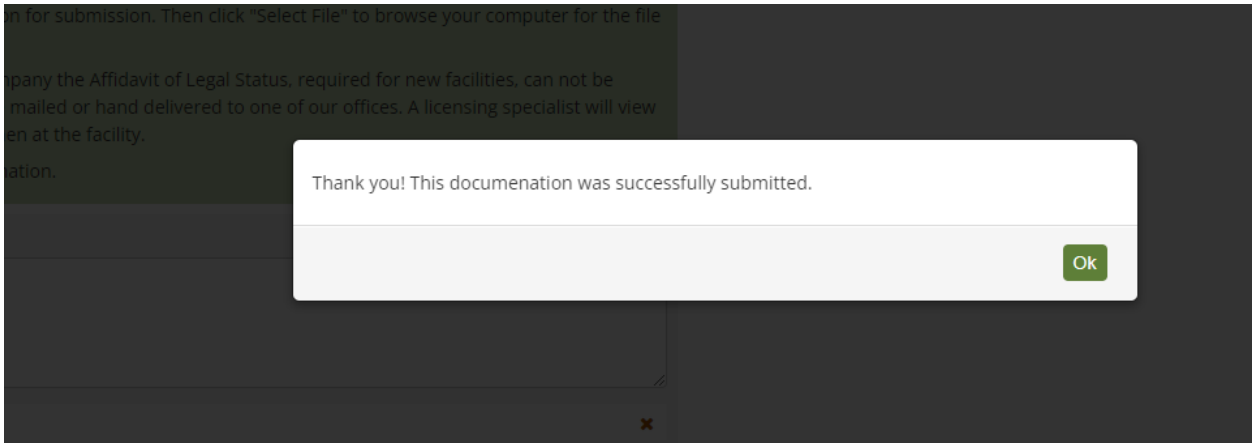
- Enter a description and click “Select File.” Choose the file you wish to upload.



- Click Submit.



- You will receive a confirmation notice when the upload is complete.


n for submission. Then click "Select File" to browse your computer for the file
pany the Affidavit of Legal Status, required for new facilities, can not be
mailed or hand delivered to one of our offices. A licensing specialist will view
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Ok