

## The Child Care Workforce Grant (CCWG)

### Frequently Asked Questions

**Question 1:** Are there any supporting documents required for this grant?

**Answer:** Yes. The certificate of good standing is required by 5/3/24. If you are exempt from providing the certificate of good standing (I.E. a municipality), please provide proof of exemption.

**Question 2:** How can we provide the grant agreements and certificate of good standing?

**Answer:** While email is the preferred method, grantees may also return the documents listed above by mail or drop off. Mail or dropped off documents can be addressed to:

NH Department of Health and Human Services

Brown Building, Attention CCWG Agreement Submittal c/o BCDHSC

129 Pleasant Street

Concord, NH 03301

**Question 3:** Will there be a contract attached to the final award letter for CCWG?

**Answer:** Yes. The contract is written using typical contract language. If you have questions regarding the contract, please consult a qualified advisor as the State of NH is not able to provide legal advice.

**Question 4:** Do I need to initial each page of the contract?

**Answer:** Yes. Initialing every page serves as confirmation that you have read and agree to the terms. This is a standard contractual practice and a requirement for doing business with the State of NH.

**Question 5:** How was the award amount calculated?

**Answer:** Please refer to the equation located on NH Connections.org at [GOFERR/SCCG Policies and Procedures \(nh-connections.org\)](https://nh-connections.org/GOFERR/SCCG_Policies_and_Procedures)

**Question 6:** What can we use the money on?

**Answer:** The purpose of the grant is to provide funding to support the child care workforce. The specific examples of what the grant can be used for are located on NH Connections.org at [GOFERR/SCCG Policies and Procedures \(nh-connections.org\)](https://nh-connections.org/GOFERR/SCCG_Policies_and_Procedures)

**Question 7:** When does the money need to be spent by?

**Answer:** The funds need to be used by June 30, 2025, to ensure that you can thoroughly evaluate the outcomes and include them in the Final Report. This will enable us to offer a comprehensive assessment of the effectiveness of the grant.

**Question 8:** What are the due dates for the CCWG Interim and Final reports?

**Answer:** The interim report is due 7/20/24 and the final report is due 8/15/2025.

**Question 9:** Where can I find the Interim and Final report templates for the grant?

**Answer:** The templates will be posted at the following location [New Hampshire Provider Grant Funds - Child Care Aware of NH \(nh-connections.org\)](https://nh-connections.org/New_Hampshire_Provider_Grant_Funds_-_Child_Care_Aware_of_NH). You will have sufficient time to complete.

**Question 10:** What is the status of the process?

**Answer:** We are in the process of collecting certificates of good standing. Please refer back here for future updates.

**Question 11:** When will I receive my award letter and agreement?

**Answer:** Award letters and agreements will be generated once the certificates of good standing are received from all providers.

**Question 12:** Can we have the agreements emailed?

**Answer:** Agreements will be emailed to providers.

**Question 13:** Will you be releasing the FTE calculation?

**Answer:** We will not be releasing the FTE calculation as the formula is likely to change if providers withdraw or are deemed ineligible. For example, one of the mandatory requirements for this grant is that an applicant must be enrolled in child care scholarship and if we remove providers that are not meeting this requirement, this will change the final FTE calculation.

**Question 14:** Will a spreadsheet of programs and award amounts be shared?

**Answer:** Due to privacy concerns, we will not be sharing the names of the awardees or the amounts they received.

**Question 15:** How do I get my Certificate of Good Standing?

**Answer:** If you are uncertain of this process, please check with the Secretary of State on how to obtain this form. The direct link to access this information can be found at [Corporations | New Hampshire Secretary of State \(nh.gov\)](https://www.nh.gov/secretaryofstate/corporations)

**Question 16:** When can we expect to receive the grant funds?

**Answer:** After most of the grant agreements are returned, we will initiate a process for distribution. Currently, we are unable to specify an exact date that the funds will be sent. As award agreements are finalized, we may be able to provide an estimation of when the funds can be expected to be disbursed. Please check back here for updates.

**Question 17:** Will any of the information be in our NHCIS portal?

**Answer:** The grant information will not be posted in NHCIS at this time, but we are working towards adding this for future grants.

**Question 18:** Are any previous raises for staff allowable to use for the CCWG grant?

**Answer:** Raises/benefits as a direct result of the grant are only allowed to be counted after the award agreements have been

signed. Any benefits distributed to staff prior to the award agreement being signed is a non-allowable expense for the CCWG grant.

**Question 19:** What if I think there is an error on my letter and/or agreement?

**Answer:** If you notice any errors, please refrain from making changes to the documents and reach out to us at [CCWGgrant@dhhs.nh.gov](mailto:CCWGgrant@dhhs.nh.gov). We strive to address all inquiries within the same or next business day.

**Question 20:** How will I receive my grant funds?

**Answer:** Grant funds will be sent to you by either check or electronic transfer based on the payment method selected in your NH State Vendor account. If you wish to modify your payment method for this award and/or future awards, instructions can be found at [State of NH Vendors | New Hampshire State Treasury](#). Electronic transfer is the fastest way to obtain the grant funding.

**Question 21:** I am unsure if I want to accept the grant. What do I do next?

**Answer:** If you determine that your business does not want to accept the grant, please email us at [CCWGgrant@dhhs.nh.gov](mailto:CCWGgrant@dhhs.nh.gov).