Build, Learn, Grow Stabilization Grants
Round 2 Application User Guide

Applications for Round 2 will be accepted beginning the week of Jan. 17, 2022, through April 15, 2022.

For additional questions and support, contact SPARK Learning Lab:

help@indianaspark.com  (800) 299-1627
Live chat on indianaspark.com or in My SPARK Learning Lab
STEP 1: LOG IN TO I-LEAD TO ACCESS THE STABILIZATION GRANT APPLICATION

To apply, providers should log in to I-LEAD at ilead.in.gov to access the Build, Learn, Grow Stabilization Grant application. Keep in mind that you must be designated as a Program Administrator for your program site to access and complete the grant application.

How do I become a Program Administrator for my site?
You will need an existing Program Administrator to invite you to become an admin. Once you accept the emailed invitation, you will be able to manage the site’s account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking “Invite Admin” and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.
STEP 2: ACCESS THE BUILD, LEARN, GROW STABILIZATION GRANT PORTAL

Once logged into I-LEAD, Program Administrators will see the Build, Learn, Grow Stabilization Grant box on their homepage with a button that says, “Launch the Stabilization Grant Portal.” Click the button to access the grant portal.

Before you apply for Round 2, have you completed a Round 1 Expense Report?

Programs awarded a grant in Round 1 that are returning to apply for Round 2 must first complete a Grant Expense Report. You will complete the expense report within this same Stabilization Grant portal. For instructions, refer to the Expense Reporting User Guide.
STEP 3: SELECT YOUR PROGRAM SITE TO BEGIN YOUR GRANT APPLICATION

Once in the grant portal, you should see a grant application tile for all programs in which you are designated as a Program Administrator. When ready to begin your application, click on the application tile to get started. (If you received a Round 1 grant, you can only start this step after completing your Round 1 Expense Report.)

Use the Build, Learn, Grow Stabilization Grant Worksheet to prepare to complete your program’s application. Download the worksheet [here](#).
STEP 4: UPDATE YOUR APPLICATION LANGUAGE PREFERENCE

To ensure accessibility, the *Build, Learn, Grow* Stabilization Grant is available in English, Spanish, French and Burmese. To update your language preference within the portal, select “User Settings” from the main menu on the left and indicate your preferred language using the dropdown menu.
STEP 5: REVIEW BUILD, LEARN, GROW STABILIZATION GRANT INFORMATION

Before beginning, you will be asked to read and review important information about the grant including eligibility requirements, grant details, allowable expenses and program agreements. It is important you take the time to understand all terms and requirements of the grant opportunity before applying.

Detailed information about the grant opportunity can be found at stabilization.buildlearngrow.org.
**STEP 6: REVIEW AND CONFIRM GENERAL INFORMATION ABOUT YOUR PROGRAM**

On the Program Information page, you will be asked to review and confirm general information about your program including location, facility, director and whether your program offers employee benefits such as medical insurance, dental and vision, and/or retirement. These fields are required for the grant application.

If you come across incorrect pre-filled information in the grant application, please contact your licensing consultant to request the information be updated. Providers should allow up to 48 hours for information to be updated in the grant portal and should wait to submit their application until all information appears correctly.
**STEP 7: PROVIDE INFORMATION ABOUT CHILDREN AND STAFF**

On the Children and Staff page, you will be asked to provide information about your program's capacity and staffing, which helps the system calculate your total grant award. You should create a class for each classroom at your program. If your program is a family child care home or a setting without defined classrooms, create one class for all children and staff. Input the information requested using the definitions provided.

If you submitted an application during Round 1, review the classroom information you previously entered and updated the number of classrooms and details for each as needed. It is important you do this as it may impact your grant award amount.

How should family child care homes that operate 24 hours or multiple shifts add classrooms?

Family child care homes (FCCH) should not add additional classrooms but rather enter the typical number of children served during the main part of the day as one classroom. The system will then provide the FCCH with cost estimates based on 12-hours-a-day of care. If your FCCH is open for longer than 12 hours per day, you can provide that detail by overriding the cost estimate on the Monthly Expenses screen. It's important to note the system is calculating your program's monthly operating expenses, not reimbursing you on a per-child basis. Contact the SPARK Help Desk at (800) 299-1627 for further assistance.
Enter the class name. If your program is a family child care home or a setting without defined classrooms, name this class after your program.

Indicate if this class is currently open and serving children.

Enter the total number of children who can be served in this class at one time.

Indicate the age groups served in this class.

Add additional lines if multiple age groups are served within the same class.

Enter how many adults work in the classroom for the majority of the day.

Enter the square footage of this classroom. If you are a family child care home, enter your total square footage.

Enter the average number of children who are present and being cared for during the majority of the day. The average should consider variability in attendance throughout the week. This number does not equal total classroom capacity unless all available and licensed slots are consistently filled. Additionally, it does not equal total classroom enrollment if the same slot is shared by more than one child. (e.g., shared part-time slots, morning/afternoon sessions, etc.)

Add a Class

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Name</td>
<td>Enter the class name.</td>
</tr>
<tr>
<td>Is this classroom open?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Total Class Capacity</td>
<td>Enter the total number of children who can be served in this class at one time.</td>
</tr>
<tr>
<td>Class Square Footage</td>
<td>Enter the square footage of this classroom.</td>
</tr>
<tr>
<td>Age Group(s)</td>
<td>Indicate the age groups served in this class.</td>
</tr>
</tbody>
</table>

Reminder

If you submitted an application during Round 1, review the classroom information you previously entered and updated the number of classrooms and details for each as needed. It is important you do this as it may impact your grant award amount.
STEP 8: CREATE ADDITIONAL CLASSROOMS FOR YOUR PROGRAM, AS NEEDED

After you create a classroom in the grant portal, you will see the classroom listed on the Children and Staff screen. Repeat the process for each classroom in your program. Once all classrooms have been added, click “Next” to proceed. If you submitted a Round 1 application, review and update this information as needed.

Reminder
If your program is a family child care home or a setting without defined classrooms, create only one classroom to represent all children and staff. Your data should represent the number of children and staff present during the main part of your day.
STEP 9: REVIEW AND CONFIRM MONTHLY PROGRAM EXPENSES

Based on your program type, quality level, geography and the information you provided in the application, the grant portal will display a Total Estimated Monthly Costs range. You should compare this estimate with your program’s monthly expenses and indicate whether your actual expenses fall within the range presented on screen. If your monthly operating expenses fall within this range, click “Yes.” If expenses are outside of the range, click “No.”

**Review your estimated monthly program expenses.**

**Click “Yes” or “No” to indicate if your actual program costs fall within the estimated range.**

Unsure of your program’s monthly expenses or unsure how to calculate them? Contact the SPARK Help Desk at help@indianaspark.com or (800) 299-1627. Live chat is also available on indianaspark.com or in My SPARK Learning Lab.
STEP 10: PROVIDE ADDITIONAL EXPENSE INFORMATION, IF APPLICABLE

If you selected “No” on the previous screen to indicate that your monthly expenses fall outside of the cost estimate displayed, you must provide additional details for the system to re-calculate your monthly expenses. This includes providing information on the total number of full-time staff equivalents, average hourly wage, benefits percentage for your program, and uploading a payroll report. Family Child Care Homes will also be asked to provide an annual revenue total. Entering this information is required to proceed.

Payroll report should reflect four consecutive weeks of payroll expenses

Family child care home owners should not count themselves as an FTE

Need help?
Contact the SPARK Help Desk at help@indianaspark.com or 1-800-299-1627. Live chat is also available on indianaspark.com or in My SPARK Learning Lab.
STEP 11: CONFIRM OR ENTER BANKING INFORMATION

After you have provided additional monthly expense details, you will next confirm or enter banking information for your grant payment. If you received a Round 1 grant, your banking information will be pre-populated for you to review and confirm. If your information is not pre-populated, you will be required to download, complete and return W-9 and banking information forms. Failure to complete and return these documents in a timely manner will delay your grant payment.

I need to update my banking information with the state. What should I do?

To update your banking information, complete this banking form, a W-9 and void a check. Send the W-9, banking form and voided check to the Provider Inquiry email at OECOSLproviderinquiry@fssa.IN.gov for processing. Please do not send the banking form back to Conduent.
STEP 12: INDICATE HOW YOU INTEND TO USE FUNDS IF AWARDED

Awarded early care and education and out-of-school time programs may use funds across six categories of allowable expenses, for costs incurred from Jan. 31, 2020 – Sept. 30, 2023. On the Allowable Expenses screen, you will be asked to indicate how you intend to use funds if awarded. Select all allowable expense categories that relate to how you plan to spend grant funds.

What if we are unsure how we plan to use the funds? Should we check all allowable expense categories in the grant application?

If you’re unsure how to use your grant funds, contact the SPARK Help Desk for support at (800) 299-1627 or email help@indianaspark.com. They can walk you through the best options for your program. Then select the categories you feel most certain about for use of your grant funds. Your selections are not binding; you may change how you spend grant funds during the grant period.
STEP 13: REVIEW AND ACCEPT PROGRAM AGREEMENTS

To receive funds, you must confirm that you understand and plan to adhere to all grant requirements during the grant period. Carefully review each agreement and then click to accept. Program agreements are the same as those from Round 1.

Program Agreements

Eligible providers must attest in writing that:

- My program will maintain compliance with any directive outlined in an Executive Order issued by the governor, guidance from the Office of Early Childhood and Out-of-School Learning and/or local authorities, and, to the greatest extent possible, implement policies in line with the guidance from the Centers for Disease Control and Prevention (CDC).
- My program will invest at least 25% of awarded funds will be invested toward increasing staff wages or benefits. (Note: Providers may not use these awarded funds to supplant or replace existing costs, but rather must invest in new wage and benefit enhancements.)
- My program will provide financial relief or support for enrolled families or some subset of them through efforts including but not limited to establishing tuition assistance funds, creating sliding scale models, participating in the Build, Learn, Grow Scholarship fund, writing off tuition debt, etc.
- My program’s funds will be spent in accordance with the defined allowable expenses
- My program will follow all required tracking and reporting including maintaining financial documentation for purposes of audits.
- My program will participate in any technical assistance assigned by the state.
- My program will take no action to reduce existing staff pay or benefits or furlough or lay off existing employees.
- My program will NOT utilize these funds to pay outstanding taxes.
- My program will NOT utilize funds to pay for expenses already covered by other federal, state or local relief funds or grants.
- My program will produce the appropriate detailed documentation that is required by the Federal/State Agencies for this grant and failure to do so will require funds received, in full, to be paid back.
- My program will return unspent funds to DOE/OSL in the case of program’s closure.

View Build, Learn, Grow Stabilization Grant Program Agreements here.
STEP 14:
REVIEW ALL APPLICATION INFORMATION BEFORE SUBMITTING

You’re almost done! Take a moment to review your application information one last time to ensure it accurately reflects your program. If the information is correct, click the “Complete” button to submit your application.

Applications may be denied due to falsification of application information. Review your application carefully to make sure the information you provided accurately represents your program. Applications will not be re-opened except under special circumstances.
**STEP 15: VIEW ESTIMATED GRANT AWARD**

Upon submitting your grant application, you will see an estimated grant award amount for your program on screen. The amount reflects approximately five months of your estimated monthly expenses.

You will receive follow-up communication by email regarding the status of your application(s).

If you do not see a grant award email notification when you think you should have one, be sure to check your SPAM folder.

Round 2 grant awards reflect five months of estimated monthly expenses and are capped at $850,000 per program. The cap is not cumulative does not include Round 1 award amounts.