Completion of ARPA Conversion Grants

These instructions are for the completion of the Conversion Mini Grants for Infants/One/Two-year-old classroom. The reimbursement is for the addition of a room for these age groups or converting a room from a different age group to an infant/one/two-year-old room.

Eligibility requirements to participate:
1. Provider is contracted for SR services with the ELC-EC and the ELC-EC is the "home" coalition for the provider.
2. The Provider is center based care.
3. The Provider is not under investigation or has not been convicted of childcare fraud.
4. The Provider is not on the Florida Childcare Food Program (CCFP) USDA Disqualified List.
5. The teacher(s) in the new/converted classroom is paid minimum of $15 per hour.
6. The Provider selected participation in the grant on their Provider Eligibility Application. It would have been the first form you completed in the ELC-EC WebAuthor ARPA portal. The Coalition will reach out to you if you apply for this grant and you are missing the selection on your Eligibility Application.

From the ARPA dashboard you will select the gray box labeled ARPA Mini Grant as shown in the picture below.
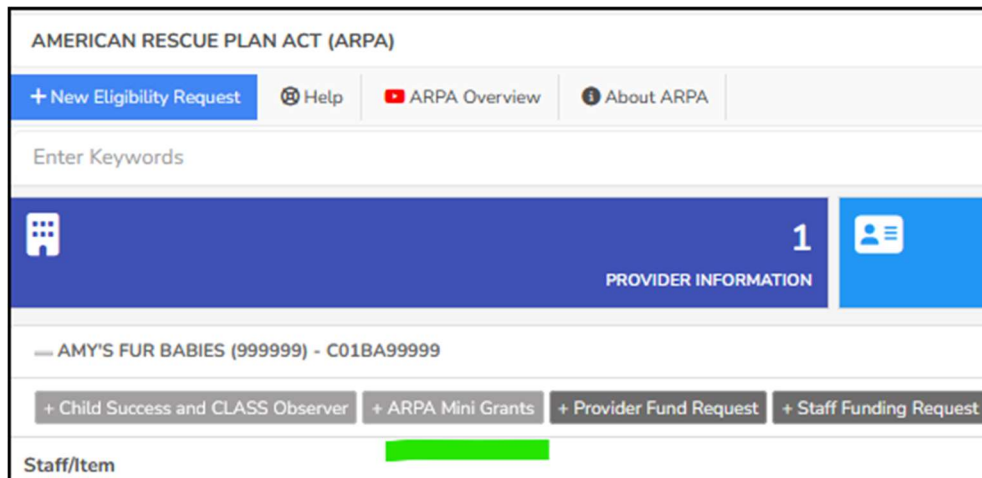
The first question to answer is if you are contracted with the Coalition. To participate in any of these mini grants you must have either a VPK or a school readiness contract. If you are a VPK only provider, you will only be able to use these mini grants towards your VPK classrooms. If you would like to look into becoming a school readiness provider, please contact the coalition at compliance@elc-ec.org.

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation

ARPA Discretionary Mini Grants

ELC Contract *   Select your level of Contracts with the ELC of the Emerald Coast

You MUST be contracted for services to apply for a grant in that area. So if you don't have a SR contract with the Coalition, you cannot write for a grant for your Toddler room.

Select ⌄

Once you have selected your contracting level, you will scroll down and fill in the rest of the information. Each one of the required fields is described below.

Be sure to answer the question, select the appropriate information from the drop down, and complete the tables. Grant requests that do not make sense or where documentation does not align with the answers on the application will be rejected back to the provider for correction.

Grant Request Info

Please fill in the following information in order to apply for any of the grants listed below. You may apply for multiple grants as shown below - be sure your budget stays within the not to exceed amounts listed. For example, if you want to do a curriculum training specifically for your 3 VPK classrooms and a separate CLASS training for your 2 toddlers rooms then you would write for 2 separate grants.

Not to exceed amounts for grant requests:

- CLASS improvement - allowed up to 5 grants not to exceed $2,500 each
- Curriculum support and training - allowed 2 grants not to exceed $5,000 each
- Conversion Infant/Ones (b-23mos)- allowed 2 grants not to exceed $20,000 each*
- Conversion Twos (25-35 mos) - allowed 1 grant not to exceed $15,000 each*

*Both must demonstrate that teachers in those rooms are being paid a minimum of $15/hr. Reimbursement of that wage is allowable in grant.

Fund request type: sure to select the correct type (convert or new) and age group (Infant/Ones or Twos).
- Convert/New to Infants/Ones
  - Not to exceed: $20,000
  - Number of grants allowed per licensed location: 2 of each
- Convert/New to Twos
  - Not to exceed: $15,000
  - Number of grants allowed per licensed location: 1 of each

Curriculum Used: from the drop down select the curriculum that's being used in that classroom.

Supplemental Program: if you are wanting to purchase or already have purchased a supplemental program to enhance your curriculum, please type in the name of it here. Supplemental curriculum would enhance your existing curriculum to complement, enrich, or extend the content.

Age Group: from the drop down select the age group of the room.

Training/Conversion Start Date: Key in or select from the calendar the date you began setting up the classroom.

Training/Conversion End Date: Key in or select from the calendar the date you finished setting up the classroom.

<u>Date converted room put in use to provide care</u>: key in or select from the calendar the date children were being cared for in this classroom.

<u>Conversion teachers</u>: fill in the information for the teachers who are in this classroom. Be sure to complete the entire table for each teacher. Click the add more button to add another teacher. Remember that these teachers must make $15.00 an hour for you as a provider to qualify for reimbursement.

Conversion Teachers *	Please complete the table with all information about the staff working in the new/converted classroom.				
	Teacher Name	Age Group Teach	Position	Classroom Name	Pay Rate
Add More					

<u>Desired outcome</u>: write a brief narrative about why you wanted to open a new classroom or convert a classroom to this age group.

<u>Budget</u>: fill in the table below for all of the expenses including payroll costs for the time period of the classroom conversion or set up. Click the add more button to add another expense line item. Examples of expenses are listed below:

- Payroll/staff cost for work in the room to convert/set up AND/OR cost for work in the classroom once open (including documented payroll burden),
- Training, background, and any other costs related to onboarding of new staff,
- Expenses for the materials/equipment for the room – please see below,
- Any license fees/cost for inspections on the room set up/conversion,
- Minor repair or maintenance fees to get the room adjusted for the set up/conversion (this cannot be structural in nature which requires a building permit). If a building permit was required and not obtained, then the repair cost is not allowed.
- List out any other expenses that were incurred in the conversion or opening of the new classroom.

Budget *	Please provide a proposed budget below. Funds can be used to cover any program costs, including compensating employees for their time.				
	Line Item	Description/Justification	Proposed Budget	Amount Spent	Amount Remaining
Add More					

<u>Total budget</u>: this field should automatically add up everything listed in your budget table. Be sure that the total budget equals the total amount you calculated.

<u>Documentation required</u>: you will attach proof of all documentation. If any of the documents listed below are not attached, the application will be rejected back to the provider for correction.

1. Proof of prior use of the room to current use of the room. Before and after pictures are acceptable. If there was licensing involved, the attached report from them is also accepted. The Coalition will conduct an on-site visit for confirmation of conversion/new classroom use.

2. All expenses being claimed including staff time. Expenses must be clearly labeled and show proof of payment.
3. Proof of teacher wages at the minimum of $15.00 an hour.
4. A list of children that were initially enrolled in the classroom with their ages. Please mark the list for coalition funded children versus private pay.

Sign: the person responsible for the grant application would then sign electronically and check the box to confirm the electronic signature is legally binding. Although this application is available in your ARPA portal, please print the screen and save it with a copy of your supporting documentation.

Items to note for Mini grant expenses / allowability:

- Reimbursement for staff time being utilized is allowed with proper documentation to include the cost of FICA/MC employer payroll taxes.
- Materials and equipment for the classroom – Classroom materials and equipment to build out the classroom for functioning operation. No technology item (tablet, computer, electronic interactive device, etc) costing more than $1000 each is allowable.
- The Coalition will advance up to documented expenses that are provided. Providers are permitted to provide an executed purchase order/quote with a vendor for materials/training costs/expenses as written in their plan/budget. Providers understand that any advances will be recovered from future SR/VPK funding should their conversion/training not be completed. Staff time for future training is not able to be paid in advance.