



CITY OF MOLINE



AMERICAN RESCUE PLAN ACT (ARPA) CHILDCARE/WORKFORCE INFRASTRUCTURE FORGIVABLE LOAN PROGRAM

February 1, 2022 – July 31, 2022

Introduction

Moline has not been immune to the national shortage of workers brought on by the COVID-19 pandemic nor has our economy been immune to the impact of closures of businesses. Since April 2020, the height of the shift of workers out of our local labor force, our local economy has slowly improved but not fully recovered. In order for our economy to fully recover and grow past its previous operational point, we need to make sure many aspects of workforce infrastructure are adequate to support that growth. An oft overlooked aspect of workforce infrastructure is child care, which is all those things that help develop or maintain a workforce. According to Moline-based, Child Care Resource and Referral, lack of adequate child care availability was significant prior to April 2020, but the pandemic exacerbated the situation, shuttering child care centers and taking child care workers out of the workforce as well. Nearly two years later there is still not enough child care availability, hindering the ability of our workforce to fully commit to jobs that have become available and therefore impacting the engine that can help our economy get back on track and grow.

In studying the issue locally, we find related needs to be addressed. There is very little workforce infrastructure in Moline to support shift and weekend work. This impacts first responders, nurses, and hospitality workers who tend to work outside of the standard 8am-5pm hours of operation for many businesses. In our city organization alone we are working to recruit those who will work outside of those hours. Increasing the probability that workers will be able to engage in needed work while solving the issue of a shortage of child care slots benefits the city in increased workforce engagement that improves our economy. The program detailed in the following pages aims to solve these problems and create opportunity by supporting new or expanding existing child care options and increasing second shift, third shift, and weekend hours. Entrepreneurs with anywhere from little to much formal preparation in early childhood education will have an opportunity to create or expand a business that provides for the solutions to our workforce infrastructure problem.

The ARPA Childcare/Workforce Infrastructure Forgivable Loan Program will assist families and Moline businesses that have been negatively impacted by the COVID-19 pandemic. The program will be using up to \$500,000 of the City of Moline ARPA Grant funds. The maximum forgivable loan is \$50,000 per business. Businesses may only receive one forgivable loan.

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 City of Moline. This program is designed to encourage entrepreneurship in the child care and early education workforce as well as enhancement of existing centers and Family Child Care (FCC) homes so they can increase available Moline childcare slots for Moline residents and/or employees working in a Moline business as well as modify childcare 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 and improve 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
- 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 (Please see category and specific definitions on page 28)

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 Mayor-appointed, 5-member selection committee made up of (3) City and (2) industry personnel for accuracy and compliance with the program criteria set forth in Exhibit A, “Program Guidelines.” Bonus points towards a qualifying score will be awarded for applications that provide second shift, third shift, and/or weekend hours, those starting a new childcare business and a new childcare business located in a distressed economic area as defined on the attached map. Groups A, B, and C represent FCC

that can operate up to 18 hours a day, 7 days a week per IL law. Forgivable loans will be given out funding is exhausted or by the end of the Program's funding opportunity.

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 thirty-six-month period of service. If the applicant fails to comply with the terms of the forgivable loan, he/she/it will be required to repay the full loan amount to the City within 180 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 thirty-six months after the first disbursement of funding. Recipients must personally guarantee the loan and will be liable for repayment should default of the loan agreement occur. Recipients shall also provide a ten (calendar) day priority enrollment period when a childcare slot becomes available, providing priority to Moline residents or those employed by a Moline business. This priority enrollment shall apply anytime during the 36-month program period (calculated from the date of final payment of the applicant's funds).

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 provide upon certification that all required inspections have been completed by the City and State bodies with jurisdiction; and a state child care provider license is issued by or on file with the Illinois Department of Children and Family Services; and enrollment of at least one new child who is unrelated to the provider.
- 1/3 of the funding will be provided three months after the second disbursement.

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 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 locally.

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 fifteen months after the first financial disbursement of the forgivable loan. 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 forgivable loan 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 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 thirty-six months after first financial 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;
- Childcare location is physically located in Moline, IL (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 1/1/2026;
- 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;
- Proof of Lawful Presence in U.S. Attestation Form;
- 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

A business may receive only one award. 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 (and required forms as listed in item 7 – Table of Contents) described below:

- 1. Completeness of Application Form (0 – 5 points);**
- 2. Business Retention/New (Open & Operational) (0 – 15 points);**
- 3. Program/Community Needs & Impact Statement (0-40 points);**
- 4. Business Plan (0-20 points);**
- 5. Budget (0-20 points);**
- 6. Bonus Points (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. Duns 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 was opened and has remained operational since 1/1/2019 | 5 points |
| • New child care location (opened after 2/1/2022) | 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 Moline 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 36 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 18 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 application 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. **Forgivable funds cannot be used to reimburse for any item purchased before the program funds have been awarded.**

6. Bonus points (0 – 25 points): Each application may earn additional 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 5 points
- New childcare business located in a distressed economic area (please see map) 5 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, toddlers, preschoolers, or school-aged children, and/or, children with disabilities serve;
- E. Proposals that would adjust a slot to serve an alternate time/shift.

2. Scoring: The maximum number of points that may be awarded is 125. Proposals must score at least 70 points to be considered eligible for funding. Applicants ranking highest in competitive (category) order, according to the scoring criteria detailed above, shall be selected for funding, subject to the amount of funds available for each group. The City of Moline reserves the right not to award any grants during any particular cycle and, if necessary, reallocate program funds between categories.

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 approved use for the proposed location prior to award and release of funds.

B. Accessibility:

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

Time Frames

Notification

Following the evaluation process, the City of Moline will notify successful applicants of their selection for funding. The City of Moline will also notify other applicants, whose applications were received during the application period, but were not been chosen for award. All applicants will receive a written notice of approval/disapproval, including a summary of reviewers' comments. These applicants may submit a new application for future consideration during the application

window opportunity. Notifications will be sent by email to the person listed on the application within 60 days after the monthly review submittal deadline.

Successful applicants will receive a letter from the City of Moline providing details regarding the effective start date of the forgivable agreement and any conditions, additional data and information to be submitted to execute the final Agreement. Initial funding may be disbursed within two weeks after signed Agreement is received.

Acceptance

Successful applicants will have 60 days to execute a sub award 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 by the Community Development Program Manager. **Successful applicants will have fifteen months following the first financial disbursement of funds 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 application 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 fifteen months, 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 forgivable 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: what grant funds were intended for;
- 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 impact 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; evidence of promotion of the ten-day priority enrollment period.

- **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 the number below 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 four (4) 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, 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.

Application Requirements

Completed applications will be accepted beginning February 1, 2022, through July 31, 2022, (5:00 pm central time). Applications are accepted monthly and must be postmarked before the first of the month. Applications postmarked after the first day of the month will be reviewed the following month. The application must contain all of the required information and supporting documentation. All sections of the application must arrive together. Supporting documents will not be accepted after the application is submitted. Faxed applications are not accepted.

Applicants may submit or mail their application to the address below or email it to kwhitley@moline.il.us or mail (postmarked by July 31, 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.

Table of Contents

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

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 obtain one.

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. Data Universal Number System (DUNS) Number

To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

1-866-705-5711

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
 - Legal Name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical Address, City, State and Zip Code
 - Mailing Address (is separate from Headquarters and/or physical address)
 - Telephone Number • Contact Name and Title
 - Number of Employees at your physical location

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: _____

B. W-9 Form (Insert)

Form <b style="font-size: 1.2em;">W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>
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<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">or</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table> </td> </tr> </table>	Social security number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>					or	Employer identification number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table>										
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>	
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<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> Form 1099-INT (interest earned or paid) 	<ul style="list-style-type: none"> Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>
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C. Proof of Lawful Presence in U.S. Attestation Form

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

Capacity	Capacity means the number of childcare slots available without exceeding licensed capacity in an individual center or community-wide.
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, up to 18 years of age. Children attending kindergarten may be considered either preschool or school age.
Children with disabilities	Children between ages of 3 and 21 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 grant 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 grant 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 business	A <u>new</u> childcare business not held a previous childcare license and was not opened or operation before February 1, 2022.
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.
Bonus Points (Incentives)	A way to gain additional application points.
Regional chain	Corporately owned, meaning that the parent company owns and operates all the locations.

City of Moline: Childcare Workforce Program Distressed Economic Zones



0 0.25 0.5 1 Miles

Map Created 1/18/2021: City of Moline GIS

