



STABILIZATION GRANT OPTION FOR USE OF FUNDS EXAMPLES PERSONNEL COSTS

These expenses cover income and benefits to you as the owner or the people who work for you. They encompass expenses related to hiring, compensating, training or retaining staff.

Records or supporting documentation for these types of expenses include: payroll and benefit records; employee timecards; invoices, receipts and check information for professional development trainings; documentation of other benefits provided to child care staff members such as coverage of insurance costs or tuition reimbursement; and bank statements

Salaries

Payroll/Wages/Salaries for child care program personnel, including home based providers/owner.

Employment Taxes, Self-Employment Tax, and Fringe Benefits

Employment taxes, health, dental, and vision insurance; scholarships; paid sick or family leave; worker's compensation; and retirement costs and contributions.

Personnel Salaries/Wages (recruitment bonus, staff bonus, premium pay)

Including increases in compensation for any staff in a childcare center or family child care providers and their employees;

Premium (higher wages provided to employees who work holidays, weekends, nights, vacation days or more than eight hours per day) or hazard pay, recruitment pay, staff bonuses, wage increases, and vaccine related costs for employees (paid time off to get vaccinated, transportation to and from vaccine, etc.).

Other Personnel Expenses and Services

- Recruitment cost for advertising and marketing.
- Professional development, training, scholarships (ex: TEACH), etc.
- Child care costs for staff
- Paid sick leave or family leave
- Work related transportation costs for employees (e.g., transportation and mileage reimbursement for educational training)
- Support for getting the COVID-19 vaccine (appointments, paid sick leave, transportation, etc.)

RENT, MORTGAGE, UTILITIES, FACILITIES, MAINTENANCE AND INSURANCE

Payments you made for your home or the location or facility where you provide care. These are expenses required to payfor, maintain or improve your home/facility.

Rent/Mortgage, Utilities, Insurance, Telephone/Internet

Rent (including rent under a lease agreement), payment on a mortgage obligation, insurance, utilities (heat, gas, water, electric, sewer, etc.), insurance (homeowners, accident, general business liability, transportation, business), also includes late fees or charges related to a late payments.

Telephone/Internet/Wi-Fi

Maintenance

This category includes purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency. So long as the equipment and supplies are in response to the COVID-19 public health emergency, they may include indoor and outdoor equipment and supplies that facilitate business practices consistent with safety protocols and developmentally appropriate.

Maintenance and minor renovations to address COVID-19 concerns in making any facilities improvements that make child care programs inclusive and accessible to children with disabilities and family members with disabilities.

Examples: cots; chairs; toys; portable partitions to enforce social distancing; hand washing stations; air filtration systems; Plexiglas dividers; replacing carpet with linoleum or another easily cleaned surface; or installing touch free faucets or light switches.

Minor Repairs

May include, but are not limited to the following repairs:

- Fencing
- Floors and walls
- Doors and windows
- Playground
- Lead risk assessment,
- Ground cover for playgrounds

NOTE: funds CANNOT be used for construction or major renovation/remodeling (structural changes to foundations and loadbearing walls, extensive alterations of a facility, etc.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cleaning and Other Health and Safety Practices:

Any payments you made for supplies and materials to keep yourself, employees and children safe and healthy during COVID-19.

Records or supporting documentation for these types of expenses may include: original invoices and/or receipts for purchases of materials/supplies; employee timecards; invoices, receipts and check information for professional development trainings; and bank statements.

i Cleaning and Sanitation Supplies, PPE and COVID Testing

Personal protective equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.), cleaning and sanitization supplies and services (cleaning/disinfecting wipes, ventilation systems, air purifiers, shampoos, vacuums, steam mops, washer/dryer, mops, dishwasher, bleach, hand sanitizer, spray bottles, soaps (laundry, hand, dish), garbage bags, etc.

Hiring cleaning companies, janitors, or any other cleaning services.

Training and professional development on health and safety practices for staff related to COVID-19 protocols.

HEALTH AND SAFETY TRAINING

Costs associated with training staff in health and safety measures.

Records or supporting documentation for these types of expenses may include: original invoices or receipts; payroll records; employee timecards; invoices, receipts and check information from professional development training; and bank statements.

i Professional Development training to meet state and local health and safety guidelines

Health and safety training; medication administration training; prevention of and response to food and allergic reactions; CPR and First Aid; health care consultants; behavioral specialists; infant toddler specialists; additional staff to provide support for children in classrooms based on children's needs.

GOODS AND SERVICES NECESSARY TO RESUME AND STRENGTHEN OPERATIONS

Expenses that support them in maintaining or resuming full operations, as well as making investments in goods and services that strengthen the program for the long term.

Records or supporting documentation for these types of expenses may include: original invoices and/or receipts for purchases of materials/supplies; bank statements; invoices, receipts and check information for professional development trainings.

i Food

Food, snacks, beverages for program provided meals, and materials for eating (dishes, bottles, bibs, cups, silverware, and other supplies related to meal times and drinks, etc.).

i Consumable Supplies

Materials for diapering and toileting (diapers, wipes, toilet paper, toilet training diapers, etc.).

i Classroom Materials

Equipment and materials necessary to run a child care business.

Materials needed for play and learning (toys and games for children to play with both inside and outside, books, craft materials, etc.).

i Sleeping Equipment

Materials to ensure safe sleep (cribs, crib mattresses, sheets, cots, pillows, blankets, and other materials for sleeping and napping, etc.).

i Licensing Fees

Child care licensing costs/fees and other expenses related to maintaining a license such as fire extinguishers, smoke detectors, CO2 alarms, etc.

Costs of required licensing inspections (health department, fire, environmental, playground, furnace, water heater, etc.).

I Software/Business Automation

Accounting software, payroll software, child care management systems, software or materials to track and report public health data.

Costs for shared services (MELBA, etc.).

I Computers and IT

Updates to computers, smart phones, and/or tablets to be able to communicate with staff and families remotely.

I Other

Transportation services, janitorial or cleaning services.

MENTAL HEALTH SERVICES FOR CHILDREN AND EMPLOYEES

Payments you made to support your mental health and the mental health of employees and children in your care.

Records or supporting documentation for these types of expenses include: original invoices and/or receipts for purchases; employee timecards; invoices, receipts and check information for professional development trainings; and bank statements.

I Childhood Mental Health Supports

Infant/toddler and early childhood mental health consultation services you've contracted for, targeted programming, etc.

I Mental Health Consultation for Staff

Staff training and development; coaching; team building; resiliency and stress management; staffing patterns and schedules; and program materials and supplies.

I Family Engagement

Parent/teacher conferences; books and other materials children can take home; activities like family game nights.

PAYING FOR PAST EXPENSES

Records or supporting documentation for these types of expenses include: original invoices and/or receipts for purchases; employee timecards; invoices and receipts and check information for professional development trainings; receipts for purchases of supplies/materials; mortgage/rent/space cost statements; utility statements; original invoices and/or receipts for purchases of materials/supplies; payroll and benefit records; documentation of other benefits provided to child care staff members such as coverage of insurance costs or tuition reimbursement and bank statements.

I Paying for Past Expenses

Costs incurred as September 2021 through duration of grant period August 2023 for any of the uses of funds outlined above as long as those uses were made in response to the COVID-19 public health emergency (including child care operating expenses related to rent and mortgage and facilities; insurance; utilities; internet; phones; personal protective equipment; sanitation and health and safety; equipment and supplies; goods and services; and mental health services as described above).