

Louisiana Department of Education

American Rescue Plan Act (ARPA)

ARPA Survey
Grant Rounds 3 and 4



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<input type="text"/>	<input type="text"/>

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Agenda

- Overview and Timeline
- Accessing the LDOE Grant Portal and ARPA Grant Survey
- Completing the Survey
- Common Questions
- Next Steps and Resources



Overview and Timeline



ARPA Stabilization Grants

The Louisiana Department of Education (LDOE) has offered ARPA Stabilization Grants to providers. The Child Care Stabilization Fund is intended to provide direct financial support to all qualified child care providers (including Type I, II, & III licensed early learning centers, as well as CCAP certified In-Home and Family Child Care providers and Head Start/Early Head Start partner sites).

Per Federal requirements of the American Rescue Plan Act, to be qualified for the ARPA Stabilization Grants child care providers must meet the following eligibility criteria:

- Provider meets CCDF requirements, including health and safety
- Provider is licensed or CCAP certified
- Provider is open and providing child care services



ARPA Stabilization Grants

- LDOE has partnered with the Early Childhood Grant Assessment Program to collect information regarding the use of ARPA grant funds. LDOE will also use this information to direct future technical assistance.
- The Early Childhood Grant Assessment Program is administered by the Louisiana Department of Education and is a continuation of work performed by Postlethwaite and Netterville.



ARPA Stabilization Grants

- Participation in the survey is required. **Failure to complete the survey may impact your future grant funding opportunities and you will be automatically chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).**
- The Early Childhood Grant Assessment Program is collecting your survey responses through an online portal. Surveys must be completed with a desktop/laptop browser. Mobile devices are not supported.



Timeline


Survey	Date
Survey Email Notification and Portal Open: <ul style="list-style-type: none">Type III licensed early learning centers and Child Care Assistance Program (CCAP) certified in-home and family child care providers that received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment. Head Start/Early Head Start partner sites with before- and after-care services for CCAP children that received ARPA Grant Round 3 and/or 4.	Starting: Monday, April 1, 2024
Survey Email Notification and Portal Open: <ul style="list-style-type: none">Type I and II early learning centers that received ARPA Grant Round 3 and/or ARPA Grant Round 4.	Starting: Wednesday, April 3, 2024
ARPA Grant Rounds 3 and 4 Survey <u>Deadline</u>	Thursday, April 18, 2024



Accessing the LDOE Grant Portal and ARPA Grant Survey



LDOE ARPA Grant Survey – Example Email

All providers who received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment will receive an email like the example. 

Check your junk/spam folders for the email

Sender: Early Childhood Grant Assessment Program

Email address: info@ldoe-pnsurvey.com

Subject Line: LDOE ARPA Grant Survey – Rounds 3 and 4

The Louisiana Department of Education (LDOE) is conducting a survey related to the American Rescue Plan Act (ARPA) Stabilization grants. LDOE has partnered with the Early Childhood Grant Assessment Program to collect information regarding the use of ARPA Stabilization grant funds. LDOE will also use this information to direct future technical assistance.

The Early Childhood Grant Assessment Program is administered by the Louisiana Department of Education and is a continuation of work performed by Postlethwaite and Netterville.

The following is a link to setup your account to complete the survey. The survey is open as of 4/1/2024, and you are required to complete the survey by 4/15/2024.

[Start Survey Now](#)

Once you have selected the link above, you will be required to create a unique username and password. **For any child care facilities that share the same email address, you will be required to complete a separate survey for each facility that received ARPA grant funds.**

The survey must be completed on a desktop browser. Mobile devices are not supported.

A recorded presentation is available to assist with completion of the survey. You will be prompted to register to view the recording.

[View Recorded Presentation](#)

Participation in the survey is required. **Failure to complete the survey may impact your future grant funding opportunities and you will be automatically chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).**

In addition, a selection of providers will be chosen to provide records of expenses related to the use of ARPA funds. This communication serves as the clearance by the LDOE, authorizing the Early Childhood Grant Assessment Program to 1) request records, 2) retain/copy/scan records, and 3) interview personnel. We anticipate that this process will be performed remotely. Your full cooperation is expected.

If you have any questions regarding this communication, you may contact Provider Help Desk at 225-250-7635 or email CCAPPHD@la.gov. If you require technical assistance regarding how to complete the survey, you may contact Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com.



Accessing the LDOE Grant Portal

Types of providers required to access the LDOE Grant Portal (“portal”) and complete the survey:

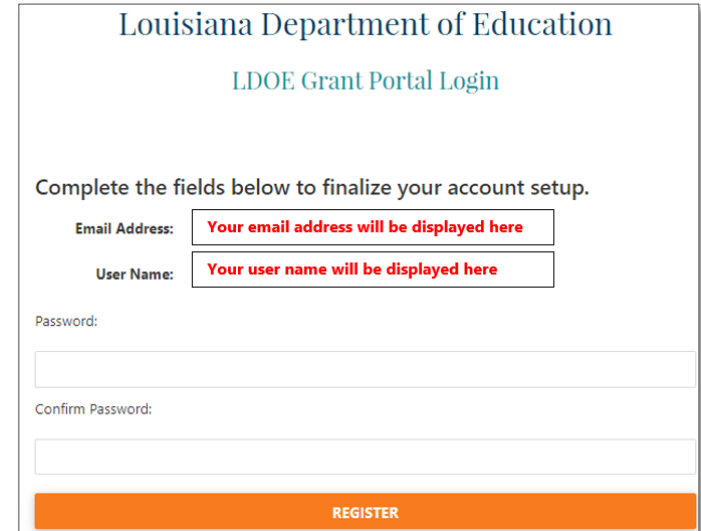
New Users	Returning Users
<ul style="list-style-type: none">Type I, II, and III licensed early learning centers and Child Care Assistance Program (CCAP) certified in-home and family child care providers that have not previously accessed the LDOE Grant Portal.	<ul style="list-style-type: none">Type I, II, and III licensed early learning centers and CCAP certified In-Home and Family Child Care providers that previously completed the LaCAP grant surveys for grant rounds 1-6 (CCAP certified providers), LaCAP rounds 1-2 (non-CCAP certified providers), and/or ARPA Grant Rounds 1-2.
<ul style="list-style-type: none">Head Start/Early Head Start partner sites with before-care and after-care services for CCAP children that have not previously accessed the LDOE Grant Portal.	<ul style="list-style-type: none">Type I, II, and III licensed early learning centers and CCAP certified In-Home and Family Child Care providers that were previously selected for the LaCAP and/or ARPA grant assessments.<ul style="list-style-type: none">➤ Users must access the portal with multi-factor authentication (MFA).



New Users Accessing the Portal

Accessing the LDOE Grant Portal for the first time:

- New users are required to register by using/clicking the unique link that is included in the survey notification email and then setting up a password.
- The survey must be completed online using a desktop/laptop browser such as Google Chrome.
- Mobile devices are not supported.
- Save your password for future use.



Louisiana Department of Education
LDOE Grant Portal Login

Complete the fields below to finalize your account setup.

Email Address:

User Name:

Password:

Confirm Password:



Returning Users Accessing the Portal

Accessing the LDOE Grant Portal as a newly registered or returning user:

- Access the online portal by navigating to the link:
<https://ldoe-grantprogram.com>
- Familiarize yourself with the features listed below “SIGN IN”:
 - Forgot your password?
 - Terms and Conditions
 - LDOE Grant Portal User Guide

Louisiana Department of Education

LDOE Grant Portal Login

Email

Password

SIGN IN

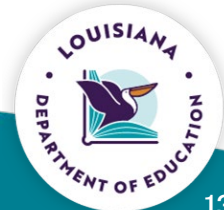
Remember me? [Forgot your password?](#)

*Please read the [Terms and Conditions](#) that governs your use of the LDOE Grant Portal as it constitutes a legally binding agreement. The information you provide in connection with the use of the LDOE Grant Portal, including financial information, will be considered confidential and will only be disclosed in an anonymized or de-identified way. Please note that your use of the LDOE Grant Portal constitutes your acceptance of these terms and your agreement to be bound by them.

The LDOE Grant Portal is a secure website that allows for the exchange of information. Mobile devices are not supported. Please use a desktop computer to access this website.

Refer to the [LDOE Grant Portal User Guide](#) for step-by-step instructions on navigating the portal and setup of Duo Multi-Factor Authentication.

If you require technical assistance with the LDOE Grant Portal you may contact info@ldoe-grantprogram.com.



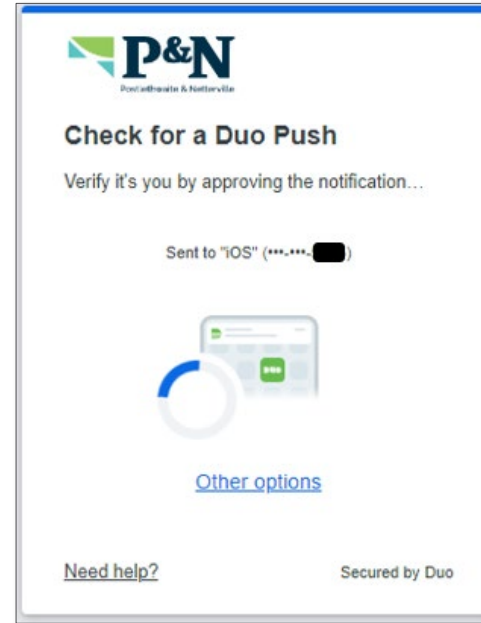
Returning Users Accessing the Portal with MFA

Accessing the LDOE Grant Portal as a returning user who participated in the prior LaCAP and/or ARPA grant assessments:

- Access the online portal by navigating to the link:

<https://ldoe-grantprogram.com>

- After entering your password, you will be prompted to select the authentication method for multi-factor authentication (MFA) that you previously set-up.



Completing the Survey



Your Providers

- Click the **View** button in the grid to start submission of a new survey or to reference back to a prior survey submission.

Your Providers

Please click the "View" button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	CCAP, Round 1-5	00000	09/08/2021	Example Provider	Submitted	
View	ARPA, Rounds 1-2	00000	01/27/2023	Example Provider	Submitted	
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Not Submitted	



Your Providers

- Survey Types listed within Your Providers will include all prior surveys and the ARPA Round 3-4 survey.

Only the ARPA, Rounds 3-4 and ARPA, Rounds 3-4, Type I/II survey will be open and can be submitted.

Survey Type	Grant Type	Provider Population
CCAP, Round 1 - 5	Louisiana Child Care Assistance Program (LaCAP)	Type III, Family Child Care and In Home Providers
CCAP, Round 6		Type III, Family Child Care and In Home Providers
Non-CCAP, Type I/II		Type I and II early learning centers
ARPA, Rounds 1-2	American Rescue Plan Act (ARPA)	Type III, Family Child Care and In Home Providers
ARPA, Rounds 3-4		Type III, Family Child Care and In Home Providers
ARPA, Rounds 3-4, Type I/II		Type I and II early learning centers

- For any child care providers that share the same email address, a separate survey will appear within the Your Providers section. **You are required to complete a separate ARPA Round 3 – 4 survey for each facility listed that has a Provider Status of Not Submitted.**



LDOE Grant Portal Welcome, [Logout](#)

Provider Search Documents

[Back](#)

License Number: 00000	Survey Type: ARPA, Rounds 3-4	Provider: Example Provider	Provider Status: Not Submitted
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A. Overview and Background

B. Grant Funds Distributed

C. Grant Funds Expended

D. Provider Survey Submission

A. Overview and Background

As a recipient of American Rescue Plan Act (ARPA) Stabilization grant relief funds from the Louisiana Department of Education (LDOE), you are required to complete the following survey. Information regarding the use of ARPA grant funds may be reported to the Office of Child Care, legislators, BESE, and other stakeholders.

You are required to complete the following survey in its entirety by 4/18/2024. Failure to complete the survey may impact your future grant funding opportunities and you will automatically be chosen for an audit of ARPA grants via the Office of Inspector General (OIG).

Thank you in advance for completing this survey. If you have any questions regarding the requirement to complete this survey, you may contact Provider Help Desk at 225-250-7635 or email CCAPPHD@la.gov. If you require technical assistance regarding how to complete the survey, you may contact info@ldoe-grantprogram.com.

Provider Background

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

A1. Provider Number	00000000
A2. License Number	00000
A3. Facility Name	Example Provider

[Click HERE to view your previous LaCAP Round 1-5 survey](#)

[Click HERE to view your previous LaCAP Round 6 survey](#)

[Click HERE to view your previous ARPA Round 1 and 2 survey](#)

[Click HERE to view your previous ARPA, Rounds 3-4 survey](#)

Navigation Menu

If applicable, selecting Click HERE opens prior surveys in new browser window



Section A. Overview and Background

From the Confirmation section, confirm the accuracy of the information.

EXAMPLE

A. Overview and Background

As a recipient of American Rescue Plan Act (ARPA) Stabilization grant relief funds from the Louisiana Department of Education (LDOE), you are required to complete the following survey. Information regarding the use of ARPA grant funds may be reported to the Office of Child Care, legislators, BESE, and other stakeholders.

You are required to complete the following survey in its entirety by 4/18/2024. Failure to complete the survey may impact your future grant funding opportunities and you will automatically be chosen for an audit of ARPA grants via the Office of Inspector General (OIG).

Thank you in advance for completing this survey. If you have any questions regarding the requirement to complete this survey, you may contact Provider Help Desk at 225-250-7635 or email CCAPPHD@la.gov. If you require technical assistance regarding how to complete the survey, you may contact info@doe-grantprogram.com.

Provider Background

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

A1. Provider Number	<input type="text" value="00000000"/>
A2. License Number	<input type="text" value="00000"/>
A3. Facility Name	<input type="text" value="Example Provider"/>
A4. Facility Address	
A4.i. Address 1	<input type="text" value="Example Address"/>
A4.ii. Address 2	<input type="text"/>
A4.iii. City	<input type="text" value="Example City"/>
A4.iv. Postal/Zip Code	<input type="text" value="00000"/>

Confirmation*

Please Select One of the Following:▼

Save FormNext Page



Section A. Overview and Background

- Two options are available within the Confirmation section.
- Click “Save Form” after the response is selected.

Confirmation*

Please Select One of the Following: ▼

- Please Select One of the Following:
- The facility data provided is accurate to the best of my knowledge.
- The facility data provided is NOT accurate, and I can provide data to the contrary.

OR

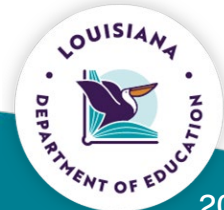
Confirmation*

The facility data provided is NOT accurate, and I can provide data to the contrary. ▼

You have stated the information provided is inaccurate. Please provide reference to the information you would like to correct as well as the correct information. A representative may be in contact to confirm the information provided.*

Save FormNext Page

Saved Section A successfully!



Section B. Grant Funds Distributed

Survey Type: ARPA, Rounds 3-4

- Information is based on data maintained by the Louisiana Department of Education.
 - ARPA Grant Round 3 was distributed around April/May 2023.
 - ARPA Grant Round 4 was distributed around August/September 2023.
 - CCAP Bonus Grant Payment was distributed in September 2023.
- View the information and click “Next Page”

EXAMPLE

B. Grant Funds Distributed

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. ARPA Grant 3:	\$100,000.00
B2. ARPA Grant 4:	\$35,000.00
B3. CCAP Bonus Grant Payment:	\$22,528.00
B4. Total ARPA Grant Funds Distributed to Provider:	\$157,528.00

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Section B. Grant Funds Distributed

Survey Type: ARPA Rounds 3-4, Type I/II

- Information is based on data maintained by the Louisiana Department of Education.
 - ARPA Grant Round 3 was distributed around April/May 2023.
 - ARPA Grant Round 4 was distributed around August/September 2023.
- View the information and click “Next Page”

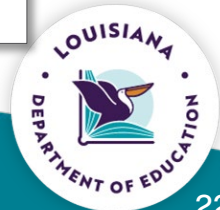
EXAMPLE

B. Grant Funds Distributed

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. ARPA Grant 3:	<input type="text" value="\$110,000.00"/>
B2. ARPA Grant 4:	<input type="text" value="\$40,000.00"/>
B3. Total ARPA Grant Funds Distributed to Provider:	<input type="text" value="\$150,000.00"/>

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Section C. Grant Funds Expended – Question C1

Survey Type: ARPA, Rounds 3-4

Enter the total amount of expenses paid with ARPA Round 3, ARPA Round 4, and/or the CCAP Bonus Grant Payment as of 3/31/2024

C. Grant Funds Expended as of 3/31/2024

C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on the following grant funds:
 - ARPA Grant Round 3, which was distributed around April/May 2023.
 - ARPA Grant Round 4, which was distributed around August/September 2023.
 - CCAP Bonus Grant Payment, which was distributed in September 2023.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3, 4, and/or the CCAP Bonus Grant Payment have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$

No ARPA grant funds from Grant Rounds 3, 4, or the CCAP Bonus Grant Payment have been expended as of 3/31/2024

You **cannot** enter an amount that is greater than what was distributed to the facility as shown in Section B. Grant Funds Distributed



Section C. Grant Funds Expended – Question C1

Survey Type: ARPA Rounds 3-4, Type I/II

Enter the total amount of expenses paid with ARPA Round 3 and/or ARPA Round 4 as of 3/31/2024

C. Grant Funds Expended as of 3/31/2024

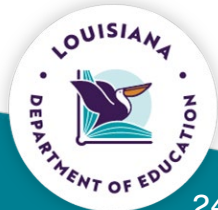
C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on ARPA grant funds received by the facility in Grant Rounds 3 and 4, which were distributed around April/May 2023 and August/September 2023, respectively.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3 and 4 have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$

No ARPA grant funds from Grant Rounds 3 and 4 have been expended as of 3/31/2024

You **cannot** enter an amount that is greater than what was distributed to the facility as shown in Section B. Grant Funds Distributed



Section C. Grant Funds Expended – Question C1

Survey Type: ARPA, Rounds 3-4

EXAMPLE: ERROR - C1 exceeds B4

B. Grant Funds Distributed

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. ARPA Grant 3:	\$100,000.00
B2. ARPA Grant 4:	\$35,000.00
B3. CCAP Bonus Grant Payment:	\$22,528.00
B4. Total ARPA Grant Funds Distributed to Provider:	\$157,528.00

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You **cannot** enter an amount that is greater than what was distributed to the facility as shown in Section B. Grant Funds Distributed

C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on the following grant funds:
 - ARPA Grant Round 3, which was distributed around April/May 2023.
 - ARPA Grant Round 4, which was distributed around August/September 2023.
 - CCAP Bonus Grant Payment, which was distributed in September 2023.
- Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3, 4, and/or the CCAP Bonus Grant Payment have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$ 200,000.00

No ARPA grant funds from Grant Rounds 3, 4, or the CCAP Bonus Grant Payment have been expended as of 3/31/2024

The total amount of expenses you entered as paid with ARPA Grant Funds exceeds the total grant funds distributed to your facility as shown in Section B. Grant Funds Distributed. Please review and make the necessary adjustments.

Section D Error Display

Section C: C1 Exceeds Total Funds Distributed



Section C. Grant Funds Expended – Question C1

Survey Type: ARPA Rounds 3-4, Type I/II

EXAMPLE: ERROR - C1 exceeds B3

B. Grant Funds Distributed

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. ARPA Grant 3:	\$110,000.00
B2. ARPA Grant 4:	\$40,000.00
B3. Total ARPA Grant Funds Distributed to Provider:	\$150,000.00

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You **cannot** enter an amount that is greater than what was distributed to the facility as shown in Section B. Grant Funds Distributed

C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on ARPA grant funds received by the facility in Grant Rounds 3 and 4, which were distributed around April/May 2023 and August/September 2023, respectively.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3 and 4 have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$ 450,000.00

No ARPA grant funds from Grant Rounds 3 and 4 have been expended as of 3/31/2024

The total amount of expenses you entered as paid with ARPA Grant Funds exceeds the total grant funds distributed to your facility as shown in Section B. Grant Funds Distributed. Please review and make the necessary adjustments.

Section D Error Display **Section C: C1 Exceeds Total Funds Distributed**



Section C. Grant Funds Expended – Question C2

- Select the type of financial management system used by the child care facility to track and record expenses.

C2. Select the type of financial management system that the child care facility uses to track and record expenses:*

Please Select One of the Following... ▼

Please Select One of the Following...

The child care facility uses a manual system only (paper expense documentation retained).

The child care facility uses an electronic spreadsheet to track and record expenses.

The child care facility uses accounting software to track and record expenses.

- If the third option is chosen, you must enter the accounting software used in the field provided.

C2. Select the type of financial management system that the child care facility uses to track and record expenses:*

The child care facility uses accounting software to track and record expenses. ▼

Accounting Software Used...



Section C. Grant Funds Expended – Question C3

- Select the type(s) of documentation retained to the support the expenses.
 - Multiple categories can be selected.
- If Other is chosen, you must enter a description of those other records in the field provided.
- If no records have been retained, select the last checkbox.

C3. Select the type(s) of documentation retained that supports the expenses. If applicable, multiple categories should be selected.*

Payroll records

Purchase orders

Invoices

Receipts

Contracts

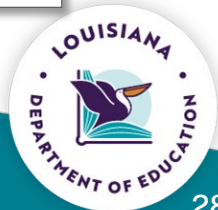
Rent or mortgage agreements **EXAMPLE**

Utility statements

Bank statements

Other

No records have been retained



Section C. Grant Funds Expended – Question C4

Survey Type: ARPA, Rounds 3-4

C4. For each category listed below, enter the amount of expenses that were paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on the following grant funds:
 - ARPA Grant Round 3, which was distributed around April/May 2023.
 - ARPA Grant Round 4, which was distributed around August/September 2023.
 - CCAP Bonus Grant Payment, which was distributed in September 2023.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If applicable, multiple categories should be selected.
- **Enter 0 if no ARPA grant funds were used for each provided category. ***

Please refer to the [attached PDF](#) for additional examples of the allowable use of ARPA grant funds. This information is provided as a reference and is not comprehensive.

Expenditure Categories	
C4.i	Personnel Costs - Payroll
C4.ii	Other Personnel Costs
C4.iii	Facility Costs
C4.iv	COVID-19 Personal Protective Equipment

Expenditure Categories	
C4.v	COVID-19 Equipment and Supplies
C4.vi	Operating Materials and Services
C4.vii	Mental Health Services
C4.viii	Other



Section C. Grant Funds Expended – Question C4

Survey Type: ARPA Rounds 3-4, Type I/II

C4. For each category listed below, enter the amount of expenses that were paid with ARPA grant funds **as of 3/31/2024**. In response to this question: *

- The amounts should be based on ARPA grant funds received by the facility in Grant Rounds 3 and 4, which were distributed around April/May 2023 and August/September 2023, respectively.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If applicable, multiple categories should be selected.
- **Enter 0 if no ARPA grant funds were used for each provided category.** *

Please refer to the [attached PDF](#) for additional examples of the allowable use of ARPA grant funds. This information is provided as a reference and is not comprehensive.

Expenditure Categories	
C4.i	Personnel Costs - Payroll
C4.ii	Other Personnel Costs
C4.iii	Facility Costs
C4.iv	COVID-19 Personal Protective Equipment

Expenditure Categories	
C4.v	COVID-19 Equipment and Supplies
C4.vi	Operating Materials and Services
C4.vii	Mental Health Services
C4.viii	Other



Section C. Grant Funds Expended – Question C4

- Select the link to an “[attached PDF](#)” to open the list of allowable use of ARPA grant funds in a separate browser.
- The two-page file includes examples per expenditure category.

Please refer to the [attached PDF](#) for additional examples of the allowable use of ARPA grant funds. This information is provided as a reference and is not comprehensive.

Louisiana Department of Education, Early Childhood Operations ARPA Stabilization Grant Relief Funds

Eligible/Allowable Use of Funds

The following is a list of eligible/allowable use of American Rescue Plan Act (ARPA) stabilization grant relief funds. This information is provided as a reference, and is not comprehensive.

Personnel Costs - Payroll

- Salaries/Wages - Child care program personnel
- Increases in compensation for:
 - a. Staff in a child care center
 - b. Family child care providers and their employees
- State and federal payroll taxes

Other Personnel Costs

- Staff bonuses



Section C. Grant Funds Expended – Question C4

C4.i. Personnel Costs - Payroll

EXAMPLE

Expenditures in this section may include, but are not limited to, all full-time and part-time staff wages, and state and federal payroll taxes.

\$ 137,528.00

C4.ii. Other Personnel Costs

Expenditures in this section may include, but are not limited to, employee benefits (benefits, retirement contributions, staff bonuses, stipends, premium or hazard pay, overtime), paid vacation, leave, training and professional development for new and existing staff, and employee transportation to/from work (if applicable).

\$ 19,500.00

C4.iii. Facility Costs

Expenditures in this section may include, but are not limited to, rent or mortgage payments, utilities, property insurance, property taxes, maintenance, late fees related to late payment for rent, mortgage, utilities and/or insurance, minor facility construction or renovation costs, and facility maintenance.

\$ 0.00

← Enter Zero (0.00) if grant funds were not used in a specific expenditure category

C4.iv. COVID-19 Personal Protective Equipment

Expenditures in this section may include, but are not limited to, personal protective equipment (PPE), including masks, cleaning and sanitation supplies and services, cleaning crew costs, or the costs of tests purchased in response to COVID-19.

\$ 500.00



Section C. Grant Funds Expended – Question C4

- The total from the amounts entered in Question C4 (C4.i. through C4.viii.) as shown in C4.ix. **must** match the total entered in C1.
- If these do not match, there will be an error in Section C and Section D and you will not be able to submit the survey.

EXAMPLE: C4.ix does not match C1

C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on the following grant funds:
 - ARPA Grant Round 3, which was distributed around April/May 2023.
 - ARPA Grant Round 4, which was distributed around August/September 2023.
 - CCAP Bonus Grant Payment, which was distributed in September 2023.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3, 4, and/or the CCAP Bonus Grant Payment have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$ 157,528.00

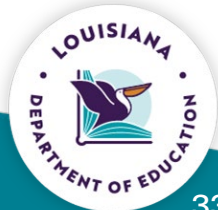
No ARPA grant funds from Grant Rounds 3, 4, or the CCAP Bonus Grant Payment have been expended as of 3/31/2024

C4.ix. Total Amount of ARPA Grant Funds expended as of 3/31/2024:

\$ 155,728.00

Your total expenses do not equal the amount of ARPA grant funds expended as indicated in question C1. Please review and make the necessary adjustments.

Section D Error Display: **Section C: C1 and C4 must match - Invalid Response**



Section C. Grant Funds Expended – Question C5

- Select “No” or “Yes” to question C5 regarding technical assistance.
- If you select “Yes”, describe the type of technical assistance that you are interested in receiving in reference to stabilizing your business and/or using the funds.

C5. Is there any type of technical assistance that you are interested in receiving in reference to stabilizing your business and/or using these funds?

No

Yes

OR

C5. Is there any type of technical assistance that you are interested in receiving in reference to stabilizing your business and/or using these funds?

No

Yes

[Previous Page](#)

[Save Form](#)

[Next Page](#)



Section D. Provider Survey Submission – Errors Exist

If there are any questions that do not have response or the response cannot be accepted, then you must navigate to the prior page, correct the response, and click ‘Save Form’ at the bottom of the section (A or C).

D. Survey Submission

By entering your name below, you are signing this survey electronically and certifying that the information submitted within the survey is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

- Section A: Is Information Accurate - No Response Selected
- Section C: C1. Grant Funds Expended - No Response Selected
- Section C: C2. Accounting Software Used - No Response Selected
- Section C: C3. Documentation Description - No Response Selected
- Section C: C4.i. Personnel Costs - Payroll - No Response Selected
- Section C: C4.ii. Other Personnel Costs - No Response Selected
- Section C: C4.iii. Facility Costs - No Response Selected
- Section C: C4.iv. COVID-19 Personal Protective Equipment - No Response Selected
- Section C: C4.v. COVID-19 Equipment and Supplies - No Response Selected
- Section C: C4.vi. Operating Materials and Services - No Response Selected
- Section C: C4.vii. Mental Health Services - No Response Selected
- Section C: C4.viii. Other - No Response Selected
- Section C: C5. Do you require technical assistance? - No Response Selected
- Section C: C1 and C4 must match - Invalid Response



Section D. Provider Survey Submission

- Once all exceptions are corrected, you will be required to certify the information is true and accurate to the best of your knowledge.
- Select the confirmation checkbox, enter your name, and title.
- Click Submit Form

D. Survey Submission

By entering your name below, you are signing this survey electronically and certifying that the information submitted within the survey is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

All required fields have been completed! You're all set to submit.

I confirm the aforementioned survey responses are accurate.*

Printed Name*	Title*	Signature Date*
<input type="text" value="First Name Last Name"/>	<input type="text" value="Enter Your Title"/>	<input type="text" value="02/28/2024"/>

Once this form has been submitted, you will be unable to make changes. Please ensure all information is true and accurate to the best of your knowledge prior to submission.

[Previous Page](#) [Submit Form](#)

Once the survey is submitted you will be unable to make changes. Ensure all information is true and accurate to the best of your knowledge prior to submission.



How to Confirm Survey Submission

Header Section

License Number: 00000	Survey Type: ARPA, Rounds 3-4	Provider: Example Provider	Provider Status: Submitted
--------------------------	----------------------------------	-------------------------------	-------------------------------

Your Providers

Your Providers

Please click the "View" button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated	Funds Exp
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Submitted	04/15/2024	\$4
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider #2	Submitted	04/15/2024	\$5



Common Questions



Common Questions

- **Who is required to participate in the ARPA Grant surveys?**
 - Type I, II, and III licensed early learning centers and Child Care Assistance Program (CCAP) certified in-home and family child care providers that received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment.
 - Head Start/Early Head Start partner sites with before- and after-care services for CCAP children that received ARPA Grant Round 3 and/or 4.

- **Are closed providers required to participate in the surveys?**
 - Yes, child care providers that received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment and are currently closed are required to participate in the grant survey(s).



Common Questions

- Are providers who have not spent any of the funds from ARPA Round 3, ARPA Round 4, and/or the CCAP Bonus Grant payment required to participate?
 - Yes, child care providers that received ARPA grant funds are required to participate, regardless of the amount of ARPA grant funds spent.
 - If grant funds from ARPA Round 3, ARPA Round 4, and/or the CCAP Bonus Grant Payment have **NOT** been expended as of 3/31/2024, select the checkbox in C1.*

C1. Enter the total amount of expenses paid with ARPA grant funds as of 3/31/2024. In response to this question: *

- The total amount should be based on the following grant funds:
 - ARPA Grant Round 3, which was distributed around April/May 2023.
 - ARPA Grant Round 4, which was distributed around August/September 2023.
 - CCAP Bonus Grant Payment, which was distributed in September 2023.
- **Do not enter expenses paid with grant funds from LaCAP or ARPA Rounds 1 and/or 2.**
- ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
- If ARPA grant funds from Round 3, 4, and/or the CCAP Bonus Grant Payment have not been expended as of 3/31/2024, select the appropriate checkbox below.

\$ 0

No ARPA grant funds from Grant Rounds 3, 4, or the CCAP Bonus Grant Payment have been expended as of 3/31/2024

*C1 bullet points vary slightly between survey types.



Common Questions

- **When were the ARPA grants distributed?**
 - ARPA Grant Round 3 was distributed around April/May 2023.
 - ARPA Grant Round 4 was distributed around August/September 2023.
 - CCAP Bonus Grant Payment was distributed in September 2023.
 - Information regarding the amounts distributed to the provider are available in Section B. Grant Funds Distributed within each survey.

- **What are the timelines for the survey?**
 - The survey will be available during the week of April 1, 2024.
 - Survey emails will be sent directly to providers during the week of 4/1/2024 – 4/5/2024.
 - **The survey must be completed by the deadline of April 18, 2024.**



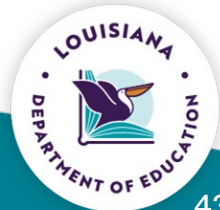
Common Questions

- **Can I access the LDOE Grant Portal with my smartphone?**
 - No, the survey must be completed online using a desktop/laptop browser, such as Google Chrome. Mobile devices are not supported.
- **What should I do if I never received an email?**
 - Survey notification emails will be sent during the **week of April 1, 2024.**
 - If you haven't received an email by **2pm on Friday, April 5th**, search your inbox, junk, and spam folders for an email from info@ldoe-pnsurvey.com.
 - If you are unable to locate, email info@ldoe-grantprogram.com and include your license number and facility name.
- **What should I do if my email address and/or phone number has changed?**
 - Email info@ldoe-grantprogram.com and include your license number, facility name, and updated contact information.



Common Questions

- **Where is the link to access the portal?**
 - If you have not previously registered, you will receive a unique link in the email that is sent directly to you. If previously registered, you can access the portal by entering your prior login information on the portal login page at <https://ldoe-grantprogram.com>
- **Who do I contact if the survey link or LDOE Grant Portal is not working?**
 - If you experience technical issues accessing the LDOE Grant Portal, reach out to the Early Childhood Grant Assessment Program via email at info@ldoe-grantprogram.com.
 - Include your license number, facility name, and a description of the issue and/or error message. If possible, include a screenshot showing the error.



Common Questions

- **How do I reset my password?**
 - If you have previously registered and need to reset your password, click on “Forgot Your Password?” on the login page. You must use the same email that was previously used to register. Follow the prompts to reset the password.

- **How do I access my prior survey responses?**
 - After you login to the LDOE Grant Portal, you can access all survey responses from the “Your Providers” page next to the survey type CCAP, Round 1-5; CCAP, Round 6; Non-CCAP, Type I/II, or ARPA, Rounds 1-2.
 - **Expenses paid for with LaCAP grant funds or ARPA Grant Rounds 1-2 funds should not be entered into the ARPA Grant Round 3 and 4 survey response.**



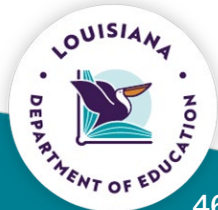
Common Questions

- **What is the time period for expenses to be included in Section C. Grant Funds Expended?**
 - Expenses paid through 3/31/2024 with funds from ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment received by the facility should be entered.
 - ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted in guidance provided by the Louisiana Department of Education.
 - If ARPA grant funds from ARPA Round 3, 4, and/or the CCAP Bonus Grant Payment have not been expended as of **3/31/2024**, select the checkbox in response to Question C1. of the survey.



Common Questions

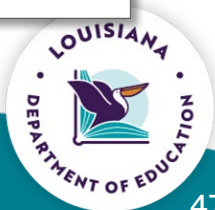
- **If I previously received LaCAP grant funds, should this be included in the information entered in Section C. Grant Funds Expended?**
 - No, only expenses paid with ARPA Grants received in ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment should be entered in the ARPA grant survey.
 - **Expenses paid for with LaCAP grant funds or ARPA Grant Rounds 1-2 funds should not be entered into the ARPA Grant Round 3 and 4 survey response.**



Common Questions

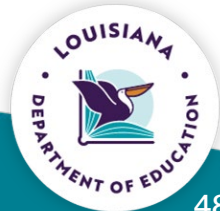
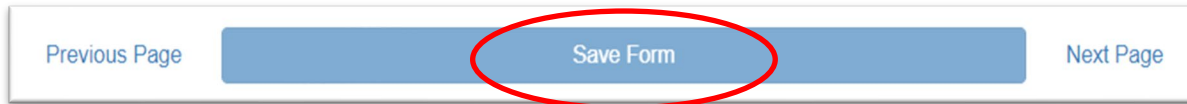
- Do I need to provide grant fund expense supporting documentation with the survey response?
 - No, you do not need to provide supporting documentation at this time. Supporting documentation will be required if a provider is selected to participate in the grant assessment.
- Where can I find examples of allowable use of ARPA grant funds?
 - Within each survey, select the link to an [‘attached PDF’](#) below question C4 in Section C. Grant Funds Expended.

Please refer to the [attached PDF](#) for additional examples of the allowable use of ARPA grant funds. This information is provided as a reference and is not comprehensive.



Common Questions

- If the expenditure paid with ARPA grant funds is not specifically listed as an example of eligible/allowable use, how do I find out if it is allowable and/or if I should include it within my submission of ARPA Grant survey?
 - The eligible/allowable use list is **not** comprehensive, but rather provides examples. If you have questions regarding the eligible use of ARPA grant funds, please contact the LDOE Provider Help Desk at (225) 250-7635 or CCAPPHD@la.gov
- Can I save my entries and come back to the survey before submitting the survey information in the LDOE Grant Portal?
 - Yes, use the “Save Form” function frequently to save your progress.



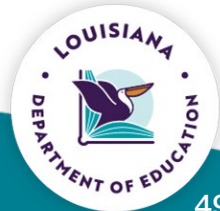
Common Questions

- Can I edit my submission of ARPA Grant survey (add/remove amounts, revise categories)?
 - Once the survey has been Submitted in Section D. Provider Survey Submission, you **cannot** edit or make changes to the submission.
 - If you submit the ARPA Grant survey information in error, reach out to the Early Childhood Grant Assessment Program via the email info@ldoe-grantprogram.com
- How can I confirm that my survey was successfully submitted?
 - Once the survey is successfully submitted, the Provider Status will show as Submitted. The Provider Status is available in the header section of each survey screen and within the “Your Providers” section after logging into the portal.

Your Providers

Please click the "View" button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated	Funds Exp
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Submitted	04/15/2024	\$
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider #2	Submitted	04/15/2024	\$

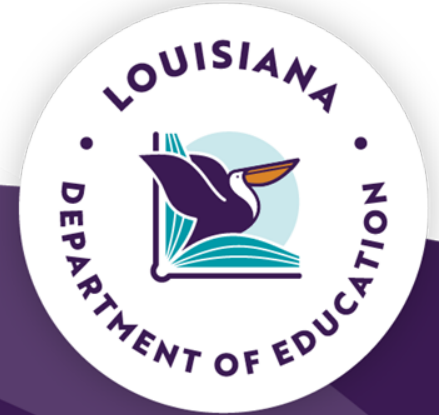


Common Questions

- **What should I do if I can not submit my survey?**
 - If you attempt to complete the survey and the status does not change, please try the actions below:
 - Click “Save Form” before clicking “Next page”.
 - In Section A. Overview and Background, confirm that you have selected an option from the drop down menu and select “Save Form” at the bottom of the section.
 - In Section C. Grant Funds Expended as of 3/31/2024, confirm that the amount in C1 (top of the page) agrees to the amount in C4.ix (bottom of the page).
 - In Section C. Grant Funds Expended as of 3/31/2024, check that all questions have an amount. For expenditure categories with a zero amount, enter \$0.00 and do not leave the field blank.
 - **Section D. Provider Survey Submission will show all questions that are not answered in red, which are preventing the survey submission.**



Next Steps and Resources



Portal Documents

- Documents section available in the top left of the screen that contains various reference material.
- Click the “Document Name” of the file in orange to open the document in a separate browser window.

LDOE Grant Portal

Provider Search **Documents**

Portal Documents

The documents below include Grant Portal Navigation and Survey resources for all users. Please check back frequently for updated guidance.

Document Name	Document Type	Document Date
LDOE Grant Portal Terms and Conditions.pdf	Policy	02/28/2024 12:00 AM
LDOE Grant Portal User Guide.pdf	User Guide	02/28/2024 12:00 AM
LDOE ARPA Grant Survey Webinar.pdf	Webinar	02/28/2024 12:00 AM
LDOE ARPA Grant Survey - Frequently Asked Questions.pdf	User Guide	02/29/2024 12:00 AM
Allowable Use of Grant Funds.pdf	User Guide	02/29/2024 12:00 AM
Grant Assessment_Section E, PartII - Grant Expenditure Reference.pdf	User Guide	03/01/2024 12:00 AM
LDOE ARPA Grant Assessment - Webinar.pdf	Webinar	03/01/2024 12:00 AM
LDOE ARPA Grant Assessment - Frequently Asked Questions.pdf	User Guide	03/01/2024 12:00 AM



Next Steps

- The ARPA grant survey opens during the week of April 1, 2024. **The deadline to submit your survey response within the LDOE Grant Portal is Thursday, April 18, 2024.**
- Once you receive the survey notification email, access the LDOE Grant Portal and complete the ARPA Grant Survey by entering all expenses paid with ARPA grant funds from ARPA Round 3, ARPA Round 4, and/or the CCAP Bonus Grant Payment as of 3/31/2024.
- A sample of providers will be selected to participate in the grant assessment, which is anticipated to begin in the Spring of 2024. A separate email communication will be sent directly to the sampled providers. Those providers must upload the requested supporting documentation by the deadline in the LDOE Grant Portal. An additional webinar recording will be made available to those providers.



Contact Information

- Questions regarding the requirement to participate in the survey should be directed to LDOE Provider Help Desk at (225) 250-7635 or CCAPPHD@la.gov
- Technical assistance questions regarding how to use the online LDOE Grant Portal should be directed to the Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com
- Please do not call Early Childhood Grant Assessment Program phone lines, as the operator is unable to assist. Send an email to Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com and a team member will contact you via email or phone within 1-2 business days.



Thank You!

