



Kay Ivey  
Governor

# State of Alabama Department of Human Resources

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Nancy T. Buckner  
Commissioner

## Family Child Care Enhancement (FCCE) Grant Application and Guidance

The Alabama Department of Human Resources (hereinafter referred to as the Department) is accepting applications for Family Child Care Enhancement (FCCE) Grants. The Department recommends child care providers read all guidance prior to submitting a FCCE Grant Application. Please note, an application that is submitted incomplete or with errors may result in a significant delay in receiving any eligible funding. For questions regarding the application, please email the Department at [quality.enhancement@dhr.alabama.gov](mailto:quality.enhancement@dhr.alabama.gov).

### Who is eligible to apply?

Grants will be awarded on a first come, first served basis contingent upon availability of funding. In order to be eligible to apply for the FCCE Grant, a family or group child care home provider must meet the following criteria:

- Have a license to operate a family or group child care home from the Department as of June 1, 2021 (per the Alabama Child Care Safety Act of 2018, only licensed providers are eligible to receive state and/or federal funding);
- Have no current adverse action imposed by the Department, including probation, revocation, or suspension;
- And have an active Alabama STAARS Vendor Code.

### How much money will be received?

The grant amount will be a total of \$3,000 for each family or group child care home.

### How can FCCE Grant Funding be used?

FCCE grant funds may be used on expenditures in the following categories: indoor learning materials and equipment, outdoor learning materials and equipment, health and safety materials and equipment, technology materials and equipment, and minor renovations to enhance the learning environment for children. A description of each category is provided below. FCCE grant funds shall not be expended for major capital improvements to property.

#### Indoor Learning Materials and Equipment:

This category is intended for spending related to learning materials, supplies, and equipment for the use of enrolled children indoors at the family or group child care home. Eligible costs include, but are not limited to, children's books, children's furnishings, consumable art supplies, and equipment used in routine caregiving.

#### Outdoor Learning Materials and Equipment:

This category is intended for spending related to learning materials, supplies, and equipment for the use of enrolled children outdoors at the family or group child care home. Eligible costs include, but are not limited to, riding toys, developmentally appropriate active play equipment, and shade structures.

Health and Safety Materials and Equipment:

This category is intended for spending related to learning materials, supplies, and equipment to ensure the health and safety of children in the family or group child care home. Eligible costs include, but are not limited to, air purifiers, carbon monoxide detectors, fire extinguishers, and sanitizing machines.

Technology Materials and Equipment:

This category is intended for spending related to technology to assist the child care provider and/or enrich the experience of children in the family or group home. Eligible costs include, but are not limited to, tablets, laptops, hot spots, or access points.

Minor Renovations to Enhance the Learning Environment:

This category is intended for spending related to minor renovations or remodeling to enhance and/or improve the family or group child care home learning environment. Eligible costs include, but are not limited to, repainting walls in rooms utilized by children, replacing flooring in rooms utilized by children, and repairing fencing on the playground. FCCE grant funds shall not be expended for any major capital improvements to property.

**When is the deadline to apply?**

The deadline to apply is July 12, 2021. No late applications will be accepted. Applications may be submitted via electronic submission, email, or mail.

**How do I submit an application?**

Applications are accepted by electronic submission at <https://tinyurl.com/kws6ynpj>, email at [quality.enhancement@dhr.alabama.gov](mailto:quality.enhancement@dhr.alabama.gov), or mail at DHR Child Care Services Division, ATTN: FCCE Application, 50 N Ripley Street, Montgomery, AL 36130.

**How will I receive the payment?**

Payment will be disbursed through Alabama STAARS via the chosen method indicated in the Alabama STAARS Vendor Self Service Portal. If your chosen payment method is paper check, it will be mailed to the address indicated in the Alabama STAARS Vendor Self Service Portal, regardless of the mailing address listed in your TASCC-2 application.

If you do not already have an active Alabama STAARS account, you must create a vendor account in Alabama STAARS at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService> in order to receive grant funds. For assistance in creating a vendor profile in Alabama STAARS, contact 334.353.9000 or email [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov).

**How will I submit proof of my expenditures?**

All funds must be expended by October 31, 2021. The expenditure report and documentation of expenditures (i.e. – receipts, invoices) must be submitted to DHR by November 30, 2021.

**Application Instructions**

**Section 1: General Information**

Write or type the requested general information.

<u>Name of Applicant:</u>	Person who is completing the application and is the owner, licensee, or the authorized designee
<u>AL STAARS Vendor Code:</u>	Alabama STAARS Vendor Code issued by the Alabama STAARS Self-Service Portal
<u>Telephone Number:</u>	Telephone number, including area code, where the applicant may be reached
<u>Email Address:</u>	Email address where the applicant may be reached
<u>Facility Name:</u>	Name of the child care facility as listed on the license issued by DHR
<u>Licensee Name:</u>	Name of the licensee as listed on the license issued by DHR
<u>License Number:</u>	Number listed on the license issued by DHR
<u>Facility Physical Address:</u>	Street address, including city, county, and zip code where the child care facility is physically located
<u>Facility Mailing Address:</u>	Street address, including city, state, and zip code where the child care facility receives mail if different from the physical address

**Section 2: Acknowledgement of Terms, Submissions, and Payment**

Read and acknowledge the terms of receiving this grant benefit. Sign and date the application prior to submission.



# Family Child Care Enhancement (FCCE) Grant Application

For Agency Use Only	
Date Received:	_____
Received By:	_____
Date Approved:	_____

**Section 1: General Information**

Name of Applicant: \_\_\_\_\_ AL STAARS Vendor Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Licensee Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Complete only if mailing address is different from physical address:

Facility Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Section 2: Acknowledgement of Terms, Submissions, and Payment**

By submitting this Application and/or accepting funds distributed pursuant to this Application, the undersigned, its employees, agents, subcontractors, and assigns certifies and agrees:

- To be bound by any and all terms set forth in this Application and to use any and all funds distributed pursuant to this Application in the manner set forth below;
- This Application does not create a contractual relationship with the State of Alabama or any of its Agencies and any failure to distribute funds pursuant to this Application does not create a cause of action nor does it carry any appeal rights;
- To only expend the funds in a manner on allowable categories as defined in the instructions.
- To expend the total payment approved by October 31, 2021;
- To comply with all Standards for Family Day Care Homes, Family Nighttime Homes, and Group Day Care Homes, Group Nighttime Homes Regulations and Procedures;
- To keep detailed, accurate and truthful accounting records of the receipt, use and disbursement of all funds received pursuant to this Application;
- To allow DHR or its representatives unlimited access to audit and examine any and all records related to the funds disbursed pursuant to this Application, including, but not limited to, all records, reports, distributions, account ledgers, balance sheets, bank records, credit card statements, electronic payment records, receipts, or other documents related to the receipt and distribution of funds pursuant to this Application; failure to provide accurate documentation will be construed as filing a false statement;
- To allow DHR or its representatives to interview any employee or agency in relation to funds disbursed pursuant to this Application;
- That any funds received pursuant to this Application are subject to repayment, reclaim and recapture if (a) the funds are not used in the manner provided for and set forth in this Application, or (b) if access to records or information as set forth in the preceding paragraphs is refused or denied by the person(s) or entity receiving funds pursuant to this Application or, (c) if any information provided in the application is found to be false or misleading; any agency action in requesting or demanding repayment, reclaim, and/or recapture is a final determination and is not subject to appeal;
- That this is an application for a continuing benefit under its existing child care license and its lawful presence in the state of Alabama, to the extent required, has been previously established;
- That if funding is reduced or restricted prior to distribution by legislative action, federal or state allocations, or executive action, the amount distributed under this Agreement will be reduced or eliminated accordingly;
- That this Agreement does not and will not violate any conflict of interest provisions in any respect and agrees not to employ an individual that would result in a violation of this law;
- Will not use any funds disbursed under this application for lobbying or any other prohibited use;
- To comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et. seq.), which prohibits discrimination based on race, creed, color, religion, national origin, sex, or age;
- If any provisions or paragraphs of this Application are or become illegal, unenforceable, or invalid, in whole or in part for any reason, the remainder of this Application shall remain in full force and effect without being impaired or invalidated in any way;
- The information included in this Application is true and correct to best of my knowledge;
- The person whose signature is below is the applicant/owner/licensee or the authorized designee with the authority to sign the Application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed application no later than July 12, 2021 to [quality.enhancement@dhr.alabama.gov](mailto:quality.enhancement@dhr.alabama.gov)**



## Family Child Care Enhancement (FCCE) Grant Expenditure Report

<b>For Agency Use Only</b>	
Date Received: _____	_____
Received By: _____	_____
Date Approved: _____	_____

### Section 1: General Information

AL STAARS

Name of Applicant: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Licensee Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Complete only if mailing address is different from physical address:

Facility Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Section 2: Expenditures

<i>Budget Allocation Categories</i>	<i>Amount Expended</i>
Indoor Learning Materials and Equipment	\$ _____
Outdoor Learning Materials and Equipment	\$ _____
Health and Safety Materials and Equipment	\$ _____
Technology Materials and Equipment	\$ _____
Minor Renovations to Enhance the Learning Environment	\$ _____
<b>Total:</b>	<b>\$ _____</b>

\*\*\*Attach documentation (i.e. – receipts, invoices) for all expenditures\*\*\*

### Section 3: Certification

By submitting this Expenditure Report for the Family Child Care Enhancement Grant, the undersigned, its employees, agents, subcontractors, and assigns certifies and agrees the information in this report is true and correct to best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed after all funds have are expended no later than November 31, 2021 to  
quality.ehancement@dhr.alabama.gov**

## Expenditure Report Instructions

### **Section 1: General Information**

Write or type the requested general information.

<u>Name of Applicant:</u>	Person who is completing the application and is the owner, licensee, or the authorized designee
<u>AL STAARS Vendor Code:</u>	Alabama STAARS Vendor Code issued by the Alabama STAARS Self-Service Portal
<u>Telephone Number:</u>	Telephone number, including area code, where the applicant may be reached
<u>Email Address:</u>	Email address where the applicant may be reached
<u>Facility Name:</u>	Name of the child care facility as listed on the license issued by DHR
<u>Licensee Name:</u>	Name of the licensee as listed on the license issued by DHR
<u>License Number:</u>	Number listed on the license issued by DHR
<u>Facility Physical Address:</u>	Street address, including city, county, and zip code where the child care facility is physically located
<u>Facility Mailing Address:</u>	Street address, including city, state, and zip code where the child care facility receives mail if different from the physical address

### **Section 2: Expenditures**

List the amount expended in each of the budget categories. If there are no expenditures in a category, write \$0 next to that category in the amount expended column. Add the total expenditures together for the Total. The total expenditures should not exceed the grant award. If the total expenditures are less than the grant award, the remaining funds must be returned to the Department. Attach copies of documentation for each expenditure (i.e. – receipts, invoices, etc.).

### **Section 3: Certification**

Read and acknowledge certification statement. Sign and date the expenditure report prior to submission.