Smart Start Workforce Grants

The Smart Start Workforce Grants application will open on **Monday, July 1ˢᵗ, 2024.**

- **Application Round 1:** Applications available July 1, 2024 – July 31, 2024 (Covering October 2024 – December 2024 expenses).

- **Application Round 2:** Applications available October 1, 2024 – October 31, 2024 (Covering January 2025 – March 2025 expenses).

- **Application Round 3:** Applications available January 2, 2025 – January 31, 2025 (Covering April 2025 –June 2025 expenses).

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Smart Start Workforce Grants – Round 1

Note: The following table highlights key dates and deadlines to know for *Round 1* of Smart Start Workforce Grants.

Application Round	Application/ Opt-In Period	Deadline for Documentation	Funding Released	Funding Use Period	Quarterly Reporting Deadline
Round 1	July 1, 2024 – July 31, 2024	August 14, 2024	September 2024	October 2024 – December 2024	January 15, 2025

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Smart Start Workforce Grants are available to all programs who:

- **Are a licensed Child Care Center, Family Child Care program, or Family Group Child Care Program** that is open and caring for children on the first of the month prior to applications opening (e.g., June 1st, 2024).

- **Operate full-day and full-year,** meaning at least 8 consecutive hours of care per day, five days per week, 47 weeks per year.

- **Meet CCAP Eligibility Requirements:**
  - For centers, at least **15%** of the program's current licensed capacity (at time of application) are enrolled in and funded by CCAP in any one month between Jan. 2023 – date of application.
  - Family Child Care must have at least **1 child** and Family Group Child Care must have at least **2 children** enrolled and funded by CCAP in any one month in the year prior to applying.

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Getting Ready to Apply

1. Your Gateways Registry membership must be current

2. You must have access to your program's Director Portal

3. Gather your W-9 form

4. Have your Unique Entity Identifier (UEI) ready, or request a free UEI

5. Get your certificate of good standing from the Secretary of State*

6. Review the tip sheets on the Gateways website:
   - https://www.ilgateways.com/smart-start/smart-start-workforce-grants

* Required unless you file your taxes and W-9 as a "sole-proprietor" with the Internal Revenue Service (IRS)

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Director Portal Access

- If you need access, complete an Authorized Program Contact request form

- https://registry.ilgateways.com

- Be A Member > Director Portal

- Scan/email to onlinehelp@inccrra.org

- You will receive an email confirming access in 2-4 business days

Authorized Program Contact (APC) Access Request Form

Complete the form below for all individuals that need access to the *Gateways Registry Director Portal* and/or the *ExceleRate Illinois Program Portal*. Please check the portal(s) to which you request access.

PRIMARY AUTHORIZED PROGRAM CONTACT

Name_____ Registry Member ID*_____

Program/Site Name _____

Address _____

City _____ Zip Code _____ Phone _____

IDCFS License Number *(if applicable)* _____

ISBE Preschool for All Grantee ID *(if applicable)*_____

Requesting access to: ○ Gateways Registry Director Portal   ○ ExceleRate Illinois Program Portal

ADDITIONAL AUTHORIZED PROGRAM CONTACT(S)

Name	Registry Member ID*	Gateways Registry Director Portal	ExceleRate Illinois Program Portal
		○	○

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W-9 Form

- Complete a W-9 Form for your program

- Forms can be downloaded from the IRS website

- Make sure the form is complete. An incomplete W-9 will cause a delay in processing your application.

- Line 1 must match the check payable to in the application.

https://www.irs.gov/pub/irs-pdf/fw9.pdf

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Unique Entity Identifier (UEI)

- Unique 12-character ID to identify your business for federal funds

- FREE to get a UEI, from Sam.gov

- Tip sheet is available on Gateways website under the Smart Start menu: https://www.ilgateways.com/smart-start/smart-start-workforce-grants

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

✓ Check Entity Status

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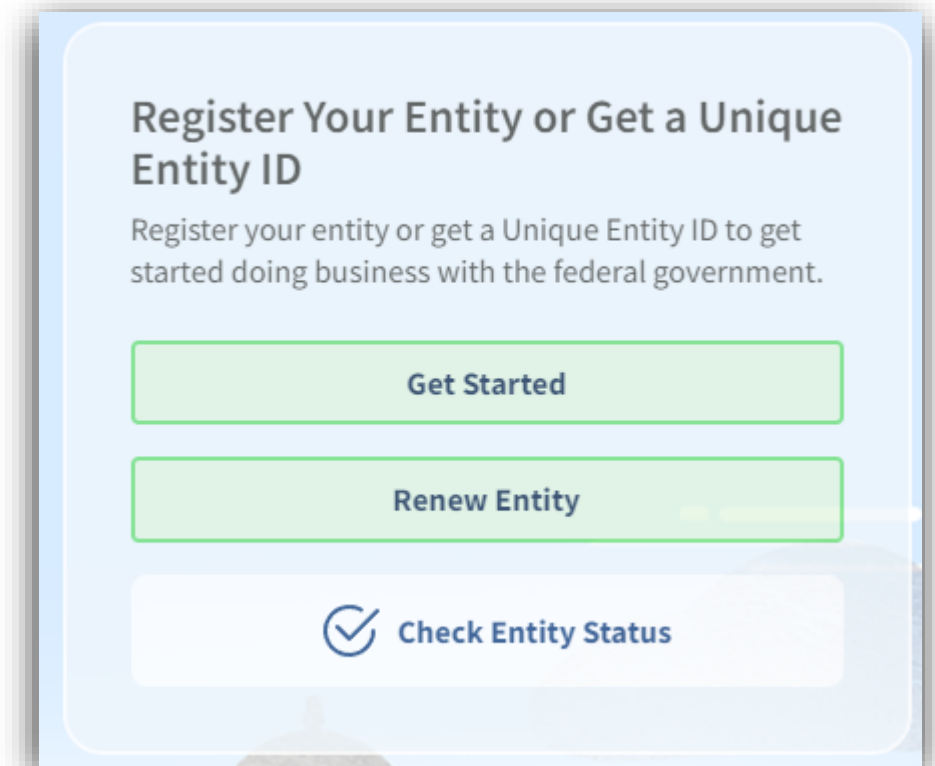
Certificate of Good Standing

- Required unless you file your taxes and W-9 as a "sole-proprietor" with the Internal Revenue Service (IRS)

- See Line 3 on the W-9

- www.ilsos.gov/corporatellc/

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Smart Start Workforce Grants Application

To apply for Smart Start Workforce Grants, use the steps outlined below:

1. Log in to Director Portal
2. Confirm Staff Listing
3. Add/Update Classroom(s)
4. Complete the Application
5. Submit Funding Request

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Step 1 – Log in to Director Portal

- Go to https://registry.ilgateways.com

- Click on "Dashboard Login"

- If you do not see the DIRECTOR card, you must request/renew access

Welcome back, Vicki

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools available to Registry Members and Trainers. Select the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a Registry-Approved Trainer, you may enter the "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday-Friday from 8:00am-4:00pm. You can also email us or visit the Registry Help Center to submit a trouble ticket. Check out our YouTube channel for short video tutorials related to accessing and using the resources on this site.

MY REGISTRY

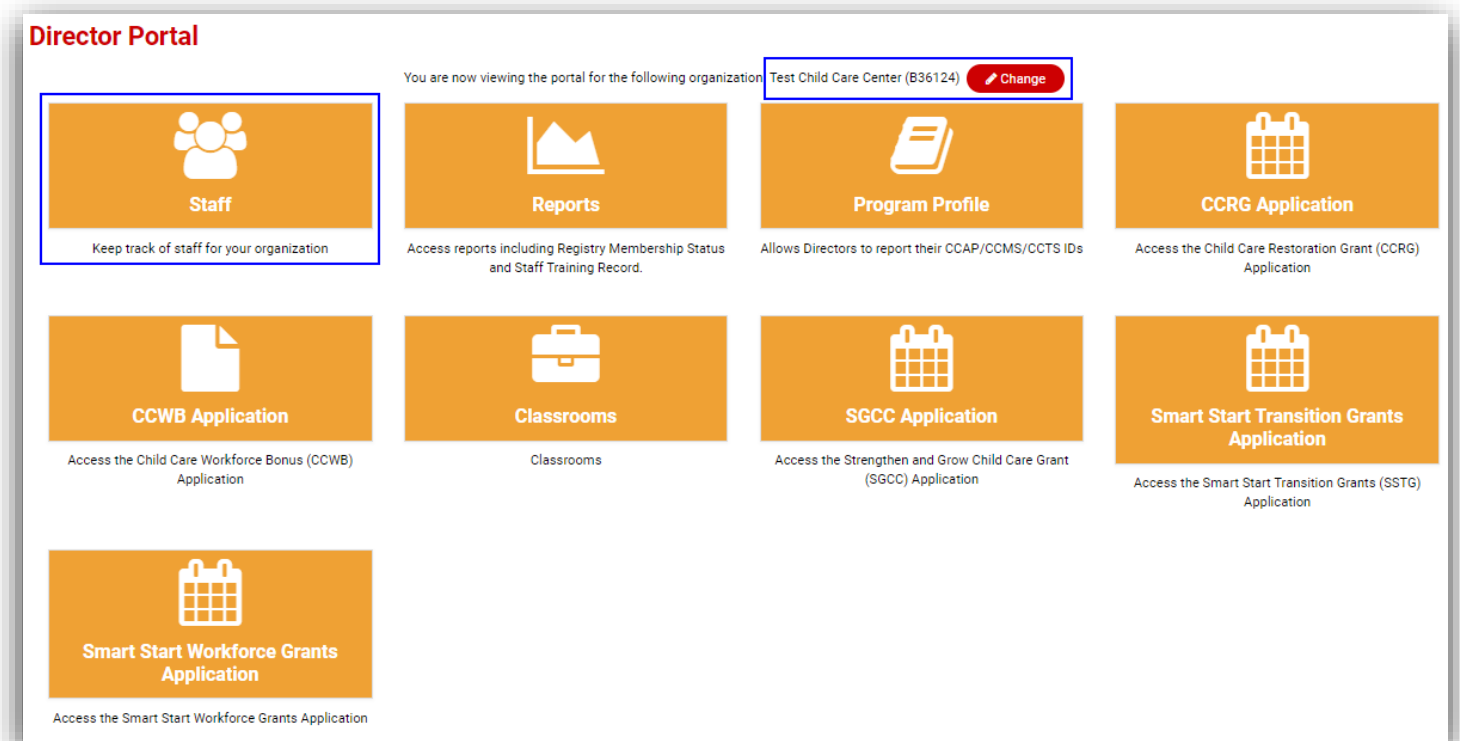Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!

DIRECTOR

Access information needed for DCFS, ExceleRate, and more.

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Step 2 – Confirm Staff Listing

- Click the "Director" card
- Check that the program listed is correct
  - If you are the contact for several programs, click the Change button and select the appropriate program from the drop-down listing
- Next, click the "Staff" card

Director Portal

You are now viewing the portal for the following organization Test Child Care Center (B36124) ✏ Change

Staff
Keep track of staff for your organization

Reports
Access reports including Registry Membership Status and Staff Training Record.

Program Profile
Allows Directors to report their CCAP/CCMS/CCTS IDs

CCRG Application
Access the Child Care Restoration Grant (CCRG) Application

CCWB Application
Access the Child Care Workforce Bonus (CCWB) Application

Classrooms
Classrooms

SGCC Application
Access the Strengthen and Grow Child Care Grant (SGCC) Application

Smart Start Transition Grants Application
Access the Smart Start Transition Grants (SSTG) Application

Smart Start Workforce Grants Application
Access the Smart Start Workforce Grants Application

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Note: This is required for both centers and homes

a. Deactivate staff no longer working at the site

- If a staff person no longer works at your site, click the checkmark button to make their record inactive

- You will be prompted to enter their last date of employment and select the reason for leaving

Maintain Current Staff

Maintaining a current staff listing is an important part of using the tools within this portal. The individuals listed below have all reported working for your program in the past. Keep in mind that our records go back many years and we do not typically find out when individuals leave a program.

Staff cannot be added or edited through the portal at this time. If a staff member does not appear on the list below, please have them update their employment information through the Registry Dashboard and select your program as their current work site.

Staff Listing

To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.
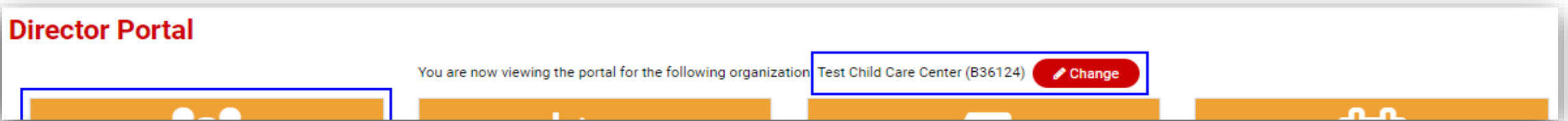
✔ Verify Staff Listing

Registry Member ID	Name	Job Title	Role	Actions
		Asst Teacher	5 - Assistant Teacher	☑
		Teacher	4 - Teacher	☑
		Toddlers Teacher	4 - Teacher	☑
		Preschool Teacher	4 - Teacher	☑

Change Employee Status ✕

Please select the employee's last day and their reason for leaving below, then click OK. You may click cancel to return to the listing, instead.

06/07/2024   10 - Unknown

✔ OK   ✖ Cancel

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b. Ask new staff to update employment

- New staff must update their employment through their Gateways Registry member portal in order to appear on the site's Staff Listing

- Instructions for staff are detailed in this help desk article: https://inccrra.zendesk.com/hc/en-us/articles/214237946

- **TIP:** For best results, give staff your site's Organization ID and ask that they search using that ID when they search for their site of employment
    - Your site's Organization ID can be found on the main Director Portal screen

Director Portal

You are now viewing the portal for the following organization Test Child Care Center (B36124) ✎ Change

c. *Verify Staff Listing*

- When the staff listing is accurate, click the 'Verify Staff Listing' button to make a date-stamp for future reference so you know when you last verified the listing was correct.

Maintain Current Staff

Maintaining a current staff listing is an important part of using the tools within this portal. The individuals listed below have all reported working for your program in the past. Keep in mind that our records go back many years and we do not typically find out when individuals leave a program.

Staff cannot be added or edited through the portal at this time. If a staff member does not appear on the list below, please have them update their employment information through the Registry Dashboard and select your program as their current work site.

Staff Listing

To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

✔ Verify Staff Listing   Last time verified 06/17/2024 2:53 PM

Registry Member ID	Name	Job Title	Role	Actions
		Asst Teacher	5 - Assistant Teacher	☑
		Teacher	4 - Teacher	☑
		Toddlers Teacher	4 - Teacher	☑
		Preschool Teacher	4 - Teacher	☑

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Step 3 – Adding/Updating Classrooms

- **NOTE:** All programs will need to have classrooms set up before applying and requesting funding.
  - Centers – Enter classrooms as licensed by DCFS
  - Family Child Care & Family Group Child Care – Enter just **one** classroom record, using the "Mixed Ages (FCC)" designation
- Click back to the Director Portal (using the breadcrumb menu)
- Click the "Classrooms" card

Director Portal

You are now viewing the portal for the following organization: Test Child Care Center (B36124) [Change]

Staff	Reports	Program Profile	CCRG Application
Keep track of staff for your organization	Access reports including Registry Membership Status and Staff Training Record.	Allows Directors to report their CCAP/CCMS/CCTS IDs	Access the Child Care Restoration Grant (CCRG) Application

CCWB Application	Classrooms	SGCC Application	Smart Start Transition Grants Application
Access the Child Care Workforce Bonus (CCWB) Application	Classrooms	Access the Strengthen and Grow Child Care Grant (SGCC) Application	Access the Smart Start Transition Grants (SSTG) Application

Smart Start Workforce Grants Application
Access the Smart Start Workforce Grants Application

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a. Adding Classrooms

- Add all classrooms that are currently open and operating full-day and full-year
- Click the "+" button to add a new classroom

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b. Complete the main classroom information

- Enter information into all fields with **bold** labels
- Follow this guidance when selecting the **Primary Age Group**:
    - Centers – This should reflect the age of the youngest child in the classroom
    - Homes – Please select the "Mixed Ages (FCC)" option

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c. Enter the enrollment for that classroom

- Enter the number of children enrolled full-time and enrolled part-time for each age group

Children Enrolled

	Enrolled Full Time	Enrolled Part Time	Totals
Infants	5	1	6
Toddlers	0	0	0
Two Year Olds	0	0	0
Preschool	0	0	0
School-Age	0	0	0
Totals	5	1	

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d. Save, then Edit Classroom

- **This step is only necessary when adding a brand-new classroom.** If editing/updating an existing classroom, skip to part e.

- When you first add a classroom, you will see that the record must be saved before you can select staff.

- Save the classroom by clicking the Submit button, then click the pencil icon to edit the classroom so you can add the staff.

e. Select the Classroom Staff

- You can add or change the classroom staff by clicking the list button. This information should be updated and accurate before you submit a funding request each grant round.

- Check the box(es) for the staff working in that classroom and confirm the prompt. To remove staff from a classroom, simply uncheck the box and confirm prompt.

f. Review and edit information if needed

- If some information about a staff person's job is not correct, you can edit it by clicking on the pencil icon.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
	Mary	Teacher	40.00	52.00	$16.78	✏
	Renee	Assistant Teacher	40.00	52.00	$16.00	✏

- Edit the information needed and click the 'Update Staff' button to save your changes.

Editing record for Renee

Current Position Title
Asst Teacher

Position Code
5 - Assistant Teacher

Date Employment Began
05/01/2022

Current Position Start Date
05/01/2022

Hours Worked/Week
40.00

Weeks Worked/Year
52.00

Hourly Wage
15.25

Annual Salary

Percent Time Working Directly With Children
100

Ages of Children You Currently Work With *(Family Child Care check all that apply, others only check one)*

Update Staff   Cancel

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g. Finalize the Classroom

- Once everything is entered and you have confirmed its accuracy, enter the date in the 'As Of Date' field

- Then, click 'Submit' to save the classroom.

Step 4 – Complete the Application

- Go back to the Director Portal
- Click the "Smart Start Workforce Grants Application" card

- Click "Create Application" button

a. Program Details

Check the Program Name and Address to be sure you are applying under the correct program

Enter the requested information:
- Email address
- Phone number
- Role
- CCAP Provider ID
- Unique Entity ID*
- Full-Time / Part-Time

Smart Start Workforce Grant Application

Program Details

First Name	Last Name	Gateways Registry ID
Vicki		

Email Address | | **Phone Number** ❓

Role | **CCAP Provider ID**
- Select One -

Program Name

Street Address

City	State	Zip
Bloomington	Illinois	61704

DCFS License Number | Unique Entity ID (UEI) ❓ | Is your program full-time or part-time?
| | | - Select One -

* If you have been unable to obtain a Unique Entity ID, it is okay to leave this blank, but we must receive it from you before the documentation deadline date.

b. Payment Details

Enter the required information in this section.

It is **very important** that the first 4 items match what is listed on your W-9!

Enter the mailing address – this is where the check will be sent

Payment Details

Check Payable To ❓
Test Payment Detail Check Payable

Taxpayer Identification Number Type
FEIN

Taxpayer Identification Number ❓
98-7654321

Line 3 of W-9
Individual/sole proprietor or single-member LLC

Mailing Address Line 1
1226 Towanda Ave

Mailing Address Line 2

City
Bloomington

State
Illinois

Zip
61701-3424

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c. Documentation

Click the "Choose File" button and find where you saved the document or picture on your computer

Double click on the file to add it to the application.

If you need to do more work, click "Save & Quit" to come back later; otherwise, click the "Submit" button

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Note: A Certificate of Good Standing is required for Centers.
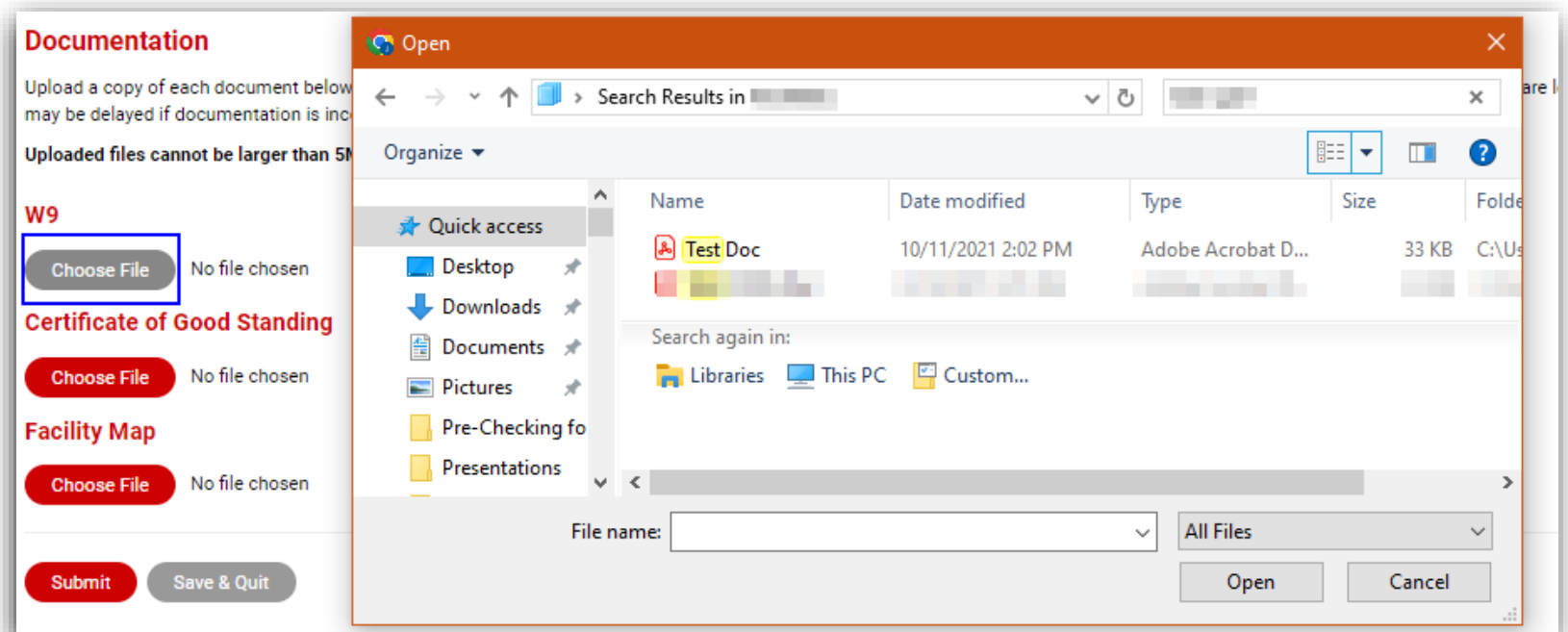
Don't forget the next step:

- **PLEASE TAKE NOTE!**
- There is an additional step you must take after submitting your application
- Click the link in the confirmation message to move to the next step and submit a funding request

Smart Start Workforce Grant Application Complete!

Thank you for submitting your application for the Smart Start Workforce Grant! You must also submit a funding request in order for your application to be reviewed. Please click here to submit your funding request for this grant period.

↩ Done

- You can also submit a funding request by clicking the calculator icon next to your application

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Step 5 – Submit Funding Request

- Select the grant period you are submitting your request for and click the "+" button

Note: If you are first applying in Grant Period 2, then create your budget request for Grant Period 2, etc. We cannot accept budget requests for grant periods that have already closed.

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a. Check Eligible Classrooms

- **Review** the classrooms listed. If incorrect, go back to the Classroom card and revise.

- **Select** the reason for a waiver if the classroom falls below the enrollment minimum.

- **Review** the maximum dollar amount listed. This is the maximum funding you may be eligible to receive.

Smart Start Workforce Grant Funding Request

Request For: Grant Period 1

Eligible Classrooms

Funding is based on classrooms that are currently open, full-day/full-year, and are not funded by the Early Childhood Block Grant (ECBG) (including Preschool for All and Prevention Initiative). Head Start/Early Head Start, or Child Care Access Means Parents in School (CCAMPIS). These are the classrooms you have listed that meet the eligibility criteria. If this is not correct, please close this window (without saving it) and go to the Classrooms section of the Director Portal to make updates as needed.

Name	Age Group	Enrollment	Reason for Waiver
Littlest Ones (Infant)	Infants	5	
Toddle About	Toddlers	8	
Twos and Young Threes	Two Year Olds	12	
Dragonfly (Preschool w Low Enroll)	Preschool	7	Low Enrollment
Ladybug (Preschool)	Preschool	13	

Maximum Funding Request

You can request a maximum of $31,500.00 this grant period.

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b. Complete Remaining Information

- **Review** the Use of Funds statements.

- **Enter** your name and date to state your agreement with the Use of Funds. 4

- **Upload** the required documents.

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What to Expect Next...

1. **Applications will be reviewed**
2. **INCCRRA will email you to let you know:**
   - *If your application is incomplete or clearer documentation needs to be uploaded.*
   - *If you need to submit clearer documentation, you will be allowed time to submit additional documentation. All missing documents for Round 1 are due **by August 14, 2024.***
   - *If your application has been found eligible or ineligible.*
   - *When your grant payment check has been mailed.*

   Please note: Smart Start Workforce Grant reports will be **due by the 15th of the month following the funding period**.
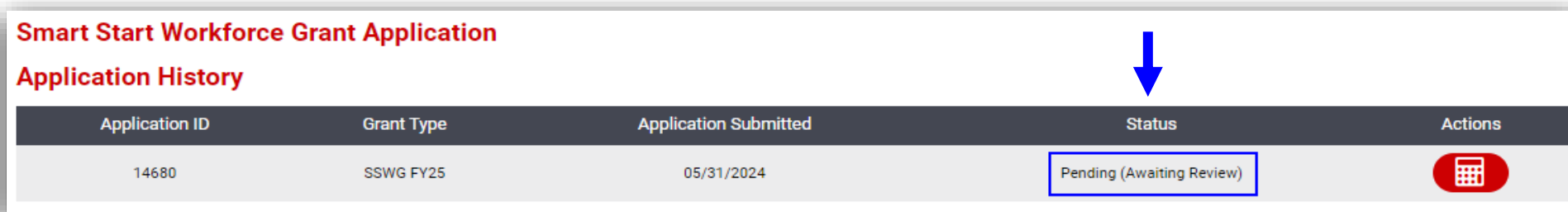   - Example: Round 1 funding is October-December 2024, so reporting will be due Jan. 15th, 2025.

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Checking for Status Updates

- Click the Smart Start Workforce Grants card in the Director Portal to access the Application History.
- The Status column shows the status of your *main application.*
- To see the status of your funding requests, click the calculator button.
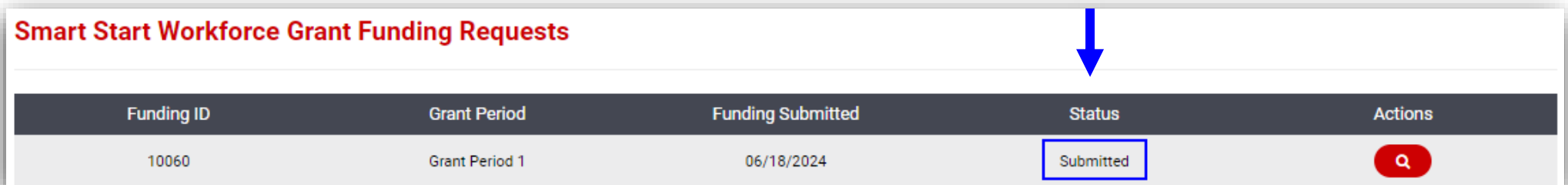
Smart Start Workforce Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
14680	SSWG FY25	05/31/2024	Pending (Awaiting Review)	🟥

- The Status column on the Funding Requests listing shows the status of each *funding request.*
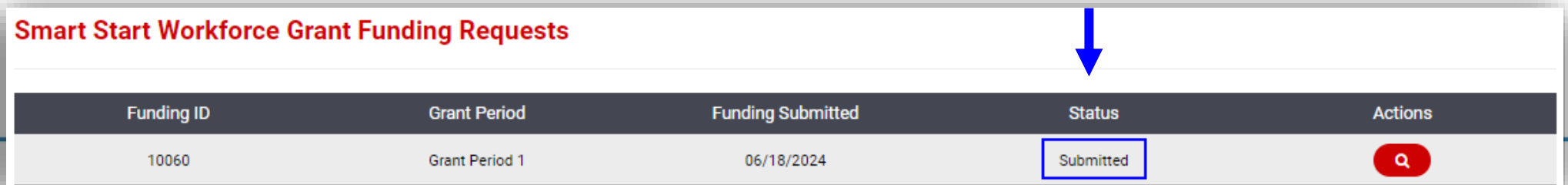
Smart Start Workforce Grant Funding Requests

Funding ID	Grant Period	Funding Submitted	Status	Actions
10060	Grant Period 1	06/18/2024	Submitted	🔍

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Funding Request Status Meanings

- **Draft** - You've saved your funding request but still need to finish it and click "Submit"

- **Submitted** – You have submitted the funding request, and it is in the queue to be reviewed.

- **Information Required** – The funding request has been reviewed and additional information is needed (please check your email for details).

- **Accepted** – funding request has been accepted and is in the queue for funding.

- **Rejected** – The funding request was reviewed and could not be approved (please check your email for details).

Smart Start Workforce Grant Funding Requests

Funding ID	Grant Period	Funding Submitted	Status	Actions
10060	Grant Period 1	06/18/2024	Submitted	🔍

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Application Status Meanings

- **Pending (Online Submission)** - You've saved your application but still need to finish it and click "Submit"

- **Pending (Awaiting Review)** - You've submitted your application, and it is in the queue to be reviewed

- **Pending (Information Required)** - Your application is being reviewed and requires some information from you (please check your email for details)

- **Pending (CCAP Confirmation)** – Your application is being reviewed and additional information is needed from you to verify the CCAP enrollment percentage (please check your email for details)

- **Eligible** - Your application is approved, and funding requests will be reviewed for approval

- **Ineligible** - Your program does not meet eligibility guidelines (e.g., does not meet CCAP requirement) or did not submit required information within the deadline

Smart Start Workforce Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
14680	SSWG FY25	05/31/2024	Pending (Awaiting Review)	

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Where to go for help

INCCRRA will provide technical assistance answering technical questions and helping with the application process through its website and via email. You can email grants@inccrra.org with questions or visit https://www.ilgateways.com/smart-start/smart-start-workforce-grants.

New to Smart Start Workforce Grants is local technical assistance through the local Child Care Resource and Referral (CCR&R) System. This will provide local grant experts to provide technical assistance, and answer questions. Find your local expert at https://www.ilgateways.com/docman-docs/smart-start/3590-smart-start-workforce-grants-local-expert-contact-map/file

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Thank You!