



American Rescue Plan (ARP) Capacity Building Grant Application

Through our funding partner, WV DHHR BCF/Division of Early Care and Education, West Virginia Early Childhood Training Connections and Resources (WVECTCR) will award capacity building grants during the July 1, 2022 – June 30, 2023 fiscal year. Capacity Building Grants are application based. Applications will be reviewed and approved until funding is exhausted.

Purpose of Capacity Building Grants

The purpose of the availability of this capacity building grant opportunity is to provide funding for current critical care site providers and new care providers to secure supplies, staff retention, payment of rent/utilities, personal protective equipment, expansion of programs, and other needed purposes as outlined in the application for continuity of services during the public health emergency.

Capacity Building Grant Award Amounts

The total amount of funding will not exceed \$16,000 per application. Pop up sites are not eligible. Critical care sites are only eligible for one capacity building grant award.

- Critical Care Child Care Centers – Type 1 – eligible for \$11,000
- Critical Care Child Care Centers – Type 2 – eligible for \$13,000
- Critical Care Child Care Centers – Type 3 – eligible for \$16,000
- Critical Care Out of School Time Centers – eligible for \$10,000
- Critical Care Family Child Care Facilities – eligible for \$10,000
- Critical Care Family Child Care Homes – eligible for \$8,000
- NEW Critical Care Child Care Centers – Type 1 – eligible for \$2,000
- NEW Critical Care Child Care Centers – Type 2 – eligible for \$3,000
- NEW Critical Care Child Care Centers – Type 3 – eligible for \$4,000
- NEW Critical Care Out of School Time Centers – eligible for \$2,000
- NEW Critical Care Family Child Care Facilities – eligible for \$1,000
- NEW Critical Care Family Child Care Homes – eligible for \$500
- NEW providers will be eligible for additional monies at the 6 month and 1 year mark of operation

Capacity Building Grant Award Period

The capacity building grant award period will be the date of application approval (notification of grant award will be emailed with approval date listed) through June 30, 2023.

Eligibility

Applicant must meet the following criteria for capacity building grant applications to be reviewed.

- Possess a valid provisional or regular license or certificate of registration.
- Have a Provider Services Agreement in good standing.
- Have not committed substantiated misrepresentation or fraud.
- Are current on any signed repayment agreement.
- Must provide full-time child care services, defined as a program that is open and offering at least eight consecutive hours of care per day, five days per week. (This requirement does not apply to Out of School Time programs.)
- Must have at least 25% of the child care program's revenue received from private pay tuition and/or West Virginia's child care subsidy program.

Application Deadline (open until funds exhausted)

Complete application must be received either by email, mail or fax. Application is a fillable PDF document for ease in completion.

Application Submission

E-mail to: tcr@rvcds.org with Capacity Building Grant Application in the e-mail subject line

or

Mail to: WVECTCR/RVCDS

Attn: Alyson Edwards, Capacity Building Grant Application
611 7th Avenue Suite 322
Huntington, WV 25701

or

Fax to: Alyson Edwards, Capacity Building Grant Application at 304-529-2535

Capacity Building Grant Application Instructions

- Thoroughly read all information listed in the application packet prior to completing the application. If you have questions about completing the application, please contact your local Child Care Resource and Referral Office (Child Care Resource Center, Choices, Connect, Link, MountainHeart North or MountainHeart South).
- Complete all sections of the application, sign, date, and submit to WVECTCR by the above listed methods.
- Incomplete applications will not be considered for review.

Capacity Building Grant Requirements

Capacity building grant applications that are approved must agree to follow the requirements listed below as a condition of receiving the capacity building grant award.

- Capacity building grant funding must be expended in accordance with all applicable Federal, State, and local laws.
- Capacity building grant funding must be expended (items and/or services purchased/received/delivered) by the end of the capacity building grant award period June 30, 2023.
- Capacity building grant funding must be utilized as approved in the capacity building grant application.
- Receipts should be kept for the items and/or services purchased with the capacity building grant monies. These receipts do not need to be submitted to WVECTCR.
- Failure to comply with any capacity building grant requirements listed above will eliminate eligibility to receive a capacity building grant award in the future (if funding available) and may require repayment of capacity building grant funding to WVECTCR/RVCDS.
- By signing the capacity building grant application, you are agreeing to comply with the above requirements.



American Rescue Plan (ARP)
 Stabilization Subgrants for WV Child Care Providers
 Capacity Building Grant Application
 Fiscal Year July 1,2022 – June 30, 2023



If you have questions, or need help with completing this application, call your local Child Care Resource and Referral Agency (Child Care Resource Center, Choices, Connect, Link, MountainHeart North or MountainHeart South).

Section 1 – General Applicant Information

Please mark one: Capacity Building Grant – Current Center, Facility, Home or OST
 Capacity Building Grant – New Center, Facility, Home or OST

Application Date:		FEIN or SSN #:	
Applicant Name:			
Program/Facility Name:			
Mailing Address:			County:
City, State, Zip:			
Phone Number:		E-mail Address:	
<input type="checkbox"/> Center (select type <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III)	<input type="checkbox"/> Family CC Home	<input type="checkbox"/> Family CC Facility	<input type="checkbox"/> OST Center
Applicant Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> Black/African American <input type="checkbox"/> Multiracial	
Applicant Ethnicity:	Applicant Latino: <input type="checkbox"/> yes <input type="checkbox"/> no	Applicant Gender:	

If payment funding is awarded, the check should be made payable to:

- Same as applicant details above
- Different than applicant details above – complete information below

Payee Name:		FEIN or SSN #:	
Mailing Address:			
City, State, Zip:			
Daytime Phone:		E-mail Address:	

Section 2 – Operational Status

Was your program licensed/registered/certified/regulated by or before July 1, 2022? <input type="checkbox"/> yes <input type="checkbox"/> no OR Does your program meet Child Care and Development Fund health and safety requirements including the completion of comprehensive background checks? <input type="checkbox"/> yes <input type="checkbox"/> no
What is the current status of your program? <input type="checkbox"/> Open <input type="checkbox"/> Temporarily closed due to public health, financial hardship, or other reasons relating to the coronavirus disease 2019 (COVID-19) public health emergency. Please give details about the temporary closure and planned date to reopen:

Section 3 – Child Count Information

What is the licensed or identified capacity of your program?	Days of Operation:
	Hours of Operation:
What is your current average enrollment by age? Infant: Toddler: Preschool: School Age: Total:	Of the children enrolled, how many receive funds from the following programs? Early Head Start: Head Start: State Prekindergarten: Total:
What was your average enrollment by age in January 2020 (before COVID-19)? Infant: Toddler: Preschool: School Age: Total:	

Section 4 – Options for Fund Use

Subgrant funds may only be used for one or more of the purposes below. Please mark which categories you will support with the funding received from the subgrant:

- Personnel costs, benefits, premium pay, recruitment and retention
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
- Personal protective equipment, cleaning and sanitation supplies and services, or training and professional development related to health and safety practices
- Purchases of, or updates to, equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees
- Expansion of current program

Section 5 – Certification

To receive a stabilization grant, I agree to use the funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund. Note: You can move funds between categories without prior approval.

I also understand that it is my responsibility to maintain records and other documentation to support the use of funds I receive as well as to document my compliance with the requirements described in A, B, and C.

By signing this application, I am certifying that I will meet requirements throughout the period of the subgrant, including the following:

- A. When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, Tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).
- B. For each employee (including lead teachers, aides, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the subgrant. I understand that I may not involuntarily furlough employees from the date of application submission through the duration of the subgrant period.

- C. I will provide relief from copayments and tuition payments for the families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

The following signature affirms that I will adhere to the items noted in A, B, and C. It also affirms I will only use the funds in the areas noted in section 4 of this application.

Signature	Printed Name	Date
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Completed applications may be submitted by the following methods:

Email: tcr@rvcds.org with Capacity Building Grant Application in the subject line

OR

Fax: 304-529-2535 to the attention of Alyson Edwards, Capacity Building Grant Application

OR

Mail: WVECTCR/RVCDS
Attn: Alyson Edwards, Capacity Building Grant Application
611 Seventh Ave, Suite 322
Huntington, WV 25701