# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Instructions</td>
<td>2</td>
</tr>
<tr>
<td>Program Information</td>
<td>3</td>
</tr>
<tr>
<td>Operation Hours</td>
<td>5</td>
</tr>
<tr>
<td>Capacity Information</td>
<td>6</td>
</tr>
<tr>
<td>Staff Information</td>
<td>7</td>
</tr>
<tr>
<td>Equity Adjustment</td>
<td>8</td>
</tr>
<tr>
<td>Attestation</td>
<td>9</td>
</tr>
<tr>
<td>Banking Information</td>
<td>10</td>
</tr>
<tr>
<td>W9 Details</td>
<td>11</td>
</tr>
<tr>
<td>Review and Summary</td>
<td>12</td>
</tr>
</tbody>
</table>
Instructions

After clicking Apply Today, you will be redirected to the Instructions page that will help in getting started with your Grant Application.
Program Information

The Program Information page is where you will see the auto-populated information received from LEAD. This is also where you will select the first month of funding for which you are applying in your initial grant application and provide other information.
Operation Hours

Operation Hours page is where you will review the Fee Schedule and Days and Hours of Operations.
Capacity Information

In the Capacity Information section, you can enter the number of children enrolled in your program on this first month by each age group listed.
Staff Information

The Staff Information page is where you can provide information about any assistants working for you or any other staff working directly with children and families.
Equity Adjustment

The Equity Adjustment displays the information used to determine your award total.

Equity Information

The following information was used to determine your award total:

- Census Tract SWI
- Zip Code Tabulation Area (ZCTA) SWI
- % of Children receiving subsidies

You are not eligible for an equity adjustment. If you feel this decision does not fairly reflect your program's commitment to serving high needs children and families, please use the appeal form here to provide more information.
Attestation

The Attestation page is where you can mark all the categories that you support with the funding received from the grant and provide the legal name.

By signing this application, I am certifying that I will meet requirements throughout the period of the grant, 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 another type of service), I must maintain pay levels and continue insurance and retirement for the duration of the grant. I understand that I may not involuntarily furlough employees from the date of application submission through the duration of the grant 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.

D. I am currently open and actively enrolling children.

*Legal Name: ____________________________ Date: ____________ 01/28/2022

To receive a stabilization grant, I agree to use these 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, C, and D.

*Grant 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 grant:

- Personnel costs, benefits, premium pay, and 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
- Paying for past expenses incurred after January 31, 2020
Banking Information

In the Banking Information section, you can provide information such as payment channel, address type to which you want to receive payment, tax identification, and banking information.
W9 Details

In the **W9 Details** section, you can select the appropriate federal tax classification and provide contact information.
Review and Summary

The Review and Summary page is where you can review all details.