

Table of Contents

Application 1
 Eligibility 2 - 4
 EPICS/SAM/DUNS Number 4 - 5
 Payments 5 - 9
 Tax Related Questions 9 - 10

Technical Assistance Support

English CPP Grant Support: 505-236-4085

Spanish CPP Grant Support: 505-539-4889

Email: ececd.grants@crecnm.org

Website: [Competitive Pay for Professionals \(CPP\) Grant Opportunity](#)

Application Questions	ECECD Response
1. How do we apply?	Follow the 5-step application process: (1) Obtain a System for Award Management (SAM) Number, (2) Register for the EPICS Provider Dashboard, (3) Opt-in to the CPP grant opportunity through the EPICS Provider Dashboard, (4) Update and validate your employees' information in the Provider Dashboard beginning November 1, (5) Monthly hours worked need to be entered into the provider dashboard by 11:59 p.m. on the last day of each month.
2. How will we know we are confirmed to participate in the CPP program?	Participating CPP providers will receive a confirmation message after opt-in to the program.
3. Do employees need to submit an application to receive the hourly increase or are they automatically eligible once our program applies for the grant?	No, employees do not apply. The Employer is the applicant. Eligible applicants can opt-in through the EPICS Provider Dashboard.
4. Can staff opt out of the increase?	If an employee does not want to participate in the CPP, the Director or Administrator can update the employee record by clicking an Opt Out from CPP check box. The employee will no longer appear on the monthly CPP submission as an eligible employee. Providers must provide a notarized statement by the employee of their intent to opt out within 21 days of being informed of the employee's election to opt out.
5. How long is the grant open to apply for?	The Competitive Pay for Professionals Grant Opportunity opens on Nov. 1, 2022 and closes Sept. 30, 2023.

Eligibility Questions	ECECD Response
1. If we received a stabilization grant, are we still eligible?	Yes.
2. Does the CPP grant include maintenance include custodians?	Yes, all on-site staff providing or supporting childcare services (teachers, educational assistants, cooks, bus drivers, directors) with active ECECD issued background check clearances are eligible.
3. Can I assume that teachers earning more than \$15.00 per hour will also be able to participate in this increase?	
4. If a teacher is receiving a wage supplement, can they still get the additional \$3?	Yes, the \$3 increase will be accounted for when determining Wage Supplement eligibility. Wage Supplement amount will be recalculated with the new hourly rate and eligibility and payments adjusted accordingly.
5. If a licensed child care center is housed in a school but the cafeteria staff prepares the meals for our licensed center, can the provider include the staff for the hours they spend preparing our meals?	No, eligible staff include, and are limited to, all on-site staff with active ECECD-issued background clearance checks employed at licensed childcare centers or homes, and Tribal Child Care and Development Block grant funded childcare programs within the geographic boundaries of the State of New Mexico.
6. Some of our staff have provisional clearance but the office is backed up. Can we apply even if the employee has a provisional background check?	The program can opt-in beginning November 1 but only on-site staff with an active ECECD-issued background check clearance are eligible.
7. Is there an hourly wage cutoff to qualify?	No, all on-site staff providing or supporting child care services (teachers, educational assistants, cooks, bus drivers, directors) with an active ECECD issued background check clearances are eligible.
8. Does this grant include any substitute persons that have background checks?	Yes, all on-site staff providing or supporting child care services (teachers, educational assistants, cooks, bus drivers, directors) with active ECECD issued background check clearances are eligible.
9. Do after-school care workers also qualify?	Yes, all on-site staff providing or supporting child care services (teachers, educational assistants, cooks, bus drivers, directors) with active ECECD issued background check clearances are eligible.
10. Do all star levels qualify?	Yes.

Eligibility Questions	ECECD Response
11. Do I qualify if I am a single home licensed provider with no employees?	Yes, all on-site staff providing or supporting child care services (teachers, educational assistants, cooks, bus drivers, directors) with active ECECD issued background check clearances are eligible.
12. Do program coordinators who work in centers supporting classrooms qualify for the increase?	Yes, only if the employee's background check clearance is associated with a licensed child care facility.
13. Are registered home providers also getting a raise?	No, registered homes are <u>NOT</u> eligible.
14. Are licensed Out of School Time child programs eligible?	Yes, all on-site staff providing or supporting child care services (teachers, educational assistants, cooks, bus drivers, directors) with active ECECD issued background check clearances are eligible.
15. Are PED PreK educators eligible?	No, eligible staff include, and are limited to, all on-site staff with active ECECD-issued background clearance checks working at licensed child care centers or homes, and Tribal Child Care and Development Block grant funded child care programs within the geographic boundaries of the State of New Mexico.
16. Are Head Start and Early Head Start employees eligible?	Licensed Head Start and Early Head Start facilities that provide child care are eligible for the hours they provide child care only.
17. Will directors who are getting PreK parity be affected by this pay increase?	The \$3 increase will be accounted for when determining PreK Parity eligibility, and the PreK parity amount will be recalculated with the new hourly rate.
18. Do PreK teachers qualify for the CPP grant?	Community based PreK teachers are eligible for the CPP grant for all paid hours.
19. Will PreK staff be eligible during PreK hours 7:45-2:15? Or only eligible for the child care time if they stay and help as aftercare staff?	Community based PreK teachers are eligible for the CPP grant for all paid hours.
20. Can the funds be used for future employees or only for currently hired employees?	Once an eligible new employee has an active background check clearance, they are eligible to receive the CPP grant.

Eligibility Questions	ECECD Response
<p>21. Am I correct that any new employee starting after Nov. 1 is not eligible for this? For example, anyone in the process of getting their background check, etc. is not eligible.</p>	<p>No, employees starting after Nov. 1 are eligible once they have an active background check clearance.</p>
<p>22. If a new employee is added after completing the application do we just add them from EPICS?</p>	<p>The employee will be added to the EPICS Provider Dashboard when the new employee is issued an active ECECD background check.</p>

EPICS/SAM/DUNS Number Questions	ECECD Response
<p>1. Does everyone need EPICS or just admin?</p>	<p>The CPP application is only available through the EPICS Provider Dashboard. Each licensed site can designate two authorized users to enter employees' hours worked.</p>
<p>2. Do I have to obtain a SAM number if I already have a DUNS number? Is it different?</p>	<p>The Federal Government has transitioned from the use of the DUNS Number to the Unique Entity Identifier (UEI). Each entity must register to obtain a SAM number at sam.gov.</p>
<p>3. I have multiple users for EPICS. Will they be able to see all the employee's hourly wages? If yes, this could be an HR breach. What should I do?</p>	<p>The ability to see hourly wage is on the Employee page (not the CPP menu) and can be accessed by anyone with existing Administrator access. ECECD recommends limiting administrator access for confidentiality purposes. Providers can request the provider governance team remove access for all but essential employees from the Provider Dashboard at ECECD-ECS-ProviderGovernance@state.nm.us.</p>
<p>4. Where do we upload the payroll info? On EPICS?</p>	<p>In December, the EPICS Provider Dashboard will have a feature to allow the information to be uploaded.</p>
<p>5. Where do you opt in?</p>	<p>Through the EPICS Provider Dashboard.</p>
<p>6. For multiple location providers, most of our teachers are moved from locations. I saw in EPICS an employee that we have staffed in both locations in the wrong locations. How can we fix this issue?</p>	<p>Please contact ECECD at ECECD-ECS-DATA@state.nm.us.</p>
<p>7. If an employee earns a raise, do we just update it on the EPICS dashboard?</p>	<p>The \$3.00 per hour increase provided by the CPP grant opportunity is in addition to the base hourly rate. Please enter the hourly rate before the \$3.00 increase is applied.</p>

EPICS/SAM/DUNS Number Questions	ECECD Response
8. What if on the EPICS board one of our educators cannot be certified?	Please contact ECECD at ECECD-ECS-DATA@state.nm.us .
9. In the SAMS registration, are we registering for the all-awards registration or the financial assistance awards-only registration?	The registration allows you to bid on CPP and apply for other federal assistance.
10. I already have EPICS access as a director. Do I request additional access for CPP?	No, opt-in to the CPP grant opportunity will be available on November 1.
11. What if an employee is pending in EPICS?	Please contact ECECD at ECECD-ECS-DATA@state.nm.us .
12. How can we receive help with EPICS?	Please contact ECECD at ECECD-ECS-DATA@state.nm.us .
13. Is the SAM number on the dashboard?	Each program will need to apply for its SAM number to opt-in to CPP. Please go to sam.gov to check if you are registered.
14. Do we need our own SAM number independent of our parent-sponsoring organization?	Yes, each entity will need their SAM Number to opt-in to CPP. Please go to sam.gov to check if you are registered.
15. What happens if a staff member is not listed on EPICS but has a clearance?	Please contact ECECD at ECECD-ECS-DATA@state.nm.us .

Payments Questions	ECECD Response
1. Will this be a reimbursement, or paid in advance to centers and how often?	Payments are made on a reimbursement basis, and participating CPP providers will receive monthly payments via direct deposit or paper check depending on your current financial information on record within EPICS. In addition, payments will be issued the first week of every month beginning Dec. 2022 (for hours worked in Nov. 2022) and concluding Sept. 2023 (for hours worked in August 2023).
2. What if a director/employee is paid a salary? How does that work?	Employers should include the additional \$3.00 per hour for all paid hours. If an employee is salaried, the increase will be added to the employee's hourly rate.
3. Will we need to enter employee monthly hours every month? What if we pay our employees every 2 weeks?	Yes, you will need to enter your employee hours monthly. Participating CPP providers must agree to the CPP Terms and Conditions and enter hours each month. Please see Terms and Conditions "I understand that as a provider participating in the CPP Grant Opportunity, I must certify on a monthly basis that I am subject to all terms and conditions at the time I certify the number of paid hours for that month.

Payments Questions	ECECD Response
<p>4. I have one staff member who gets paid two different rates depending on what she is doing. Do I enter her twice for each rate, so she is getting \$3 on her teaching duties rate and \$3 on her administrative duties rate?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours dedicated to child care activities.</p>
<p>5. Since the payment is retroactive, can we make the payments to staff the following month?</p>	<p>No, participating CPP providers must pay the additional \$3.00 per hour increase for the reported month.</p>
<p>6. Do we report the hours from the 1st through the end of the month? Even though our pay periods are different.</p>	<p>Yes, employers may (1) enter time in the Provider Dashboard for the current month and (2) correct time for the immediately previous month. For example, in the month of December 2022, authorized users will be able to enter time in the Provider Dashboard for December 2022 staff hours and correct hours entered, if needed, for eligible employees in November 2022.</p>
<p>7. Our agency has multiple programs, so our custodians and receptionists are a percentage to each program. Can we still apply the entire \$3 or do employers take a percentage?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours dedicated to child care activities.</p>
<p>8. When do we need to start the new \$3 rate for staff. Nov. 1st?</p>	<p>Yes, Nov 1 eligible providers can opt in to the CPP program and at any time throughout the grant period.</p>
<p>9. Do I need to roll this out to my employees at the same time? Can I do it in stages because this is something the company pays up front and then gets paid back a month later from this grant?</p>	<p>If you are opting into the Grant Opportunity you would need to offer the increase to all your employees at the same time, therefore, no roll out.</p>
<p>10. Can these funds be put out as a monthly bonus instead of a wage increase?</p>	<p>No, these funds are solely for staff hourly increases.</p>
<p>11. Will payments be made directly to each staff member?</p>	<p>No, payments will be made to participating CPP providers via direct deposit or paper check depending on your current financial information on record within EPICS.</p>

Payments Questions	ECECD Response
<p>12. What if I am the owner and the director? I am not on payroll? Will I still receive the \$3.00/ hour increase?</p>	<p>Yes, owners of licensed child care facilities are eligible to receive CPP funds if they also serve as the named Director or Assistant Director of that child care facility.</p>
<p>13. We already pay \$15/hour, can we use these funds to help cover that?</p>	<p>No, employers must continue paying at least the same amount of current hourly wages, plus an additional \$3.00 per hour of CPP funds, and maintain the same benefits for each employee for the duration of the CPP Grant Opportunity.</p>
<p>14. Will this grant also cover overtime?</p>	<p>No, CPP funds are unavailable for overtime based on a 40-hour work week. Providers may only enter up to 40 hours per eligible employee, per week into the Provider Dashboard for the additional \$3.00 per hour.</p>
<p>15. Will this grant also cover sick and vacation time?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours</p>
<p>16. Will this grant cover staff meetings or training?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours.</p>
<p>17. What if employees are paid a salary but do not work 40 hours a week how does that work?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours. If an employee is salaried, the increase will be added to the employee's hourly rate.</p>
<p>18. Is it ok to show the \$3 increase as a differential in our payroll system so if the funding is not approved it can be taken away without showing an increase in their actual hourly rate?</p>	<p>Yes, although the intent of the CPP grant opportunity is to increase the hourly rate of employees.</p>
<p>19. Does it matter if the pay is paid as a "draw" or through the payroll system? This makes a difference for the owners of an LLC.</p>	<p>Please consult with your accountant or financial advisor as to record keeping related to this grant opportunity.</p>
<p>20. How do you verify the number of hours each person will work/worked? What about those who take unpaid time off – will we face recoupment?</p>	<p>Providers must certify to the Terms and Conditions each month and are subject to reporting requirements and required to upload payroll information from September or October 2022.</p>
<p>21. Is the director responsible for entering ALL staff members who are eligible?</p>	<p>Participating CPP providers can have up to two authorized users to enter employees' hours worked.</p>

Payments Questions	ECECD Response
<p>22. We have a manager that works at 3 locations. Each location pays him a salary. Hours vary for each location. Does he get an increase as well for each center?</p>	<p>Employers should include the additional \$3.00 per hour for all paid hours up to 40 hours per week. If an employee is salaried, the increase will be added to the employee's hourly rate.</p>
<p>23. Our staff members are salaried, they work 9 months a year but are paid out over 12 months, they will not get \$3 for the Summer.</p>	<p>No, employers must continue paying at least the same amount of current hourly wages, plus an additional \$3.00 per hour of CPP funds, and maintain the same benefits for each employee for the duration of the CPP Grant Opportunity.</p>
<p>24. What if employees are paid a salary but do not work 40 hours?</p>	<p>No, CPP funds are unavailable for overtime based on a 40-hour work week. Providers may only enter up to 40 hours per eligible employee, per week into the Provider Dashboard for the additional \$3.00 per hour.</p>
<p>25. What payroll info do we upload?</p>	<p>Staff employment records (e.g., pay stubs) and supporting documentation related to the CCP program are required.</p>
<p>26. We get paid every two weeks can we input hours as we go or do we wait until the end of the month to enter all hours?</p>	<p>Participating CPP providers must report all paid hours worked by 11:59 p.m. on the last day of each month and can ONLY update or edit hours for the current and previous month.</p>
<p>27. How many hours is considered full-time?</p>	<p>40 hours a week.</p>
<p>28. If centers close for a vacation that runs toward the end of month, can they file early? Is there a grace period for filing?</p>	<p>Hours must be reported by 11:59 p.m. on the last day of each month. Failing to report the hours paid by 11:59 p.m. on the last day of each month, will result in a payment delay</p>
<p>29. Since payments are retroactively paid, we will pay the first month out of pocket and then be reimbursed for those hours, correct?</p>	<p>Yes, payments will be issued the first week of every month beginning Dec. 2022 (for hours worked in Nov. 2022).</p>
<p>30. Is the pay separated by the employee?</p>	<p>Payment will be made in a lump sum for the month, but Provider can see payment breakdown by employee in the Provider Dashboard.</p>
<p>31. How can we get payment to go directly to employees and not the center?</p>	<p>Payments will be made to participating CPP providers via direct deposit or paper check depending on your current financial information on record within EPICS.</p>
<p>32. What happens with the planning time, do we add the \$3 on top of the \$15?</p>	<p>Eligible employees will receive the \$3 increase for all paid hours.</p>

Payments Questions	ECECD Response
<p>33. How are you going to guarantee the money is going to employees? (cite more of the monitoring terms and conditions.)</p>	<p>Providers must certify to the Terms and Conditions each month and are subject to reporting requirements and required to upload payroll information from September or October 2022. ECECD reserves the right to audit participating CPP providers</p>
<p>34. Is this a competitive grant or is there enough funding for all? Does the employer have to pay anything back for this grant and if so, how much or what percent?</p>	<p>Funding is available for all providers who opt-in.</p>
<p>35. Once the grant ends and we are trying to get funding from other sources, are the staff members going to be required to take college classes?</p>	<p>There is no training or coursework requirement for the CPP grant.</p>
<p>36. Will there be a condition of acceptance, similar to the Stabilization Grant, that the center needs to be open for a certain period of time?</p>	<p>Participating CPP providers must agree to the CPP Terms and Conditions each month, and ECECD reserves the right to audit participating CPP providers.</p>
<p>37. How many providers do you anticipate would be receiving this grant? How much funding is available to support the entire state?</p>	<p>There are 627 Child Care Centers, 93 Licensed Family Homes, and 125 Licensed Group Homes eligible to receive the grant. ECECD is using \$77 million in American Rescue Plan Act, Child Care and Development Block Grant (CCDBG), Supplemental funding to support the CPP grant opportunity.</p>

Tax Related Questions	ECECD Response
<p>1. Can employer's payroll tax be deducted from this \$3 increase as well?</p>	<p>No.</p>
<p>2. Will the reimbursement cover the taxes applicable to the pay raise?</p>	<p>These funds solely for staff salary increases and as indicated herein and in the application process and agree to pay each staff member the entire salary increase provided by ECECD for that employee, minus any deducted taxes.</p>
<p>3. Rather it be a monthly bonus why can't it be called a monthly incentive since it's for hours worked? The employee would still have to claim this by a 1099</p>	<p>These funds are solely for staff salary increases and if you use the funds for any other purpose other than the \$3.00 hourly increase for employees the employers you will have to repay ECECD all misused funds and you may subject yourself to potential criminal or civil penalties if you violate the terms of this grant opportunity.</p>

Tax Related Questions	ECECD Response
<p>4. Will the employer be taxed or the employee?</p>	<p>ECECD cannot provide advice regarding the local, state, or federal tax implications of this grant opportunity. ECECD encourages you to consult with an accountant, tax attorney, or tax advisor.</p>
<p>5. Is this grant-supplemented wage considered income and taxes then become the responsibility of the employee?</p>	
<p>6. Is this grant subject to gross receipts tax. This is determined by the State, not an accountant.</p>	
<p>7. I understand this as we pay the employee, report that to you and you pay us back. With that said, we have to pay the federal and state employee tax right away, we will be required to pay tax on the money you refund us for as well. If yes, in a way we would be paying double in taxes</p>	
<p>8. Will we get a 1099-NEC or a 1099-MISC?</p>	
<p>9. So, you cannot tell us anything on tax implications? Just like PreK this is a reimbursement. Our PreK money is taxable income.</p>	
<p>10. How do we get a copy of the no GRT required clause for this Grant? I will need to pass this information to my accountant.</p>	
<p>11. Since we will not be charged gross receipts but when I receive my 1099 at the end of the year this income will not be added correct?</p>	