

The following is an example of the LDOE LaCAP Grant Survey for the following survey type:  
**CCAP, Round 6: Type III, Family Child Care and In Home Providers that received LaCAP Grant Round 6**

**All providers must complete LaCAP Grant Surveys using the online portal, LDOE LaCAP Portal**  
Unique information for the specific child care facility will be listed in the online portal

## ***Louisiana Child Care Assistance Provider (LaCAP) Grants Survey***

### **A. Overview and Background**

As a recipient of a Louisiana Child Care Assistance Provider (LaCAP) grant relief funds from the Louisiana Department of Education (LDOE), you are required to complete the following survey. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of LaCAP grant funds to report to the Office of Child Care, legislators, BESE, and other stakeholders.

You are required to complete the following survey in its entirety by 3/24/2022. **Failure to complete the survey may impact your future relief grant funding opportunities and will automatically require an audit of these funds for your facility.**

Thank you in advance for completing this survey. If you have any questions regarding the requirement to complete this survey, you may contact Provider Help Desk at 225-252-9543 or email [providercertification@la.gov](mailto:providercertification@la.gov). If you require technical assistance regarding how to complete the survey you may contact P&N at [info@LDOE-pnsurvey.com](mailto:info@LDOE-pnsurvey.com).

### **Provider Background**

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

A1. Provider Number	<input type="text"/>	<div style="border: 2px solid red; padding: 5px; text-align: center;"><b>THIS INFORMATION WILL BE PRE-POPULATED IN THE LDOE LACAP PORTAL</b></div>
A2. License Number	<input type="text"/>	
A3. Facility Name	<input type="text"/>	
A4. Facility Address		
A4.i Address 1	<input type="text"/>	
A4.ii Address 2	<input type="text"/>	
A4.iii City	<input type="text"/>	
A4.iv Postal/Zip Code	<input type="text"/>	

### **CONFIRMATION \***

Please review the provider background information above and select one of the following:

- The facility data provided is accurate to the best of my knowledge.
- The facility data provided is NOT accurate, and I can provide data to the contrary.

If you select the above box, please provide reference to the information that is NOT accurate as well as the correct information in the box below. A representative may be in contact to confirm the information provided.

### **B. Grant Funds Distributed**

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. LaCAP Grant 6:	<input type="text" value="\$"/> -	<div style="border: 2px solid red; padding: 5px; text-align: center;"><b>THIS AMOUNT WILL BE PRE-POPULATED IN THE LDOE LACAP PORTAL</b></div>
--------------------	-----------------------------------	---

## **C. Grant Funds Expended as of 12/31/2021**

- C1. Enter the total amount of expenses paid with LaCAP grant funds as of 12/31/2021. In response to this question:\*
- The total amount should be based on LaCAP grant funds received by the facility in Grant Round 6, which was distributed in July 2021.
  - LaCAP grant funds could have been used for eligible expenses since January 31, 2020.
  - If LaCAP grant funds from Round 6 have not been expended as of 12/31/2021, select the appropriate checkbox below.

\$  OR  No LaCAP grant funds have been expended as of 12/31/2021.

**THE AMOUNT IN C1 CANNOT EXCEED THE AMOUNT OF GRANT FUNDS DISTRIBUTED TO THE PROVIDER AS SHOWN IN B1**

- C2. Select the type of financial management system that the child care facility uses to track and record expenses:\*

- The child care facility uses a manual system only (paper expense documentation retained).
- The child care facility uses an electronic spreadsheet to track and record expenses.
- The child care facility uses accounting software to track and record expenses.

If you select the above box, please provide the name of the accounting software used in the box below.

- C3. Select the type(s) of documentation retained that support the expenses. If applicable, multiple categories should be selected.\*

- |  |  |
|--|--|
| <input type="checkbox"/> Payroll records | <input type="checkbox"/> Rent or mortgage agreements   |
| <input type="checkbox"/> Purchase orders | <input type="checkbox"/> Utility statements            |
| <input type="checkbox"/> Invoices        | <input type="checkbox"/> Bank statements               |
| <input type="checkbox"/> Receipts        | <input type="checkbox"/> Other <input type="text"/>    |
| <input type="checkbox"/> Contracts       | <input type="checkbox"/> No records have been retained |

- C4. For each category listed below, enter the amount of expenses that were paid with LaCAP grant funds as of 12/31/2021. If applicable, multiple categories should be selected. Please enter 0 if no LaCAP grant funds were used for each provided category.\*

**Please refer to the attached PDF for additional examples of the allowable use of LaCAP grant funds. This information is provided as a reference, and is not comprehensive.**

### C4.i Personnel Costs

Expenditures in this section may include, but are not limited to, full-time and part-time staff salaries/wages, employee benefits (benefits, retirement contributions, staff bonuses, stipends, premium or hazard pay, and overtime), paid vacation leave, training and professional development for new and existing staff.

**Total amount for this category:** \$

### C4.ii Facility Costs

Expenditures in this section may include, but are not limited to, rent or mortgage, utilities, insurance, and minor construction or renovation costs related to the facility.

**Total amount for this category:** \$

### C4.iii COVID-19 Equipment and Supplies

Expenditures in this section may include, but are not limited to, personal protective equipment (PPE), cleaning and sanitization supplies and services, equipment to screen staff or children, costs of tests and indoor/outdoor equipment purchased in response to COVID.

**Total amount for this category:** \$

### C4.iv Enrollment and Subsidies

Expenditures in this section may include, but are not limited to, amounts to offset out-of-pocket child care balances incurred by CCAP families and incentive payments for CCAP child attendance to maintain or to establish provider financial stability.

**Total amount for this category:** \$

C4.v Operating Materials and Services

Expenditures in this section may include, but are not limited to, consumable supplies for children, food and formula for child care meals, and any other materials, goods, or services necessary for operating your center. This may include 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 license.

**Total amount for this category:** \$

C4.vi Other

Expenditures in this section should include any other expenses that were paid with LaCAP grant funds as of 12/31/2021, and are **NOT** already captured in the sections provided above. Include a brief description of the expense and total dollar amount of other expenses paid with the LaCAP grant funds.

**Total amount for this category:** \$

C4.vii Total Amount of LaCAP grant funds expended as of 12/31/2021.

**Total amount of funds expended:** \$

**THE AMOUNT ENTERED IN C4.vii  
MUST MATCH THE AMOUNT  
ENTERED IN C1**

C5. Enter the amount of funds received from other federal or state programs.\*

- Do **NOT** include funds received from LDOE LaCAP Grants, ARPA Stabilization grants (Round 1), Local R&R Playground grants and/or Network payroll grants.
- If no corrections are needed, do not re-enter amounts already provided in your prior survey response for LaCAP Grant Rounds 1-5.

The child care facility did not receive funds from other federal or state programs.

The child care facility completed the LaCAP Grant Survey for Rounds 1–5, and has not received any additional funding from other federal or state programs since completion of the prior survey.

The child care facility completed the LaCAP Grant Survey for Rounds 1-5, and has received additional funding from other federal or state programs since completion of the prior survey.

The child care facility submitted incorrect amounts in response to LaCAP Grant Survey for Rounds 1-5, and needs to revise the prior submission of funds received from other federal or state programs.

The child care facility received funds from other federal or state programs. Amounts are reported in the section below.

C5.i PPP via Small Business Administration

Paycheck Protection Program (PPP) through the Small Business Administration. If applicable, both rounds of PPP funding should be included:

**Total amount for this category:** \$

C5.ii Non-PPP via Small Business Administration

Loan from the Small Business Administration (NOT PPP funding related):

**Total amount for this category:** \$

C5.iii Main Street Recovery Program

Main Street Recovery Program through the Louisiana Department of Treasury:

**Total amount for this category:** \$

C5.iv Public Health and Social Services Emergency Fund

**Total amount for this category:** \$

C5.v Unemployment Compensation

**Total amount for this category:** \$

C5.vi Other

Funds not included in the categories above. Please describe.

**Total amount for this category:** \$

C5.vii Total funds received from other federal or state programs:

**Total other funds received:**        \$

C6. Is there any type of technical assistance that you are interested in receiving in reference to stabilizing your business and/or using these funds? If so, describe.

### **D. Survey Submission**

By entering your name below, you are signing this survey electronically and certifying that the information submitted within the survey is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of prior relief grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

Check this box to confirm the aforementioned survey response are accurate. \*

**YOU WILL BE REQUIRED TO ENTER YOUR PRINTED NAME AND TITLE PRIOR TO SURVEY SUBMISSION**

**Once this form has been submitted, you will be unable to make changes. Please ensure all information is true and accurate to the best of your knowledge prior to submission.**

**Eligible/Allowable Use of Funds**

The following is a list of eligible/allowable use of Louisiana Child Care Assistance Provider (LaCAP) grant relief funds. This list is not comprehensive.

<b>Personnel Costs</b>
Salaries/Wages - teachers
Salaries/Wages - maintenance personnel - janitorial custodians, etc.
Salaries/Wages - directors/owners
State and federal payroll taxes
Benefits
Retirement contributions
Additional staff to support social distancing
Bonuses, stipends, premium or hazard pay, overtime pay
Paid vacation leave
Retaining or hiring employees- substitutes
Advertising/marketing expense related to enrollment or hiring
Professional development and job related training materials
Virtual professional development opportunities
Employee transportation costs to or from work
Paid time off for vaccination
<b>Facility Costs</b>
Rent
Rent for additional storage to allow for social distancing
Payment on mortgage obligation
Mortgage interest
Utilities (water, gas, electricity)
Taxes
Insurance
Maintenance
Late fees or charges related to late payment for rent, mortgage, utilities, and insurance
Minor construction or renovation costs related to facility
Facility renovation costs to promote social distancing (partitions, shields, etc.)
Temporary structures to promote social distancing
Inspection, maintenance, repair and replacement/upgrade costs (indoor air quality in centers – air conditioning, filters, purification, window and door replacement, ventilation, heating, flooring for changes from carpet to tile)
Facilities maintenance such as building or upgrading playgrounds, renovating bathrooms, installing railing, ramps, or automated doors to make the facility more accessible, and removing non-load bearing walls to create additional space for social distancing.
Moving expenses related to building equipment
Relocation expenses related to lower rent or need to increase space
Start up costs
<b>COVID-19 Equipment and Supplies</b>
Personal protective equipment (PPE)
Cleaning and sanitization supplies and services
Cleaning crew costs
Costs of tests
Training related to health and safety practices
Disposable paper products such as masks, wipes, and diapers
Signage to create social distancing measures
Equipment to screen staff or children
Indoor or outdoor equipment or technology that was purchased in response to COVID-19 pandemic
<b>Enrollment and Subsidies</b>
Amounts to offset out-of-pocket child care balances incurred by CCAP families
Incentive payments for CCAP children attendance
Caring for additional children
Mental health services
<b>Operating Materials and Services</b>
Consumable supplies for children
Food and formula for child care meals
Books, curricula and any other materials used for education or in classrooms