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Department of Community & Human Services  
Office of Child Care  
P.O. Box 580 | Okmulgee, OK 74447  
T 918.732.7680 | F 918.758.1498

## Stabilization Subgrant Application

Date \_\_\_\_\_

### Applicant Information

Child Care Facility Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_ EIN/SSN: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Gender: \_\_\_\_\_ (of Child Care Center Director/of Family Child Care Owner)

Type of Program: DHS Center \_\_\_\_\_ DHS Family Home \_\_\_\_\_

Tribal Home \_\_\_\_\_ School Age Program \_\_\_\_\_

Number of Staff \_\_\_\_\_ Licensed Capacity \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

### Does provider meet one of the following:

\_\_\_\_\_ Provider was licensed, regulated or registered as of March 11, 2021 and meet state and tribal health and safety requirements as of the date of application.

\_\_\_\_\_ The provider is licensed, regulated or registered and meets Child Care and Development Fund health and safety requirements as of the date of application

**Certified provider will do the following for the duration of the subgrant:**

The provider will implement policies in line with guidance and orders from Oklahoma and Muscogee Nation authorities and to the greatest extent possible, implement policies in line with guidance from the Center of Disease Control and Prevention.

For each employee (including lead teachers, aides, staff that are employed by the child care provider to work in transportation or food preparation and any other staff that the provider employs), the provider must pay at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable) for the duration of the subgrant. Child Care Providers may not involuntarily furlough employees from the date of application submission through the duration of the subgrant period.

The provider will provide relief from co-payments and tuition payments for the families enrolled in the provider’s program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

**Submit Estimated Operating Expenses**

**Use of Subgrant Funds**

Qualified providers must spend subgrant funds on at least one of the following expenses. (Please indicate funds applying for)

Personnel Cost \_\_\_\_\_

Rent, Utilities, facilities maintenance and insurance \_\_\_\_\_

Personnel protective equipment, cleaning, and other health and safety practices\_\_\_\_\_

Equipment and supplies \_\_\_\_\_

Goods and Services \_\_\_\_\_

Mental Health Services for Child Care Provider Staff and Children \_\_\_\_\_

Minor renovations (check with the Muscogee Nation Office of Child Care) \_\_\_\_\_

Providers may choose to use subgrant funds to reimburse themselves for expenses incurred after the declaration of the public health emergency in January 2020.

These expenses must be for the list of allowable uses of subgrant funds. \_\_\_\_\_

The Provider is responsible for maintaining records and documentation on how they used the funds, as well as how they meet the requirements for implementing policies on Coronavirus Pandemic 2019.

Provider agrees to provide a report, and to be monitored by the Muscogee Nation Office of Child Care. INITIAL \_\_\_\_\_

If you have any questions or need assistance contact the Muscogee Nation Office of Child Care at 918-732-7657.

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

Print Signature: \_\_\_\_\_

**Return completed application to:**

**Office of Child Care**

**The Muscogee Nation**

**Attn: Stabilization Grant**

**P.O. Box 580**

**Okmulgee, OK 74447**

**or**

**Email: [NFrank@muscogeenation.com](mailto:NFrank@muscogeenation.com) or [jlane@muscogeenation.com](mailto:jlane@muscogeenation.com)**

**\*\*\*Do not write below this line Office Use Only\*\*\***

DHS Center/Home \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Tribal Home/School Age Program \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Appendix: See List of allowable uses for Stabilization Subgrants

## **Category List of Allowable Expenses for Child Care Stabilization Subgrants:**

### **Personnel costs:**

Owner Wages & Benefits  
Employee Wages & Benefits  
Staff Paid Sick or Family Leave  
Staff Premium/Hazard Pay  
Staff Bonuses  
Staff Transportation cost (To and From Work)  
Staff Vaccine Related Costs (time at appointments & transportation costs)

### **Facility costs:**

Mortgage Payment or Rent or Lease  
Late Fees  
Insurance  
Utilities  
Phone & Internet

### **Maintenance & Improvements (minor renovations):**

Building or upgrading playground  
Renovating/Updating Bathrooms (sink/faucet/toilet, etc.)  
Installing Railings/Ramps/Automatic Doors  
Remove non-load bearing walls (to add space)  
Upgrading kitchen to add safe electrical outlets and fix plumbing fixtures  
Replacing cabinets with and adequate storage space for children's belongings  
Appliances for storage and food preparation (stove/fridge/freezer)  
Updating a sidewalk to provide safe pathways  
Replacing windows or doors  
Completing Minor Roof Repair  
Replacing fire sprinklers/carbon monoxide/smoke detectors  
Related Maintenance Costs

### **PPE, Cleaning and Safety Costs:**

Cleaning/Sanitizing Supplies  
PPE Equipment & Supplies  
Training (Health and Safety)  
Cleaning Services  
Equipment & Supplies-Indoor and Outdoor (Related to COVID-19):  
Business Software & Upgrades  
Tech Upgrades-Computer & IT (Data Collection)  
Other Equipment

### **Goods and Services:**

Supplies  
Learning  
Licensing Fees  
Other

### **Mental Health:**

Mental Health Services (children and employees)