

## American Rescue Plan (ARP) Act of 2021 Child Care Stabilization Grant Worksheet

Thank you for your interest in the Child Care Stabilization Grants. This will be the first of multiple grant opportunities.

Child care providers licensed by the Maryland State Department of Education no later than March 11, 2021 (as required by the American Rescue Plan Act of 2021) are eligible to receive an American Rescue Plan (ARP) Act of 2021 Child Care Stabilization Grant if they are:

- Open and available to provide child care services on the date the application is submitted, or
- Temporarily closed on the date the application is submitted due to public health, financial hardship, or other reasons relating to the COVID-19 public health emergency, but commit to re-open to provide child care services no later than September 6, 2021.

**Grant Period:** September 6, 2021- March 6, 2022

**Grant Awards Amounts:** \$15,000 base award and \$300 per licensed slot

Grant applications are due at 4:00 p.m. EST on August 6, 2021.

Grant recipients must have a W-9 on file to receive a grant. If you did not complete a W-9 for the pandemic relief grants or receive other payments from MSDE, please download this form <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and send to [childcaregrants.msde@maryland.gov](mailto:childcaregrants.msde@maryland.gov) Grant recipients of the pandemic child care relief funds dispersed in May 2021 already have a W-9 on file and need not resubmit a form.

For faster payment, please complete a direct deposit form and send to the Comptroller of Maryland as described on the form <https://marylandtaxes.gov/forms/state-accounting/static-files/GADX10Form.pdf>

All grants are taxable. Please consult your tax professional.

1. Family Child Care Provider/Center Director's Name

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2. Family Child Care Provider/Center Director's Email Address

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3. Family Child Care Provider/Center Director's Phone Number

\_\_\_\_\_

4. Name of Licensed Child Care Program (the legal name as it appears on the license issued by MSDE, not another name you may be using to do business)

\_\_\_\_\_

5. Child Care License number(as found on your MSDE issued license or Certificate of Registration or Letter of Compliance; DO NOT enter your driver's license number, birthdate, EIN number, or Social Security number)

\_\_\_\_\_

6. First Issue Date of your child care License, Certificate of Registration, or Letter of Compliance as it appears on your license.

Date of your License, Certificate of Registration, or Letter of Compliance:

\_\_\_\_\_

7. Please provide a copy of your Child Care License, Certificate of Registration, or Letter of Compliance.

8. Provider I.D. Number (as found on your licensing inspection report; DO NOT enter your driver's license number, birthdate, EIN number, or Social Security number)

\_\_\_\_\_

9. Type of Licensed Child Care Program (check one)

- Family Child Care Home
- Large Family Child Care Home
- Child Care Center
- Letter of Compliance

10. Race and ethnicity of center director or family child care owner as required by the U.S. Department of Education for reporting purposes (check all that apply)

- White or Caucasian
- Black or African American
- Hispanic or Latino

- Asian or Asian American
- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Another race

11. Gender of center director or family child care owner as required by the U.S. Department of Education for reporting purposes (**check one**):

- Female
- Male
- Non-binary

12. Child care program **Physical Address** (including zip code)

Address  
City/Town  
ZIP/Postal Code

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13. **County/Jurisdiction** where the child care program is located

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14. Child Care Program **Mailing Address** for payments

Address  
City/Town  
State/Province  
ZIP/Postal Code

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15. **Number of Licensed Slots** - Enter the number of slots for which you are licensed.

16. At what approximate capacity are you currently operating? (check one)

- Under 50% of licensed capacity
- Over 50% of licensed capacity

17. Administrative Costs - Please enter the *estimated* monthly administrative costs of running the child care facility (round to the nearest dollar). Enter numbers only, DO NOT enter dollar signs or decimals. You must enter a number for each expense, if

you do not have that expense enter the number zero ("0") in that line. If you are using annual cost figures, divide by 12 to get the monthly expenditures. Please see FAQs for assistance.

- Personnel costs \$\_\_\_\_\_
- Rent or Mortgage and taxes \$\_\_\_\_\_
- Utilities, facilities, maintenance, and insurance \$\_\_\_\_\_
- Personnel protective equipment and cleaning \$\_\_\_\_\_
- Equipment and Supplies \$\_\_\_\_\_
- Goods and Services \$\_\_\_\_\_

18. Please specify the purpose for which ARP Act Grant funds are planned to be used. Please see FAQs for description of categories (**check all that apply**):

- Personnel costs
- Rent/Mortgage, utilities, facilities, maintenance, and insurance
- Personnel protective equipment, cleaning, and other health and safety practices
- Equipment and Supplies
- Goods and Services
- Mental Health Services
- Paying for Past Expenses

**CERTIFICATIONS:** *All certifications must be checked to receive a grant.*

19. The child care provider was licensed by the Maryland State Department of Education no later than March 11, 2021 and is (**check one**)

- Open** and available to provide child care services on the date the application is submitted, **or**
- Temporarily closed** on the date the application is submitted due to public health, financial hardship, or other reasons relating to the COVID-19 public health emergency, but commit to re-open to provide child care services no later than September 6, 2021.

20. By checking the boxes below, the child care provider certifies throughout the period of the grant (August 6, 2021 to March 6, 2022), that:

- The provider will, when open and providing services, implement policies in line with guidance and orders from corresponding state and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>).

- For each employee (including lead teachers, aides, and staff that are employed by the child care provider to work in transportation, food preparation, and any other staff that the provider employs), the provider must pay at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable) for the duration of the grant. Child care providers may not involuntarily furlough employees from the date of application submission through the duration of the grant period.
- The child care provider will provide relief from copayments and tuition payments for the families enrolled in the provider's program, **to the extent possible**, and prioritize such relief for families struggling to make either type of payment. If a provider is unable to provide relief from copayments and tuition payments for all families enrolled in the program, they should prioritize doing so for families most in need of relief and target families earning below 85 percent of the State Median Income.
- The child care provider will provide data and documentation on how funds were used as requested by MSDE no later than March 6, 2022 and comply with any audit requests, and maintain all receipts and verification for expenses for five (5) years after receipt of grant funds.
- The child care provider agrees to comply with the above certifications and that non-compliance may result in the requirement to return all grant funds to the state.

21. Submitter's name, title, and contact information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_

**DO NOT SEND THIS TO MSDE  
THIS IS A WORKSHEET TO ASSIST WITH COMPLETING THE ON-LINE  
APPLICATION  
ALL GRANT APPLICATIONS MUST BE COMPLETED ON-LINE  
PLEASE SAVE THIS DOCUMENT FOR YOUR RECORDS**

