

The following is an example of the LDOE ARPA Grant Survey for the following provider types:  
**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 1 and/or Round 2.**

**All providers must complete the ARPA Grant Survey using the online portal, LDOE Grant Portal**  
 Unique information for the specific child care facility will be listed in the online portal

## *American Rescue Plan Act (ARPA) Grants Survey*

### **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. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of ARPA grant funds to report to the Office of Child Care, legislators, BESE, and other stakeholders.

**You are required to complete the following survey in its entirety by January 27, 2023. Failure to complete the survey may impact your future relief grant funding opportunities and you will be automatically chosen for an audit of the 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 225-252-9543 or email [providercertification@la.gov](mailto:providercertification@la.gov). If you require technical assistance regarding how to complete the survey you may contact P&N at [info@LDOE-pnsurvey.com](mailto:info@LDOE-pnsurvey.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 style="width: 95%;" type="text"/>	<p style="color: red; margin: 0;"><b>THIS INFORMATION WILL BE PRE-POPULATED IN THE LDOE GRANT PORTAL</b></p>
A2. License Number	<input style="width: 95%;" type="text"/>	
A3. Facility Name	<input style="width: 95%;" type="text"/>	
A4. Facility Address		
A4.i Address 1	<input style="width: 95%;" type="text"/>	
A4.ii Address 2	<input style="width: 95%;" type="text"/>	
A4.iii City	<input style="width: 95%;" type="text"/>	
A4.iv Postal/Zip Code	<input style="width: 95%;" type="text"/>	

### **CONFIRMATION \***

Please review the provider background information above and 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.

If you select the above box, 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. \*

### **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 1:	<input style="width: 95%;" type="text" value="\$ -"/>	<p style="color: red; margin: 0;"><b>THESE AMOUNTS WILL BE PRE-POPULATED IN THE LDOE GRANT PORTAL</b></p>
B2. ARPA Grant 2:	<input style="width: 95%;" type="text" value="\$ -"/>	
B3. Total ARPA Grant Funds Distributed to Provider:	<input style="width: 95%;" type="text" value="\$ -"/>	

**C. Grant Funds Expended as of 12/31/2022**

- C1. Enter the total amount of expenses paid with ARPA grant funds as of 12/31/2022. In response to this question:\*
- The total amount should be based on ARPA grant funds received by the facility in Grant Rounds 1 and 2, which were distributed around September/October 2021 and May/June 2022, respectively.
  - ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted.
  - If ARPA grant funds from Round 1 and 2 have not been expended as of 12/31/2022, select the appropriate checkbox below.

\$  OR  No ARPA grant funds from Grant Rounds 1 and 2 have been expended as of 12/31/2022.

**THE AMOUNT IN C1 CANNOT EXCEED THE AMOUNT OF GRANT FUNDS DISTRIBUTED TO THE PROVIDER AS SHOWN IN B3**

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

- 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 you select the above box, please provide the name of the accounting software used in the box below.

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

- |  |   |
|--|---|
| <input type="checkbox"/> Payroll records | <input type="checkbox"/> Rent or mortgage agreements                      |
| <input type="checkbox"/> Purchase orders | <input type="checkbox"/> Utility statements                               |
| <input type="checkbox"/> Invoices        | <input type="checkbox"/> Bank statements                                  |
| <input type="checkbox"/> Receipts        | <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> |
| <input type="checkbox"/> Contracts       | <input type="checkbox"/> No records have been retained                    |

- C4. For each category listed below, enter the amount of expenses that were paid with ARPA grant funds as of **12/31/2022**. If applicable, multiple categories should be selected. Please 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.**

C4.i Personnel Costs - Payroll \*

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.

**Total amount for this category:** \$

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).

**Total amount for this category:** \$

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.

**Total amount for this 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.

**Total amount for this category:** \$

C4.v COVID-19 Equipment and Supplies \*

Expenditures in this section may include, but are not limited to, any indoor or outdoor equipment or technology that was purchased in response to the COVID-19 pandemic.

**Total amount for this category:** \$

C4.vi Operating Materials and Services \*

Expenditures in this section may include, but are not limited to, any other material or goods and services necessary for operating your center. Includes food and equipment (including formula), food service, business operating costs; books, curricula, and any other materials used for education or in classrooms; licensing or business operating fees, including background checks and business licenses. This may also include expenditures used to offset out-of-pocket child care balances incurred by CCAP families after March 16, 2020.

**Total amount for this category:** \$

C4.vii Mental Health Services \*

Expenditures in this section may include, but are not limited to, any costs of providing mental health counseling or support services to child care staff or children to ensure mental wellbeing.

C4.viii Other \*

Expenditures in this section should include any other expenses that were paid with ARPA grant funds as of 12/31/2022 and are NOT already captured in the expense categories provided above. Include a brief description of the expense and total dollar amount of other expenses paid with the ARPA grant funds.

**Total amount for this category:** \$

C4.ix. Total Amount of ARPA grant funds expended as of 12/31/2022.

**Total amount of funds expended:** \$

**CALCULATED FIELD  
THE AMOUNT SHOWN IN C4.ix. MUST MATCH  
THE AMOUNT ENTERED IN C1**

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? If yes, describe the type of technical assistance.

- No
- Yes

**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 prior relief 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.

Check this box to confirm the aforementioned survey responses are accurate. \*

**YOU WILL BE REQUIRED TO ENTER YOUR PRINTED NAME AND TITLE PRIOR TO SURVEY SUBMISSION**

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.

**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.*

<b>Personnel Costs - Payroll</b>
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
<b>Other Personnel Costs</b>
Staff bonuses
Premium or hazard pay, overtime pay
Stipends
Benefits including health, dental, and vision insurance
Retirement contributions
Scholarships
Paid time off including:
a. Vacation
b. Sick or family leave
c. Covid-19 vaccine appointments
d. Managing Covid-19 vaccine side effects
Professional development and training
Employee transportation costs including:
a. To or from work
b. To Covid-19 vaccine appointments
<b>Facility Costs</b>
Rent
Payment on mortgage obligation
Utilities
Internet services
Property taxes
Insurance
Late fees or charges related to late payment for rent, mortgage, utilities, and/or insurance
Facility maintenance or improvements including:
a. Building or upgrading playgrounds
b. Renovating bathrooms
c. Installing railings, ramps, or automated doors to make the facility more accessible
d. Removing non-load bearing walls to create additional space for social distancing
Minor facility renovation costs
<b>COVID-19 Personal Protective Equipment</b>
Personal protective equipment (PPE)
Cleaning and sanitization supplies and services
Covid-19 testing kits
Training and professional development related to health and safety practices
Equipment, supplies, services, and training related to:
a. Covid-19 public health emergency
b. State and local health and safety guidelines
c. Prevention and control of infection diseases
d. Prevention of sudden infant death syndrome
e. Use of safe sleep practices
f. Administration of medication (consistent with standards for parental consent)
g. Prevention and response to emergencies due to food and allergic reactions
h. Building and physical premises safety
i. Prevention of shaken baby syndrome and abusive head trauma and child maltreatment
j. Response planning for emergencies from a natural disaster or a man-caused event
k. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
l. Appropriate precautions in transporting children
m. Pediatric first-aid and CPR
n. Recognition and reporting of child abuse and neglect
<b>COVID-19 Equipment and Supplies</b>
Purchases or updates to equipment and supplies to respond to the Covid-19 public health emergency, including:
a. Indoor and outdoor equipment and supplies
b. Business software and upgrades
Technological upgrades to collect data and report to the Louisiana Department of Education, Early Childhood Operations

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<b>Operating Materials and Services</b>
Food
Equipment and materials to facilitate play, learning, eating, diapering and toileting, or safe sleep
Books, curricula and any other materials used for education or in classrooms
Business operating fees, including:
a. Background checks
b. Business licenses
Fees associated with licensing
Costs associated with meeting licensing requirements
Services, including:
a. Business automation training and support services
b. Shared services
c. Child care management services
d. Food services
e. Transportation services
Amounts to offset out-of-pocket child care balances incurred by CCAP families after March 16, 2020
<b>Mental Health Services</b>
Mental health services of children, including:
a. Infant and early childhood mental health consultation (IECMHC)
b. Support services to ensure mental wellbeing
Mental health services of employees/staff, including:
a. Mental health consultations
b. Mental health counseling
c. Support services to ensure mental wellbeing