



# FACILITY IMPROVEMENT GRANT - ACKNOWLEDGMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EARLY CHILDHOOD

SFN 1953 (10-2025)

Program Point of Contact, Owner or Director	HHS License Number
Program Name	ND Early Childhood Hub Registry Organization ID Number

### **Facility Improvement Grant timeline**

All projects must be completed within 90 days of grant award.

### **Pairing Facility Improvement grant with other funding sources**

HHS Facility Improvement grants cannot be used as match to other state funds.

### **Monitoring of grant implementation**

Your licensing specialist will be monitoring for implementation of facility improvements specified in your grant application.

### **Repayment and Return of Funds Guidelines**

Any dollars remaining unused, per the original approved grant budget, may need to be returned to North Dakota Department of Health and Human Services. Likewise, if the child care business closes within one year of project completion, grant dollars may need to be returned on a pro-rated basis.

If the project cannot be completed within 90 days due to supply chain or contractor delays, an extension may be requested in writing to [ecsupportfunds@nd.gov](mailto:ecsupportfunds@nd.gov). Approval of extension must also be granted in writing by the Grant Manager.

### **Tax Information**

Grant dollars are considered taxable income. Where required by IRS regulations, HHS will issue a 1099g for the grant award. Grantees should work with their tax advisors on how to calculate eligible business expense deductions when reporting the grant to the IRS for tax purposes.

### **Final Grant Reporting**

You are required to:

Log into your ND Early Childhood Hub Registry Organization account to report what you spent the grant funds on.

**NOTE: Several Spending Categories will be available in the spending report, the only eligible categories are listed below:**

- Facility Management/improvement
- Equipment
- Health and Safety Products and Services

Actual dollar amounts spent are entered for each applicable category. Grant Spending Categories are available in your organization account approximately 45 days after your grant has been approved.

### **Record Retention**

All records, regardless of physical form, and the accounting practices and procedures of Awardee are subject to examination by the North Dakota State Auditor or the Auditor's designee. Awardee shall maintain all records for at least six years following completion of this grant and be able to provide them at any reasonable time. State, State Auditor, or Auditor's designee shall provide reasonable notice.

### **Attestation**

I understand that if my program knowingly submits false or fraudulent information during any part of the grant process, my program will no longer be eligible for funds. Any funds awarded during this grant process would be required to be repaid and appropriate authorities notified if necessary.

I have read the above information and by signing agree to comply.

Printed Name of Program Owner	
Signature of Program Owner	Date

After form is completed, attach the document to your Facility Improvement Grant application in your ND Early Childhood Hub Registry organization account.