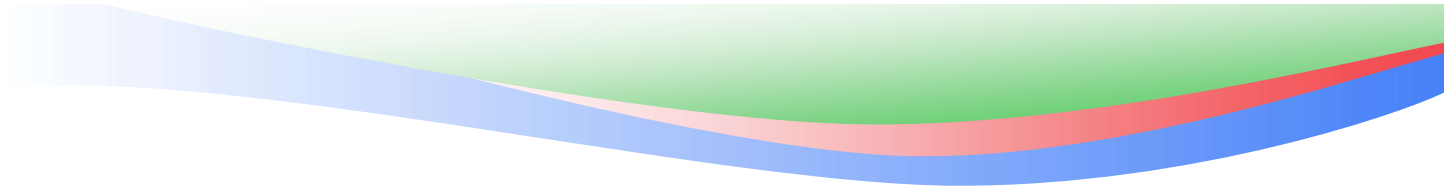




**EARLY LEARNING COALITION**  
OF POLK COUNTY

# Early Learning Child Care Provider ARPA Grant Application Overview



## What is it?

- ARPA = American Rescue Plan Act
- Goals:
  - Stabilize and support early learning providers
  - Expand access to high quality providers
  - Invest in quality
  - Invest in early learning workforce
  - Strengthen providers
- Minimum payment: \$12,000 per provider!



## Who is eligible?

- All licensed and license-exempt providers
- Child care centers and family home providers
- Currently open, or closed for reasons related to COVID-19 public health emergency
- ELIGIBLE are:
  - Licensed, regulated, or registered and met all applicable requirements as of March 11, 2021  
OR
  - CCDF-eligible at date of application



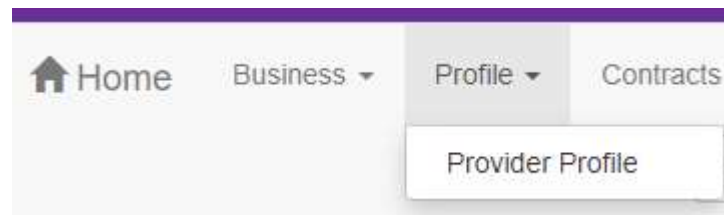
## To apply, you will need:

- Provider Portal log in information
- Current CCR&R profile
- List of number of children
  - Each age group
  - Head Start
  - School Readiness
- Monthly operating expenses



# NON CONTRACTED PROVIDERS

## Check your profile!



- Make sure that you have a 2021-22 CCR&R profile.
- Upload your W9, direct deposit form, and voided check on the Documents tab. These must be dated after 02/27/2022.



# GET STARTED!

## Log into your Provider Portal

[providerservices.floridaearlylearning.com](http://providerservices.floridaearlylearning.com)

Provider Services Logon

Account Information

User name (must be a valid email address)

Password

Log On

[Forgot my password](#)


[Change my password](#)



# Open grant application

**Common Tasks**

- Manage Sites**
  - [Manage All Sites](#)
- Manage Users**
  - [Manage All Users](#)
- Manage VPK Applications and Contracts**
  - [VPK Provider Application](#)
  - [Manage VPK Instructors, Calendars, and Classes](#)
  - [Statewide VPK Provider Contract](#)
  - [VPK Contract Amendment](#)
- Manage SR Contracts**
  - [Statewide SR Provider Contract](#)
  - [SR Contract Amendment](#)
- Surveys/Grant Applications**
  - [ARPA Stabilization Subgrant Application](#)
- Preschool Development**
  - [Developmental Screening Queue](#)





## SECTION 1: General Applicant Information



- For more information, click the tips icons.
- Fill in all information about the program.
- Confirm that pre-filled information is correct.
- SR CONTRACTED: Select the range for the most recent CLASS score.
  - Non-SR: Select None





## SECTION 2: Operational Status

- Answer all questions about the program.
- For W9 and direct deposit date:
  - Contracted: Select 07/01/2021.
  - Non-contracted: Enter the date you submitted.



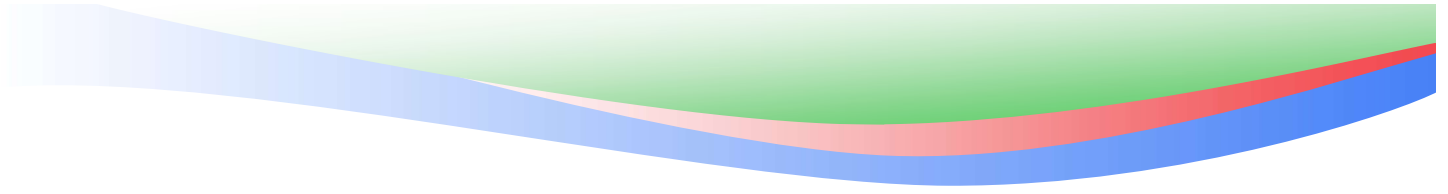
## SECTION 3: Child Count Information

- Confirm the licensed capacity for each age group.
- ENROLLMENT (as of date you submit application)
  - Enter the number of children CURRENTLY enrolled in each age group.
  - Of those, enter how many are ONLY in Head Start, and how many are in School Readiness (and possibly Head Start).



## SECTION 4: Average Monthly Expenses

- Enter the average monthly cost of each category of allowable operating expenses.
- For examples of each category, please refer to the ARPA Grant Spending and Documentation Guide, linked at the top of your grant application page.



## SECTION 5: Options for Fund Use

- Grant funds may only be used for select categories.
- You may select multiple categories.
- If you are using funds to reimburse business costs from before March 11, 2021, check Yes for the last question.



## SECTION 6: Subgrant Amounts

- You cannot edit the amounts lists, or the bonus percentages. This just gives you an estimate of what you may receive in payment.
- **WORKFORCE INVESTMENT:**  
If you agree to use at least 25% of the grant for staff, you will receive 10% bonus.
  - **NOTE:** This is NOT for existing payroll expenses. This is for NEW expenses, such as wage increases.

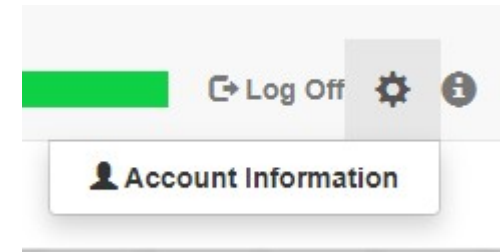


## PROVIDER CERTIFICATION

- Carefully read the agreement.
- You may not reduce wages or benefits, furlough staff, or reduce their work hours through September 30, 2023.
- Funds may not be used for general building renovations or facility enhancements not specific to the child care program.
- All grant funds must be spent by September 30, 2023.
- Provider will maintain documentation of how funds are used, and be prepared to show this to DEL if requested.
- Consult with a tax advisor or attorney regarding potential tax consequences of accepting funds.



## PROVIDER AFFIRMATION



- Submit an electronic signature by typing your full name, exactly as it appears in your Portal Account Information.
- A Submit button will display when all fields are complete. If you do not see a Submit button, review the application for missing information.
- You may Save for Later if you wish to return to the application before submitting.
- When ready, click the Submit button.
- Once submitted, you cannot edit, so be sure that everything is correct.



## **SUBMITTED GRANT APPLICATION**

- Once the application is submitted, it will be sent to ELC for review.
- Applications are reviewed twice a month.
- If there are any issues, ELC staff will let you know.





## GRANT PAYMENTS

- Grant payments will be made at designated times, determined by the Division of Early Learning and the Early Learning Coalition of Polk County.
- There will be multiple payments for the award amount.
- Payments will be made as direct deposits to the bank account listed.



## WHAT ELSE?

- DEADLINE: June 30, 2022
- For more information: [www.ELCPolk.org/grants](http://www.ELCPolk.org/grants)
- Consider waiting to submit until your enrollments are at their highest between now and June 15, 2022.
  - You will be paid per child enrolled on the date you apply.

Nancy Moses, Program Support Manager

863-577-2450 ext. 332

[NancyMoses@elcpolk.org](mailto:NancyMoses@elcpolk.org)