

DHHS Child Care Emergency Grant APPLICANT SCORE GUIDE

Use this guide as a checklist before you submit your application. This guide is provided to help you prepare to complete the application. Proposals are evaluated on several criteria, with a maximum score of 50 points. **A minimum score of 38 is required for funding eligibility.**

STEP 1: CONFIRM YOUR ELIGIBILITY (Must meet all before applying)

ELIGIBILITY REQUIREMENTS: You must meet ALL of these to qualify	REQUIRED
You must hold a current Child Care License (Provisional or Operating) OR be active in the licensing process with initial inspections completed.	Required
You must be in good standing with no active license non-compliance on file.	Required
You must have a current and active Child Care Subsidy enrollment/agreement with DHHS and be in good standing.	Required
All requested items must be allowable expenditures and required by a current inspection from Child Care Licensing, the Fire Marshal, Code Enforcement, and/or a Health Inspector. The inspection must be documented on an official agency form, signed and dated (both electronic and physical signatures are accepted).	Required
Applications that do not meet all eligibility requirements above will automatically be denied.	

STEP 2: PREPARE YOUR APPLICATION (50 Points Possible)

The table below shows criteria on which your application will be evaluated.

WHAT YOU NEED TO INCLUDE	HOW TO EARN FULL POINTS
1. APPLICATION COMPLETENESS	Max: 15
Application form fully completed, signed, and dated.	<i>Complete every field. Do not leave any blanks. Sign and date the form before submitting.</i>
Provide the results of your Abuse and Neglect Central Registry background check and submit them with your application.	<i>Include your background check results in your application packet.</i>
Complete the DHHS W-9 & ACH Enrollment Form.	<i>Attach your bank information and bank verification to the form.</i>
Complete the SAM Unique Entity ID (UEI) Form.	<i>Follow the instructions on the application form to obtain your UEI. Include your UEI number on the required form.</i>
2. BUDGET DOCUMENTATION	Max: 20
Complete the budget page for all requested items, including two vendor estimates with actual prices listed.	<i>List every item on the budget page. For each item, obtain prices from two different vendors and list the actual prices; do not estimate.</i>
For any single item \$100 or more, two written estimates AND photos of the item must be included.	<i>If any item costs \$100 or more, attach two written estimates from two vendors AND include photos of that item.</i>
3. LETTER OF SUPPORT	Max: 15
At least one letter of support included must be signed and dated (both electronic and physical signatures are accepted).	<i>Provide a letter from someone who can speak about the quality of your program. The letter must be signed and dated (both electronic and physical signatures are accepted).</i>
TOTAL POSSIBLE POINTS	50 points

AWARD AMOUNTS

LICENSE TYPE	MAXIMUM AWARD
Provisional License	Up to \$1,000
Operating License (Non-expiring)	Up to \$2,000