

# QUESTIONS AND ANSWERS

## Child Care Stabilization Grant Application & Review Process

**Q: I haven't received a letter of intent to award. Did you get my application?**

A: If you received an email from eMACS shortly after you submitted your application providing confirmation of your bid, DPHHS is in possession of your application. We will contact you if we require more information to complete the review process.

**Q: How do I know my file uploaded in eMACS?**

A: Your response will show as "submitted." For step-by-step instructions, view the steps outlined in the vendor resources "How to Submit a Bid>Responding to Events" handbook at <https://spb.mt.gov/eMACS-Resources>.

**Q. I submitted my application but continue to receive eMACS system notifications. What do I need to do?**

A: If you submitted your application and continue to receive eMACS system notifications, such as reminders of due dates, disregard the additional notifications. DPHHS will contact you directly with questions and/or status of your application.

**Q. I returned my W-9 and EFT forms. Did you get my W-9 and EFT forms?**

A. Yes. DPHHS will contact you if we need you to make edits to the forms or if we haven't received your completed forms within two weeks. Please check your spam/junk mail and be sure your voicemail has space for us to leave a message.

**Q. I returned my W-9 and EFT forms over 10 business days ago. Did you send my contract?**

A. No. DPHHS has not emailed any contracts yet. We anticipate sending contracts by email to providers who have received letters of intent no later than February 4, 2022. Once a provider has received a letter of Intent and returned the W-9 and EFT forms to DPHHS, you should receive a contract by email within 10 business days.

**Q. Why did I receive a document showing my quarterly payments and requesting a signature?**

A. There were a few providers who received an automatic mailing showing their quarterly payments with a signature line. This is not a contract. DPHHS's IT team is working to ensure those automatic mailings are no longer generated.

**Q. When will I get my funding?**

A. We anticipate sending contracts by email to providers who have received letters of intent no later than February 4, 2022. Once a provider has received a letter of intent and returned the W-9 and EFT forms to DPHHS, you should receive a contract by email within 10 business days. The first quarterly payment will be issued within 10 business days of receipt of signed contract from the provider.

**Q. Why are you deducting previously received COVID relief funding?**

A. These deductions were made in order to fund as many applications at the highest rate possible using the \$61,268,171 of available federal funding. In accordance with the intent of these funds – which is to stabilize child care systems – the administration is committed to reaching and supporting as many eligible child care providers as possible despite limited federal funding. Demand and operating costs were ultimately higher than expected and some providers seeking aid had not previously received federal financial assistance while others had done so.

Please see our [Child Care Stabilization Grant](#) website for more information and FAQs.