



CO EC Stabilization and Sustainability Grants Program Attestation FAQ

General Attestation Questions

Do I need to complete the attestations each month?

Yes – the attestations are a federal requirement of this program and if you do not complete them, you will not continue to receive funding.

What happens if I miss the deadline for an attestation?

You will not receive your grant payment for the following month. You will be able to complete the attestation once the next month begins in order to get back on track. You will not however, receive 2 payments the next month – you will only have simply extended your grant period by another month and will continue to receive the same amount each month until 9 equal payments have been completed.

When are the attestations due?

Attestations will open the 1st of every month and be due by no later than the 15th of the month in order to ensure you receive your payment by the end of the month.

What are the attestations about?

You will be asked to report information related to enrollment and tuition, workforce wages and benefits, and use of grant funding. You can find a full schedule of topics and deadlines [here](#)

Month 1: Enrollment and Tuition

Current Enrollment

What type of program (part-year, year-round, school year, etc.) would I be considered?

This question is asking when you are open and providing care to children throughout the year

For questions regarding times of year a program is open i.e., what if I was only open for a week in July?

If you maintained capacity at any time during that month, you should consider yourself open that entire month

Our/my organization doesn't differentiate between full time and part time care

You'll select answers similar to "I do not consider number of days in my program's definition of full-time status"

What is considered or qualifies as full-time vs. part-time enrollment?

It is completely up to you/your organization to define what is considered “full-time” vs. “part-time” care.

How do we fill out the enrollment table?

You will want to refer back to how you defined part-time and full-time in the previous questions. The table is asking for the number of enrolled students using your definition of part time or full time.

I have a student that their hours/days vary. Would I include them in the part-time or full-time category?

Please include the student in the category which their overall enrollment is closest to. We know that enrollment may vary, so please use your best judgement.

What age fit into the enrollment categories?

Infants are considered 0-12 months, toddlers are 12-36 months, preschool is 36+ months

Elaborate on the “Would you like to increase your licensed capacity in the next 2 years” question

The question is really asking, if you could, would you be interested in increasing your license capacity in the next two years. Do you have the space, staff, resources, etc. in place to provide care to more children in the next 1-2 years.

If I answer “yes” to increasing my licensed capacity, will OEC hold me to the numbers I enter in the next question about how many additional children I’d like to serve?

No – You will not be held to the increased capacity numbers. The OED is merely trying to gage how many programs in the state have the capacity to serve more children and roughly how many.

Increasing capacity isn’t necessarily an issue, it’s really more about having the staffing to handle an increase in capacity.

If you select “no” to the question asking about increasing your licensed capacity, you will then be brought to another question asking you to specify what is preventing you from increasing the number of children you serve. Here you can select things like “limited staff”, “financial reasons”, etc.

Program Tuition

I do charge tuition, but my students are covered by a subsidized program like CCCAP so how would I answer the question about charging tuition?

You would answer yes because you charge tuition.

I charge per month/week but if they stay over the normal time, I charge them per hour

You will want to select the rate (per hour, per day, per week) that you normally use for charging tuition to parents. On the next page you’ll be asked to give your standard tuition for the time period you’ve selected, this does not include extra/extended time

Are the numbers I enter into the tuition table going to be brought up if I'm audited?

No. You will not be held accountable for the numbers you provide in relation to these questions. These are merely to help the OEC gain a better understanding of what it costs to provide full-time child care in CO

Can you elaborate on the column asking about what we would need to charge for tuition in order to fully cover all business expenses?

This is asking what you would need to charge for a full-time student to keep your business running optimally – this includes staff wages and benefits, operations costs, etc. This question is trying to help the OEC understand the true cost of childcare, not just what parents are paying for.

Family Financial Relief

I only just received my first payment and have not yet started providing relief to families?

You will answer with the "I have not provided financial relief for families yet" – you will be asked this same question in months 4 and 7 and can update your answer to reflect how you have actually been using the funding

Month 2: Workforce & Benefits

Staff Roles

We have staff positions which are not all listed here, what should I do?

Select the position types which most closely fit the types listed. If you have staff positions which are not reflected, please describe the position and we can let you know which category they would best fit under.

Staff Wages and Benefits

Can I report some of my staff before taxes and some after taxes are removed from the pay?

To keep all the data consistent, we only allow the option of one or the other, not both.

Some of our staff are paid hourly and some are paid a salary.

For the purposes of this attestation, we ask that you convert your salary pay for staff to hourly with an online wage calculator such as <https://www.calcxml.com/do/convert-salary-to-hourly>

Why do I need to report my employees' wages?

The Workforce Retention Grant is meant to be used to support staff costs, such as wages. Therefore CDHS is looking to collect data on wages throughout the grant term to see if programs are in fact able to offer their employees a higher salary or increased benefits.

CDHS/OEC is looking for a better understanding of the Early Childhood Education Workforce and what needs to be done for childcare providers to have more competitive wages and improve their quality of life.

What if I didn't have any benefits prior to this grant award and what if I didn't add any either?

You will want to provide us with the most accurate and truthful information. This will not affect your grant disbursements – CDHS is looking to collect data on wages through the grant term to see if programs are in fact able to offer their employees a higher salary or increased benefits