



CITY OF MOLINE



AMERICAN RESCUE PLAN ACT (ARPA)

CHILDCARE/WORKFORCE INFRASTRUCTURE FORGIVABLE LOAN PROGRAM

The City of Moline has launched the ARPA Childcare/Workforce Infrastructure Forgivable Loan Program to assist families and businesses that have been negatively impacted by the COVID-19 Pandemic with quality childcare needs. The purpose of this program is to increase available childcare options, especially second shift, third shift and weekend hours. The COVID-19 pandemic has impacted our workforce in crucial ways, exacerbating the pre-existing child-care crisis, shuttering child care centers and forcing families to make difficult decisions about staying in the workforce or being home to take care of children.

The ARPA Childcare/Workforce Infrastructure Forgivable Loan Program will be using up to \$500,000 of the City of Moline general fund dollars that will be replenished by the ARPA Grant funds. The maximum forgivable loan is \$50,000 per business.

Workforce Situation

According to the US Bureau of Labor Statistics, our labor force in the QCA has been reduced to 182,424 from 184,575 in April 2020 (the height of shift in the labor force) and 188,685 in April 2019. That's a 6,261 drop. Businesses are having difficulty filling their open job postings. Our labor force needs to grow and our Moline parents need to be able to have quality care and early childhood education for their kids. This reality is reiterated by business organizations that note that the future of work includes consideration for workforce infrastructure components such as high quality options for and unimpeded access to child care and early childhood education. Workforce infrastructure such as child care and early education make it possible for our citizens to find work, maintain work, or improve the work they are doing. Without such infrastructure, the QCA remains vulnerable to further reductions in its labor force and resulting decreased revenues.

Program Overview

These funds are specifically designated to improve the quality of child care providers, expansion of child care slots, and to increase the availability of early childhood development programs and before and after school programs. The ARPA Childcare/Workforce Infrastructure Forgivable Loan Program will be awarded based on the applicant's intent and ability to increase quality childcare services in the community. This program is designed to encourage entrepreneurship in the child care and early education workforce as well as enhancement of existing centers and FCCs so they can increase available childcare slots and change their hours to increase our options for second shift, third shift, and weekend coverage.

By addressing these issues, these funds will provide much needed capital to current and new childcare providers/businesses impacted by the COVID-19 pandemic and help stabilize Moline's economy.

Eligible applicants include:

- Individuals who are interested in opening a licensed childcare;
- Community-based organizations/businesses (existing or new; profit or non-profit);
- and

- Public and non-public schools.
- To be eligible for funding under the program, an applicant must accept all children regardless of race, religion, ethnic origin, disability, parentage, economic circumstance or any other protected characteristic. Recipients will be required to sign a non-discrimination form as part of the agreement.

Eligible Funding Categories

Group A - \$70,000	Group B - \$90,000	Group C - \$120,000	Group D - \$150,000	Group E - \$70,000
Licensed for 8 children (age 0-12)	Licensed for 12 children with an assistant (age 0-12)	Licensed for 16 children with 2 assistants (age 0-12)	Licensed center	License-exempt center
7 up to \$10,000	6 up to \$15,000	6 up to \$20,000	3 to 4 of varied amounts up to \$50,000	2 to 3 of varied amount up to \$35,000

Application Review

Submitted applications will be evaluated by an independent selection committee made up of City and industry personnel for accuracy and compliance with the program criteria set forth in Exhibit A, “Program Guidelines.” Extra points toward a qualifying score will be awarded for programs that provide second shift, third shift, and/or weekend hours and for those starting a new childcare center. Groups A, B, and C represent home providers (FCC) that can operate up to 18 hours a day, 7 days a week per IL law. Awards will be given out until either funding is exhausted or by the start of FY 2024, whichever occurs first.

The applicant will be required to provide the City of Moline with reporting documentation as proof of compliance both during and at the completion of the fifteen-month period of service. If the applicant fails to comply with the terms of the loan, he/she/it will be required to repay the full loan amount to the City within 60 days of the declared default or upon such other terms as the Parties may agree.

Approved applicants will be required to sign an Agreement that outlines the terms of the forgivable loan. Approved applicants will be required to comply with all conditions of the program. The “forgivable” feature of the loans rests on the ability of the borrower to remain operational and/or open for fifteen months after the last disbursement of funding. Recipients must personally guarantee the loan and will be liable for repayment should default of the loan agreement occur. Program assistance will be provided to an eligible childcare provider/business in the form of a forgivable loan. Funding will be provided in installments:

- 1/3 of the funding will be provided upon approval of the application by the City of Moline;
- 1/3 of the funding will be provided (i) once all required inspections are completed by City and State bodies with jurisdiction and a state child care provider license is issued by the Illinois Department of Children and Family Services or (ii) at the time of new enrollment of children;
- 1/3 of the funding will be provided three months after the second award.

Examples of Eligible Expenses (non-exhaustive)

I. Equipment

A. Safety:

1. First aid kits;
2. Car seats;
3. Safety gates; and
4. Locks/Locked storage.

B. Developmentally/Age-Appropriate Equipment:

1. Cots and mats;
2. Cribs and playpens (federally-approved);
3. Highchairs;
4. Crib mobiles;
5. Child sized tables and chairs;
6. Strollers;
7. Books.

C. Toys: Requested items in this this category may include, but are not limited to: wooden blocks, soft blocks, balls, small cars and trucks, stuffed animals, dolls and doll clothing, doll beds, stacking toys, rattles, dramatic play items, sand and water toys, clay, Play-Doh, games, peg boards, stringing beads, infant discovery quilts, shape sorters, and riding toys, etc.

D. Miscellaneous:

1. Crib and sheets, pads or blankets;
2. Adult rocking chair;
3. Shelving/storage;
4. Fans;
5. CD players/tape recorders;
6. Plates, cups, and utensils;
7. Activity rugs; and
8. Baby monitor.

II. Minor Building Modifications: Expenditures in this category must comply with state requirements and/or local zoning ordinance requirements. Documentation of requirement must be submitted from the appropriate agency (Department of Children & Family Services, Rock Island County Health Department, or Moline Building Department and/or Fire Marshal), on agency form, citing the specific regulation or ordinance that needs correction and signed and dated by the appropriate agency representative conducting the inspection. Be very specific when requesting building modifications; individual costs for every modification must be provided. **Please note:** Building modifications shall also mean any improvement necessary to serve additional infants, children with disabilities, children who may be ill, and/or school-age children.

A. Fire Safety:

1. Fire alarm system;
2. Sprinkler system;
3. Emergency lighting and exit signs;

4. Self-closing door;
5. Barriers surrounding furnace or water heater;
6. Electric smoke alarms and wiring; and
7. Wiring necessary for the installation of items in this section, as needed.

B. External Modifications:

1. Steps leading in to home; and
2. Fence enclosing play area yard - must provide written bids for fences.

C. Bathroom Modifications:

1. Porcelain lavatories;
2. Porcelain toilets; and
3. Necessary plumbing for installation of lavatories and toilets

D. Adaptation for Children with Disabilities (Documentation from at least one parent and child's Individualized Service Plan must be included with identifying information redacted, which verifies these adaptations are necessary for their child(ren) to access the program and that they intend to use the program for care):

1. Entrance/exit ramp;
2. Widening of doorways; and
3. Handrails or other adaptive equipment.

E. Miscellaneous:

1. Repair of linoleum – must provide written bids for flooring, and only damaged areas of linoleum will be replaced;
2. Lead paint removal/abatement; and/or
3. Paint.

III. Training: All trainings need to be Gateways (credentials) approved and Child Care Resource and Referral facilitated.

1. Classes;
2. Workshops;
3. Conferences

IV. Start-Up Cost: This expense is for new facilities which have not held a previous license. Start-up costs (operating costs) are only applicable for the first three months after the grant funds have been awarded. A justification narrative must accompany each item desired to be considered as start-up costs.

1. Business Vehicle Insurance (including the rider which insures the child care business);
2. Business Insurance;
3. Utilities and utility deposits;
4. Telephone (land line not cellular phones).

V. Special Circumstances: There may be situations whereby extenuating circumstances may support the need for certain items, such as a community need for child care, a lack of child care services in a particular area, etc. The following items may be funded in these special circumstances if the program is not located in the residence of the licensee or child care staff. A justification narrative for the items above must be included in the grant application packet:

1. Dishwashers;

2. Washing machine and clothes dryer;
3. Oven and microwaves;
4. Refrigerator;
5. Vacuum cleaners.

VI. Other:

1. Marketing items to promote business;
2. Outdoor signage;
3. Office equipment: computer, printer, scanner, etc.;
4. Water testing for lead;
5. Lead-based paint testing;
6. Physicals for staff;
7. Personal protective equipment;
8. A percentage (up to 50%) of the mortgage or rent payments for the business's principal place of business or other such business location in the City of Moline based on the square footage used for childcare.
9. Other expenses maybe considered based on need and industry.

Program Eligibility Requirements:

- Business must be actively operational for a period of fifteen months after final disbursement (otherwise funds are subject to repayment);
- Must be in and maintain compliance with all State and local orders related to COVID-19, including, but not limited to, the Illinois Department of Public Health;
- Have a physical establishment in the City of Moline (home-based businesses may qualify but funding can only pay for residential rent or mortgage based on the actual square footage used for the childcare business);
- Must be in compliance with Illinois childcare licensing standards;
- Be current, or in a payment plan, on all local, state, and federal taxes due through 1/1/2022;
- Have an active and proper state license(s)/registration(s), provided that applicants working towards licensing status and/or have been in business less than one year, will participate and complete Child Care Resource and Referral FY 2022 or 2023 cohorts;
- Attestation of U.S. Citizenship or Entitlement to Work in the U.S.;
- Corporately owned national or regional chain businesses are not eligible, but Locally owned franchises or chain businesses are eligible (for profit/non-profit).

Maximum Funding

The maximum forgivable loan is \$50,000 per approved application.

**EXHIBIT A
CITY OF MOLINE
CHILDCARE/WORKFORCE INFRASTRUCTURE FORGIVABLE LOAN PROGRAM**

Scoring Criteria

Application Sections: Each application must contain all of the six sections described below:

- 1. Completeness of Application Form (0 – 5 points);**
- 2. Business Retention/New (Open & Operational) (0 – 15 points);**
- 3. Program/Community Impact Statement (0-40 points);**
- 4. Business Plan (0-20 points);**
- 5. Budget (0-20 points);**
- 6. Extra Credit (0 – 25 points).**

125 points maximum

1. Completeness of Application Form (0 – 5 points): Completed, signed, and dated application with required (sections) documentation. Additionally, each application shall include the following completed forms, which will be utilized upon approval of your application:

- A. W-9 Form;
- B. DUN and Bradstreet Number;
- C. System for Award Management (SAMs) activation required if approved – post award;
- D. United States Citizenship Attestation Form.

2. Business Retention/New (Open & Operational) (0 – 15 points): Points will be awarded as follows:

- | | |
|---|-----------|
| • Business has been opened/operational since 1/1/2019 | 5 points |
| • New child care location | 5 points |
| • Available slots increased, 1-5 | 5 points |
| • Available slots increased, 6+ | 10 points |

3. The Program/Community Impact Statement (0-40 points): This section must describe the program that will be provided and how it will meet the needs of the children the program will serve. Explain how the program will meet the children’s individual needs and show how these individuals needs will be met when describing the daily routine. For each age group to be served, including infants, toddlers, preschoolers and school-agers, describe how each age group of children will benefit physically, emotionally, socially, and intellectually from your program.

Additionally, this section should indicate how this program would support the community and the programs proposed. The proposal should describe the number of children that will be served. Please include the number of children needing care from any waiting lists. This section should also include how the facility will identify and survey potential customers and a marketing plan. Indicate the number of infants, toddlers, preschoolers and school-agers that will attend your program, and how the program has surveyed the parents to obtain this number. This section should be no more than 3 pages.

4. Business Plan (0-20 points): Applicants are required to complete the business plan form and provide a narrative explaining the form. This plan should include projected expenses and income for the next 12

months. The business plan must include a narrative describing the expenses of the program including wages, advertising, food, insurance, supplies, and maintenance of the building and all the income of the program, such as fees, Child and Adult Care Food Program, Child Care Subsidy income, and any other source of income. Programs that are starting or expanding should include a plan for recruiting new customers. New programs requesting start-up funds should present how the facility intends to meet these expenses for the next 12 months. Indicate any other financial resource available for the program. This section should be no more than 2 pages.

5. Budget (0-20 points): Applicants are required to complete the budget form and provide a narrative explaining the form. The budget form must include every item to be funded by this grant request. As applicable, documentation must be provided along with an explanation of how many building modifications will meet local codes, licensing requirements, and/or the American with Disabilities Act. Documentation should include statements from the city, county, or state regulatory agencies verifying the need for minor building modifications. Requests for start-up costs must include a narrative explaining how other costs will be met during start-up and continuing operation. A narrative must also be included to explain any requested items that fall under special circumstances category as listed on the allowable expenditures insert. A detailed explanation of what are considered start-up costs and special circumstances can also be found on this insert, included in the application packet. **Grant funds cannot be used to reimburse for any item purchased before the grant has been awarded.**

6. Extra Credit (0 – 25 points): Each application may earn extra points for second shift, third shift, and/or weekend slots (hours) and/or for starting second shift, third shift, and/or weekend a child care center or serving children with disabilities.

- Increased/added available second shift, third shift, and/or weekend slots 15 points
- Starting second shift, third shift, and/or weekend child care center 15 points
- Slots for children with disabilities 10 points

Selection Process

1. Priorities: The selection process will give priority to the following:

- A. New childcare locations;
- B. Increased educational programs for early learning;
- C. Areas of high poverty and/or very high or low population densities (map attachments); and
- D. Proposals that would increase the number of infants, children with disabilities, preschoolers, or school-aged children served.

2. Scoring: Proposals will be scored on a total point system of 125 points. **Proposals must score at least 70 points to be considered eligible for funding.** Applicants ranking highest in competitive order shall be selected for funding, subject to the amount of funds available for each category. The City of Moline reserves the right not to award any grants during any particular cycle and, if necessary, reallocate program funds between categories.

Proposals will be rated according to the following scoring criteria:

- 1. **Completeness of Application Form (0 – 5 points);**
- 2. **Business Retention/New (Open & Operational) (0 – 15 points);**
- 3. **Program/Community Impact Statement (0-40 points);**
- 4. **Business Plan (0-20 points);**
- 5. **Budget (0-20 points);**
- 6. **Extra Credit (0 – 25 points).**

125 points maximum

3. Additional Assurances:

A. Zoning:

a. When requesting changes that are directly related to community zoning requirements, the applicant may be required to provide additional documentation to substantiate the specific request. For your reference, property information can be reviewed at the below link.

<https://moline.maps.arcgis.com/apps/View/index.html?appid=0ea9757a605140ba8694eb02e9869dd4>

b. Successful applicants may be required to provide documentation of approval by their local zoning authority prior to release of funds.

B. Accessibility:

a. When requesting adaptations to make the facility handicap accessible, the applicant will be required to accept children to access and use this facility.

Time Frames

Notification

Notification of the grant awards may take at least thirty days following the submission of the grant (application) proposal. Initial funding may be disbursed within two weeks after signed Agreement is

received. All applicants will receive a written notice of approval/disapproval, including a summary of reviewers' comments.

Acceptance

Successful applicants will have 60 days to execute a subaward Agreement that contains a number of stipulations, which indicates to Department of Children & Family Services (DCFS) that they are accepting the forgivable loan and the terms of the forgivable loan. An extension may be granted with prior written approval. **Successful applicants will have fifteen months following the date of application approval to complete all expenditures, unless an extension is approved by the City of Moline.**

Reapplying

Applicants not funded may reapply during future funding cycles.

Expenditure Report

If your grant is selected for funding, you will be required to submit an audit report or expenditure report. This report form will be mailed to you **six months** after you have received the grant funds. If all of the funds have not yet been spent after six months, an additional report form will be sent to you on which to report how the remaining funds have been spent. All funds awarded must be spent within one year, unless a written request for an extension of time has been submitted and approved by the City of Moline. Receipts for purchases made with the entire grant amount must be submitted with the Expenditure Report.

The Expenditure Report will request the following information:

- Statistical Information: Name of provider/facility, contact name, license capacity, number of children enrolled, number of years licensed, date and amount of grant award;
- Intent of the award: Why did you apply for the grant;
- Expenditures: Receipts for any spent funds, the status of any remaining funds, and documentation of any trainings funded by the grant with completion date;
- Letters of Support: One letter from a community leader which documents how the program has addressed the community need, and two letters from parents describing the quality of the program;
- Status of the Project: Brief explanation of the project, whether or not it is complete, and if not, a description of the plan to finish the project;
- Project Effectiveness: Brief narrative statement as to how the funds assisted you in providing quality child care to your community. Include any information regarding how your program has expanded, changed, progressed, etc. This section should also include whether the forgivable loan funds have enabled your program to provide additional child care slots for the Moline community;
- Training: A description of any training sessions attended by you and/or your staff since receiving the funds.

Tips

- Read all directions carefully before beginning proposal preparation. If you do not understand something, please call for clarification. Not following the directions may result in your proposal being disqualified.
- Please avoid using confidential information. (e.g. do not use either first or last names of children or families).
- We strongly suggest that you use headings for each section of your proposal (e.g. Business Retention, Program/Community Impact Statement, Business Plan, Budget, etc.).
- Be sure you provide all the information that is requested. Leaving out information may result in your proposal being disqualified.
- Be as specific as possible when preparing your budget. All items should be clearly identified.
- Please number the pages of your proposal and appendix consecutively.
- Make sure that your name and/or program name are included on all attachments, including estimates.
- Make sure that you have signed all necessary forms.
- Proofread your proposal for spelling, punctuation, and grammar. Be sure your proposal is neat and easy to read.
- Before submitting your proposal, double-check to be sure that your proposal is complete.
- Your original and each of the three (3) copies must be correctly collated and include all supporting documentation. Supporting materials will not be accepted after the proposal is submitted.
- Please use 8.5 x 11 paper. Staple your proposal in the upper left corner. Please do not enclose in binders.
- Keep a copy of the proposal for your reference and records.
- When asking persons to write letters of support, you might want to provide them some direction as to the content of the letter.
- Questions and requests for additional information should be directed to: City of Moline, Community & Economic Development Department, 619 16 Street, Moline, IL 61265, email kwhitley@moline.il.us or call 309-524-2044.

Meeting Needs of Children

- When writing the program section, you should describe how your child care program will meet/address individual and age appropriate needs of the enrolled children. Perhaps you could explain how your program might help the children in the following areas:

Intellectual Development

Natural curiosity, meaningful learning experiences, language to promote thinking and learning, communicating effectively, becoming independent and lifelong learners.

Physical Development

Learn and practice safety procedures, awareness of good nutrition, wide variety of motor skills, social skills in an activity setting.

Development of Responsibility

Respect cultural identity and heritage, learn cooperative and independent social skills, care and respect the environment, adapt to changing world, value and respect individual differences in people.

Aesthetic and Artistic Development

Develop enthusiasm for the arts, imagine and visualize through arts, create through the arts, learn. Communicate, express and respond through arts.

Emotional and Social Development

Develop a positive self-concept, develop independence, set appropriate goals, cope with change, share and cooperate, develop friendships, learn from others and enjoy living and learning.

Table of Contents

This Table of Contents is provided to assist applicants in organizing their proposals, to help assure page limitations are addressed and to list all required information.

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Completed applications will be reviewed by the selection committee. Applications will be accepted beginning February 1, 2022, through March 17, 2022, (5:00 pm central time). Applicants may submit or mail their application to the address below or email it to kwhitley@moline.il.us or mail (postmarked by March 17, 2022) to:

**City of Moline
Community & Economic Development Department
ARPA Childcare/Workforce Infrastructure Enhancements Forgivable Loan Program
619 16 Street
Moline, IL 61265**

No faxed or incomplete applications will be accepted. Questions can be directed to KJ Whitley, Community Development Program Manager, at (309) 524-2044 or kwhitley@moline.il.us.

1. Application Form
Completeness of Application Form (0 – 5 points)

**CITY OF MOLINE
AMERICAN RESCUE PLAN ACT (ARPA)
CHILDCARE/WORKFORCE INFRASTRUCTURE FORGIVABLE LOAN PROGRAM**

Business Information

Agency/Business Name:		
DBA Name (if applicable):		
Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Title:	
Home Phone:	Cell Phone:	
DUNS (You can obtain a DUNS number for free at: https://fedgov.dnb.com/webform/): _____	Taxpayer Identification Number (TIN) Employee Identification Number(EIN) or Social Security Number: _____	
Address of Operations (if different):		
City:	State:	Zip Code:
Property Zoning:		
Is this property owned or rented: <input type="radio"/> Yes <input type="radio"/> No	If rented, please list landlord's name: _____	If rented, landlord's cell phone: _____

Application Quick Facts

Brief description of proposed childcare **start-up** or **expansion**: _____

Number of children to be enrolled:	Infants:	Toddlers:	Preschoolers:	School-agers:
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Please indicate which of the grant specifications this proposal fulfills:

New (not yet licensed) program

Current license capacity expanding from _____ to _____:

____ Increasing number of infants

____ Increasing number of toddlers

____ Increasing number of preschoolers

____ Increasing number of school-agers

To the best of my knowledge, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances

in the proposal if selected for funding. By signing and submitting this application, the applicant is also giving permission for a preliminary background check to be completed.

Signature:	Title:	Date:
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3. Program/Community Impact Statement (0-40 points)

This section should be no more than 3 pages, doubled spaced.

This proposal must describe the program that will be provided and how it will meet the needs of the children the program will serve. Explain how the program will meet the children's individual needs and show how these individuals needs will be met when describing the daily routine. For each age group to be served, including Infants, Toddlers, Preschoolers and School-Agers, describe how each age group of the children will benefit physically, emotionally, socially, and intellectually from your program.

Additionally, this section should indicate how this program would support the community and the programs propose. The proposal should describe the number of children that will be served. Please include the number of children needing care from the waiting lists. This section should also include how the facility will identify and survey potential customers, and marketing. Indicate the number of Infants, Toddlers, Preschoolers and School-Agers that will attend your program, and how the program has surveyed the parents to obtain this number.

4. Business Plan (0-20 points)

This section should be no more than 2 pages, doubled spaced.

Applicants are required to complete the business plan form and provide a narrative explaining the form. This plan should include projected expenses and income for the next 12 months. The business plan must include a narrative describing the expenses of the program including wages, advertising, food, insurance, supplies, and maintenance of the building and all the income of the program, such as fees, Child and Adult Care Food Program, Child Care Subsidy income, and any other source of income. Programs that are starting or expanding should include a plan for recruiting new customers. New programs requesting start-up funds should present how the facility intends to meet these expenses for the next 12 months. Indicate any other financial resource available for the program.

5. Budget (0-20 points)

The narrative should be no more than 2 pages, doubled spaced.

Applicants are required to complete the budget form and provide a narrative explaining the form. The budget form must include every item to be funded by this grant request. As applicable, documentation must be provided along with an explanation of how many building modifications will meet local codes, licensing requirements, and/or the American with Disabilities Act. Documentation should include statements from the city, county, or state regulatory agencies verifying the need for minor building modifications. Requests for start-up costs must include a narrative explaining how other costs will be met during start-up and continuing operation. A narrative must also be included to explain any requested items that fall under special circumstances category as listed on the allowable expenditures insert. A detailed explanation of what are considered start-up costs and special circumstances can also be found on this insert, included in the application packet. **Grant funds cannot be used to reimburse for any item purchased before the grant has been awarded.**

CHILD CARE FORGIVABLE LOAN BUDGET PAGE (CONTINUED)

MINOR BUILDING MODIFICATIONS *Two written itemized estimates must be attached	Vendor #1 Name	Estimate price per item	Vendor #2 Name	Estimate price per item	Quantity	Lowest Estimate Amount Requested (total should include quantity)

START-UP COSTS	Vendor #1 Name	Estimate price per item	Vendor #2 Name	Estimate price per item	Quantity	Lowest Estimate Amount Requested (total should include quantity)

TOTAL AMOUNT REQUESTED: \$ _____

If more space is needed, please use an additional sheet of paper, keeping the same format. Grant funds do not cover shipping and handling costs or tax.

7. Required Forms

Each application must include the following forms, which will be utilized upon approval of your grant application.

- A. DUN and Bradstreet Number Form;
- B. W-9 Form;
- C. US Citizen Attestation Form

A. DUN & BRADSTREET (“DUNS”) NUMBER

New Federal regulations require that anyone receiving Federal Grant money must obtain a DUNS number. If you don't already have a DUNS number, you will need to follow the instructions below to get one:

OR

Please complete this process, and return this form with your DUNS number information:

Name and/or DBA: _____

Address: _____

City, State, Zip: **Moline, IL 61265** _____

DUNS NUMBER: _____

C. United States Citizenship Attestation Form (Public Benefits)

Individuals receiving ARPA funds must provide proof of lawful presence in the U.S. as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act. In addition to this Form, I have included a current and legible copy of the front and back of one or more of the available USCIS forms, (listed below), required for verification.

- I-327 (Reentry Permit)
- I-551 (Permanent Resident Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- Certificate of Citizenship
- Naturalization Certificate
- Machine Readable Immigrant Visa (with Temporary I-551 Language)
- Temporary I-551 Stamp (on passport or I-94)
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport (must include an
- I-94) I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Print Name: _____
(first, middle, last)

Signature: _____

Date: _____

8. Definitions/Child Care Information

Childcare – Licensed	A license means that the provider has met the State of Illinois standards for care in areas such as teacher to child ratio, educational qualifications, safety standards, capacity, and nutritional requirements. Licensed programs also have annual visits from licensing representatives.
Childcare - Licensed-Exempt	A center or home may be exempt from licensing from the Illinois Department of Children and Family Services (DCFS) because of characteristics such as school-age only services, number of children in care, and school or religious affiliation. Licensed-exempt child care homes and centers receiving payment through the Child Care Assistance Program must complete annual trainings, including health and safety & CPR/First Aid, and participate in annual monitoring visits.
Day care center	Means any child care facility which regularly provides day care for less than 24 hours per day for more than 8 children in a family home or more than 3 children in a facility other than a family home, including senior citizen buildings.
Child care facility	Means any person, group of persons, agency, association or organization, whether established for gain or otherwise, who or which receives or arranges for care or placement of one or more children, unrelated to the operator of the facility, apart from the parents, with or without the transfer of the right of custody in any facility as defined in the Child Care Act of 1969, established and maintained for the care of children. Ill. Admin. Code tit. 89, § 407.45.
Day care homes	Means family homes which receive more than 3 up to a maximum of 12 children for less than 24 hours per day. The maximum of 12 children includes the family's natural, foster, or adopted children and all other persons under the age of 12.
Group day care home	Means a family home which receives more than 3 up to 16 children for less than 24 hours per day. The number counted includes the family's natural, foster, or adopted children and all other persons under the age of 12.
Infant	A child 6 weeks through 14 months.
Toddler	A child age 15 months through 2 years.
Pre-School	A child age 3 years to 5 years
School-Age child	A child who attends 1 st grade or above.
Children with disabilities	Children who are eligible for special education services according to the Department of Education.
Group A	Licensed for 8 children (age 0-12)
Group B	Licensed for 12 children with an assistant (age 0-12)
Group C	Licensed for 16 children with 2 assistants (age 0-12)
Group D	Licensed center
Group E	License-exempt center

Forgivable loan	Is a loan in which its entirety, or a portion of it can be forgiven or deferred for a period of time as long as the terms/conditions are adhered to during the loan period.
Personal Guarantee	Means the recipient must execute as an individual and be personally liable for repayment should that be required.
Slot Expansion	Increasing the number of childcare slots in an <u>existing</u> childcare program.
New childcare program	A <u>new</u> childcare program (business).
Second shift services	Means childcare services offered between 5:00 pm – 11:59 pm.
Overnight services	Means childcare services offered between 12:00 am – 6:00 am.
Weekend services	Means childcare services offered Friday evening through Sunday evening.
Market plan	A well-defined approach to informing families that the childcare program existing. This may include using local advertising, the child care program, resource and referral systems, and local support groups.
Business plan	A well-defined formal written document setting out a business's future objectives and strategies for achieving them.
Minor building modifications	Improvements required by the Illinois Department of Human Services and/or other state, county, or city regulatory agency that does NOT involve the construction/removal of a load bearing wall. Building modifications shall also mean any improvement necessary to serve additional infants, children with disabilities, children who may be ill, and/or school-age children.
Budget	A spending plan for your business based on your anticipated income and expenses.
Expenditures	Is the money you (plan to) spend wholly and exclusively on your business.

The End...