

AMERICAN RESCUE PLAN ACT (ARPA) STABILIZATION GRANT ROUND 2 WORKSHEET

To prepare to complete the [grant application](#), collect the following information in advance. You may need to contact your bookkeeper to answer questions on expenses.

PAGE 2 OF THE APPLICATION:

GENERAL QUESTIONS

- License Number _____
- License Type _____

PAGE 3 OF THE APPLICATION:

GENERAL QUESTIONS

- License Capacity _____
- Provider Number, if Applicable _____
- Vendor Number, if Applicable _____

(For Type I or II or any other type of facility not participating in CCAP, LDOE requires vendor registration to issue grant payments. Please register as a vendor [here](#) if not registered yet.)

- Legal Business Name or DBA (Doing Business As name) _____
- Applicant Name (must be director or owner) _____
- Site's Address Including Zip Code _____
- Parish _____
- Site's Phone Number _____
- Owner's or Director's Email _____

PAGE 4 OF THE APPLICATION:

SITE DETAILS

- Type of care provided by the program or center _____
(Weekday care or Weekday care + nontraditional hours)
- Number of CCAP Certified children currently enrolled _____
(if unsure, go to the TOTS portal to confirm)

PAGE 5 OF THE APPLICATION:

GRANT CALCULATION QUESTIONS

- Are you currently licensed to serve infants (Age 6 weeks to 12 months)? Y/N
- Are you currently licensed to serve toddlers? (Age 13 months to 36 months)? Y/N
- Do you offer child care services to children with special needs (i.e., children with IEP or IFSP)? Y/N

PAGE 6 OF THE APPLICATION:

PERSONNEL INFORMATION

- Highest, average, and lowest wages for your lead teachers and ideal wages to attract and retain staff:

	Estimated lowest hourly wage	Estimated average hourly wage	Estimated highest hourly wage
What is the current hourly wage for lead teachers?	\$ _____	\$ _____	\$ _____
How much would you ideally like your hourly wage for lead teachers to be to ensure that you are attracting and retaining qualified staff?	\$ _____	\$ _____	\$ _____

PAGE 7 OF THE APPLICATION:

EXPENSES AND OPERATING COSTS

- Current major expenses and general operating costs.

*[The following questions are asked to identify your **current major expenses and general operating costs, also known as the money you spend each month to operate.** This information will be kept confidential and may be used by LDOE to assess future grant amounts and assist with determining the true cost of care. Please try to be as precise as possible. You will be required to certify your answers prior to submitting this application. **If in doubt, combine expenses into an expense category to develop the monthly total. If no expense in a category, you may enter 0. This is CCDF required information.]***

	Average Monthly Amount
Personnel Costs: Payroll - Includes all full-time and part-time staff wages, state and federal payroll taxes.	\$ _____
Other Personnel Costs - Includes employee benefits (benefits, retirement contributions, staff bonuses, stipends, premium or hazard pay, overtime), paid vacation, leave, training and professional development for new and existing staff, employee transportation to/from work (if applicable).	\$ _____
Facility Costs - Includes rent or mortgage payments, utilities, property insurance, property taxes, maintenance, late fees related to late payment for rent, mortgage, utilities, and/or insurance, minor facility construction or renovation costs, facility maintenance.	\$ _____

<p>COVID-19 Personal Protective Equipment - PPE, including masks, cleaning and sanitation supplies and services, cleaning crew costs, or the cost of tests purchased in response to the COVID-19 pandemic.</p>	<p>\$_____</p>
<p>COVID-19 Equipment and Supplies - Any indoor or outdoor equipment or technology purchased in response to the COVID-19 pandemic.</p>	<p>\$_____</p>
<p>Operating Materials and Services - Any other materials, goods, or services necessary for operating your center. Includes food and equipment, food service, business operating costs; books, curricula, and any other materials used for education or in classrooms; licensing or business operating fees, including background checks and business licenses.</p> <p>This may also include the offset of out-of-pocket child care balances incurred by CCAP families after March 16, 2020.</p>	<p>\$_____</p>
<p>Mental Health Supports - Any costs of providing mental health counseling or support services to child care staff or children to ensure mental wellbeing.</p>	<p>\$_____</p>

CALCULATE ESTIMATED GRANT AMOUNT:

- Please click on the [estimation calculator](#).
- Enter the fields to estimate your grant award.
- Use that amount to complete the following table.

PAGE 8 OF THE APPLICATION:

PLAN FOR SPENDING THIS ROUND OF THE ARPA STABILIZATION GRANT PAYMENT

Estimated Uses - Subgrant funds may only be used for the following categories. **The following questions are about how you plan to spend your TOTAL received grant funds.** Because this is an estimate, you will be able to move funds between categories without prior approval, but this helps us better understand your greatest funding needs and is CCDF required reporting.

	Estimated Use
Personnel Costs: Payroll - Includes all full-time and part-time staff wages, state and federal payroll taxes.	\$ _____
Other Personnel Costs - Includes employee benefits (benefits, retirement contributions, staff bonuses, stipends, premium or hazard pay, overtime), paid vacation, leave, training and professional development for new and existing staff, employee transportation to/from work (if applicable).	\$ _____
Facility Costs - Includes rent or mortgage payments, utilities, property insurance, property taxes, maintenance, late fees related to late payment for rent, mortgage, utilities, and/or insurance, minor facility construction or renovation costs, facility maintenance.	\$ _____
COVID-19 Personal Protective Equipment - PPE, including masks, cleaning and sanitation supplies and services, cleaning crew costs, or the cost of tests purchased in response to the COVID-19 pandemic.	\$ _____
COVID-19 Equipment and Supplies - Any indoor or outdoor equipment or technology purchased in response to the COVID-19 pandemic.	\$ _____
Operating Materials and Services - Any other materials good or services necessary for operating your center. Includes food and equipment, food service, business operating costs; books, curricula, and any other materials used for education or in classrooms; licensing or business operating fees, including background checks and business licenses. This may also include the offset of out-of-pocket child care balances incurred by CCAP families after March 16, 2020.	\$ _____
Mental Health Supports - Any costs of providing mental health counseling or support services to child care staff or children to ensure mental wellbeing.	\$ _____