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# LDOE American Rescue Plan Act (ARPA)

*ARPA Survey  
Grant Rounds 1 & 2*

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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



# 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).

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:

1. Provider meets CCDF requirements, including health and safety
2. Provider is licensed or CCAP certified
3. Provider is open and providing child care services

# ARPA Stabilization Grants

- LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of ARPA grant funds. LDOE will also use this information to direct future technical assistance.
- Participation in the survey is required. **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).**
- P&N 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
<p>Survey Email Notification and Portal Open:</p> <ul style="list-style-type: none"><li>➤ 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.</li></ul>	<p>During the week of: Tuesday, January 10, 2023</p>
<p><b>ARPA Grant Rounds 1-2 Survey Deadline</b></p>	<p>Friday, January 27, 2023</p>



# Accessing the LDOE Grant Portal and ARPA Grant Survey





# LDOE ARPA Grant Survey – Example Email

All providers who received ARPA Grant Round 1 and/or 2 will receive an email like the example.



Check your junk/spam folders for the email

**Sender:** P&N - LDOE Grants

**Email address:** info@ldoe-pnsurvey.com

**Subject Line:** LDOE ARPA Grant Survey – Rounds 1 and 2

The Louisiana Department of Education (LDOE) is conducting a survey related to the American Rescue Plan Act (ARPA) Stabilization grants. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of ARPA Stabilization grant funds. LDOE will also use this information to direct future technical assistance.

The following is a link to complete the survey. The survey is open as of 1/10/2023, and you are required to complete the survey by 1/27/2023.

[Start Survey Now](#)

Once you have selected the link above, you must login with the email that was previously used to complete the prior LaCAP Grant Surveys. If needed, you can reset your password from the login page. 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 relief grant funding opportunities and you will be automatically chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).

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 employees of P&N permission 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 225-252-9543 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).

# Accessing the LDOE Grant Portal

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

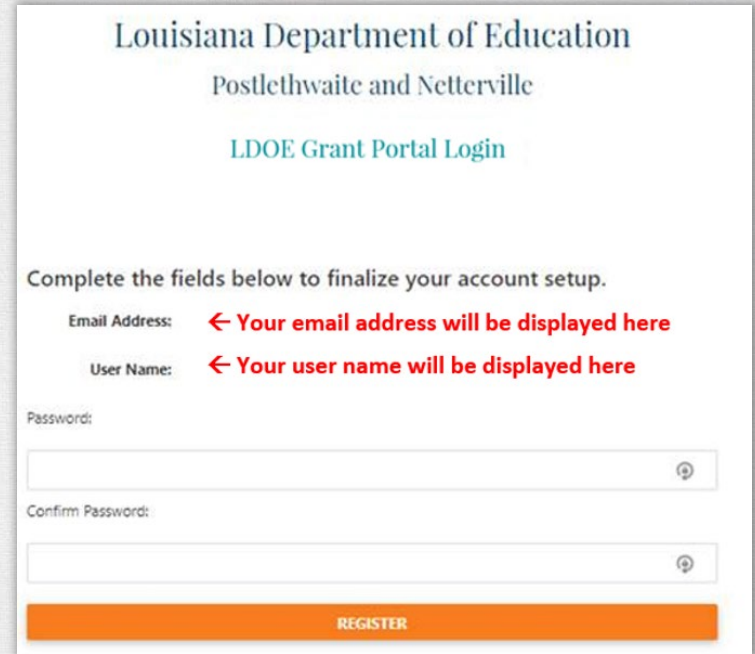
NEW USERS	RETURNING USERS
<ul style="list-style-type: none"><li>➤ Type I, II, and III licensed early learning centers and Child Care Assistance Program (CCAP) certified In-Home and Family Child Care providers that have not previously accessed the LDOE Grant Portal.</li></ul>	<ul style="list-style-type: none"><li>➤ 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) or grant rounds 1-2 (non-CCAP certified providers).</li><li>➤ 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 grant assessments.<ul style="list-style-type: none"><li>• Must access the portal with multi-factor authentication (MFA).</li></ul></li></ul>



# 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 the password for future use.



Louisiana Department of Education  
Postlethwaite and Netterville

LDOE Grant Portal Login

Complete the fields below to finalize your account setup.

Email Address: ← Your email address will be displayed here

User Name: ← Your user name will be displayed here

Password:

Confirm Password:

REGISTER

# 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-pnsurvey.com>
- Familiarize yourself with the features listed below “SIGN IN”:
  - Forgot your password?
  - Acceptable Use Policy
  - LDOE Grant Portal User Guide

Louisiana Department of Education

Postlethwaite and Netterville

LDOE Grant Portal Login

SIGN IN

Remember me?

[Forgot your password?](#)

\*Please read our [Acceptable Use Policy](#) 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 you may contact Postlethwaite and Netterville (P&N) at [info@LDOE-pnsurvey.com](mailto:info@LDOE-pnsurvey.com).



# Returning Users Accessing the Portal with MFA


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


- Access the online portal by navigating to the link:  
<https://ldoe-pnsurvey.com>
- After entering your password, you will be prompted to select the authentication method for multi-factor authentication (MFA) that you previously set-up.


Louisiana Department of Education  
Postlethwaite and Netterville


LDOE Grant Portal Login


Choose an authentication method

 Duo Push RECOMMENDED

 Call Me

 Passcode

  
Postlethwaite & Netterville

[What is this?](#) 

[Need help?](#)

Secured by Duo



## Completing the Survey





# 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 Expended	Funds Distributed
<a href="#">View</a>	CCAP, Round 1-5	00000	09/08/2021	Example Provider	Submitted	09/08/2021	\$62,500.00	\$63,300.00
<a href="#">View</a>	CCAP, Round 6	00000	03/24/2022	Example Provider	Submitted	03/24/2022	\$161,350.00	\$161,350.00
<a href="#">View</a>	ARPA, Rounds 1-2	00000	01/27/2023	Example Provider	Not Submitted			\$400,000.00

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

SURVEY TYPE	GRANT TYPE	PROVIDER POPULATION
CCAP, Round 1-5	Louisiana Child Care Assistance Provider (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 I, II, and III early learning centers, Family Child Care and In Home Providers

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

Informational Header Section

Back

License Number:  
00000

Survey Type:  
ARPA, Rounds 1-2

Provider:  
Example Provider

Provider Status:  
Not Submitted

A. Overview and Background

B. Grant Funds Distributed

C. Grant Funds Expended

D. Provider Survey Submission

Navigation Menu

### 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 1/27/2023. Failure to complete the survey may impact your future relief 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 225-252-9543 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 type="text" value="00000000"/>
A2. License Number	<input type="text" value="00000"/>
A3. Facility Name	<input type="text" value="Example Provider"/>

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

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

If applicable, opens prior surveys in new browser window



# Section A. Overview and Background

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

## A. Overview and Background

EXAMPLE

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 1/27/2023. Failure to complete the survey may impact your future relief 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 [225-252-9543](tel: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@doe-pnsurvey.com](mailto:info@doe-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 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 Form

Next 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

- Information is based on data maintained by the Louisiana Department of Education.
- ARPA Grant Round 1 was distributed around September/October 2021.
- ARPA Grant Round 2 was distributed around May/June 2022.
- Click “Next Page”

## B. Grant Funds Distributed

**EXAMPLE**

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

B1. ARPA Grant 1:

\$150,000.00

B2. ARPA Grant 2:

\$250,000.00

B3. Total ARPA Grant Funds Distributed to Provider:

\$400,000.00

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# Section C. Grant Funds Expended – Question C1

Enter the total amount of expenses paid with ARPA grant funds as of 12/31/2022.

## 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 Rounds 1 and 2 have not been expended as of 12/31/2022, select the appropriate checkbox below.

No ARPA grant funds from Rounds 1 and 2 have been expended as of 12/31/2022

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

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 1:	<input type="text" value="\$150,000.00"/>
B2. ARPA Grant 2:	<input type="text" value="\$250,000.00"/>
B3. Total ARPA Grant Funds Distributed to Provider:	<input type="text" value="\$400,000.00"/>

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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 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 Rounds 1 and 2 have not been expended as of 12/31/2022, select the appropriate checkbox below.

<input type="text" value="\$ 450,000.00"/>	<input type="checkbox"/> No ARPA grant funds from Rounds 1 and 2 have been expended as of 12/31/2022
--	--

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

Utility statements

Bank statements

Other

No records have been retained

EXAMPLE

# Section C. Grant Funds Expended – Question C4

- For each category, enter the amount of expenses paid with ARPA grant funds **as of 12/31/2022**.
- Enter a zero (0) if no grant funds were expended in the category.
- The PDF file provides additional examples of the allowable use of ARPA grant funds. The PDF will open in a new browser window.

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.

## Expenditure Categories

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

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.

**EXAMPLE**

## 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.

\$ 250,000.00

## 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).

\$ 154,287.56

## 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) if grant funds were not used in a specific category

# 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, you will receive an error in Section C and Section D and 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 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 Rounds 1 and 2 have not been expended as of 12/31/2022, select the appropriate checkbox below.

\$ 350,000.00

No ARPA grant funds from Rounds 1 and 2 have been expended as of 12/31/2022



C4.ix. Total Amount of ARPA Grant Funds expended as of 12/31/2022:

\$ 265,000.00

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

If Yes, describe the type of technical assistance.

# 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 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.

- 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. Other 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: 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** **EXAMPLE**

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.

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 Title"/>	<input type="text" value="1/27/2023"/>

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](#)

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 1-2

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 Expended	Funds Distributed
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	ARPA, Rounds 1-2	00000	01/27/2023	Example Provider	Submitted	01/22/2023	\$350,000.00	\$400,000.00





# 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 1 and/or Round 2.
- **Are closed providers required to participate in the surveys?**
  - Yes, child care providers that received ARPA grant funds and are currently closed are required to participate in the grant survey(s).
- **When were the ARPA grants distributed?**
  - ARPA Grant Round 1 was distributed around September/October 2021.
  - ARPA Grant Round 2 was distributed around May/June 2022.
  - Information regarding the amounts distributed to the provider are available in Section B. Grant Funds Distributed within each survey.



- **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 January 10, 2023.
  - Search your inbox, junk, and spam folders for an email from info@ldoe-pnsurvey.com. If you are unable to locate, email [info@ldoe-pnsurvey.com](mailto:info@ldoe-pnsurvey.com) and include your license number and facility name with your email inquiry.
- **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-pnsurvey.com/>

- **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 LaCAP 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; or Non-CCAP, Type I/II.
- **Expenses paid for with LaCAP grant funds should not be entered into the ARPA grant survey response.**



- **What is the time period for expenses to be included in Section C. Grant Funds Expended?**
  - Expenses paid through 12/31/2022 with ARPA grant funds received by the facility should be entered.
    - ARPA grant funds could have been used for eligible expenses since January 31, 2020, unless otherwise noted.
    - If ARPA grant funds have not been expended as of 12/31/2022, select the checkbox in response to Question C1. of the survey.
- **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 Round 1 and 2 should be entered in the respective survey.
  - **Expenses paid for with LaCAP grant funds should not be entered into the ARPA grant survey response.**

- **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.

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.



- **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:

Provider Assistance Help Line (225)250-7635 or (225)252-9543

Provider Ticket System Link: <https://provider.supportsystem.com>

ProviderCertification@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.

Previous Page

Save Form

Next Page

- **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 P&N via the Info Account as [info@ldoe-pnsurvey.com](mailto:info@ldoe-pnsurvey.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.



## 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
<a href="#">LDOE Grant Portal Acceptable Use Policy.pdf</a>	Policy	01/02/2023 12:00 AM
<a href="#">LDOE Grant Portal User Guide.pdf</a>	User Guide	01/02/2023 12:00 AM
<a href="#">LDOE ARPA Grant Survey Webinar.pdf</a>	Webinar	01/02/2023 12:00 AM
<a href="#">LDOE ARPA Grant Survey - Frequently Asked Questions.pdf</a>	User Guide	01/02/2023 12:00 AM
<a href="#">Grant Assessment_Section E, PartII - Grant Expenditure Reference.pdf</a>	User Guide	01/02/2023 12:00 AM
<a href="#">Allowable Use of Grant Funds.pdf</a>	User Guide	01/02/2023 12:00 AM
<a href="#">LDOE ARPA Grant Assessment - Webinar.pdf</a>	Webinar	01/02/2023 12:00 AM
<a href="#">LDOE ARPA Grant Assessment - Frequently Asked Questions.pdf</a>	User Guide	01/02/2023 12:00 AM



## Next Steps

- The ARPA grant survey opens the week of January 10, 2023. The deadline to provide your survey response is Friday, January 27, 2023.
- 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 as of 12/31/2022.
- A sample of providers will be selected to participate in the grant assessment, which is anticipated to begin in the Spring of 2023. A separate email communication will be sent to sampled providers. Those providers must upload the requested supporting documentation by the deadline in the 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 Provider Help Desk at 225-252-9543 or email [providercertification@la.gov](mailto:providercertification@la.gov)
- Technical assistance questions regarding how to use the online LDOE Grant Portal should be directed to P&N at [info@ldoe-pnsurvey.com](mailto:info@ldoe-pnsurvey.com)
  - Please do not call P&N phone lines, as the operator is unable to assist. Send an email to P&N at [info@ldoe-pnsurvey.com](mailto:info@ldoe-pnsurvey.com) and a team member will contact you via email or phone within 1-2 business days.



**Thank you!**

