



Quarterly Expense Reporting Guide for *Build, Learn, Grow* Stabilization Grants

For additional questions and support, contact SPARK Learning Lab:

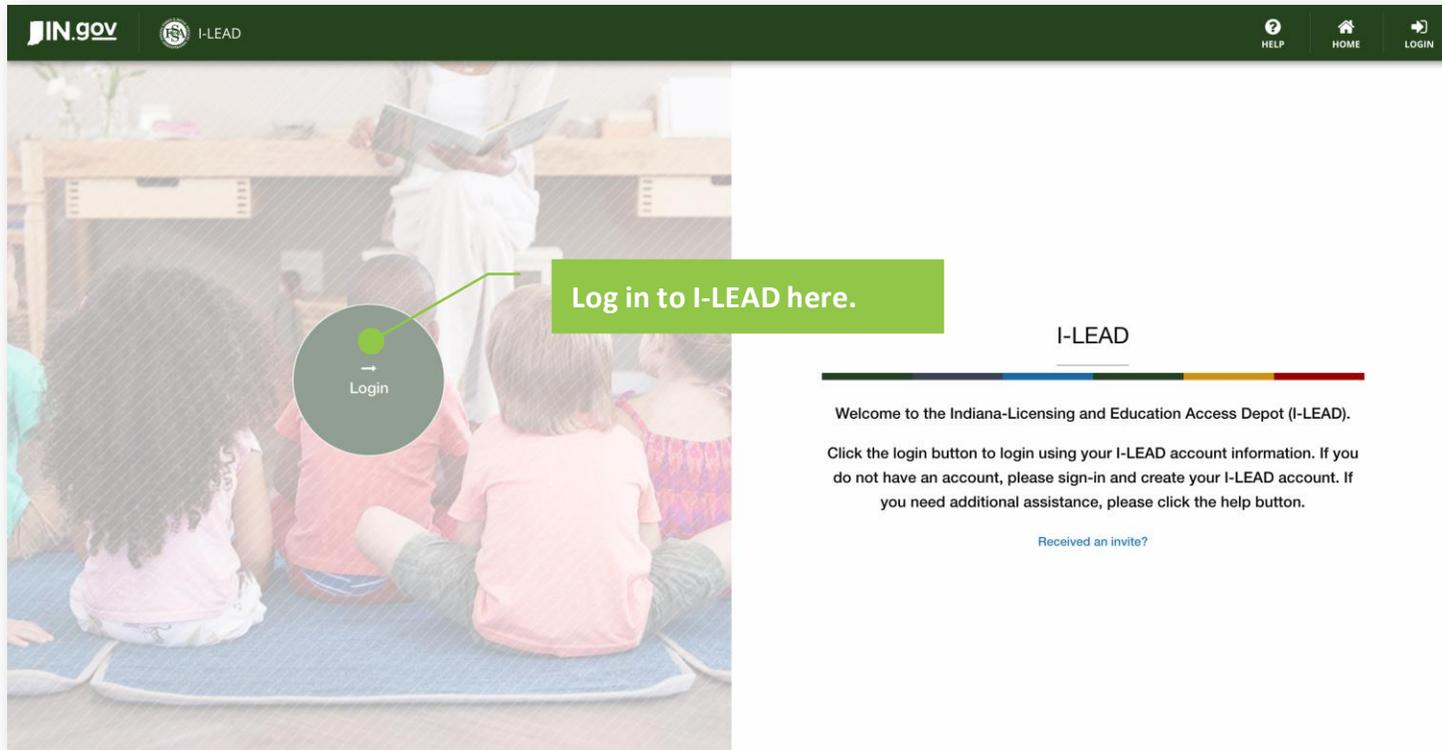
 help@indianaspark.com  1-800-299-1627

 Live chat on indianaspark.com or in My SPARK Learning Lab



STEP 1: LOG IN TO I-LEAD TO ACCESS THE GRANTS PORTAL

Providers should log in to I-LEAD at ilead.in.gov to access the Grants Portal. Keep in mind that you must be designated as a Program Administrator for your program site to access and complete a Grant Expense Report.



How do I become a Program Administrator for my site?

You will need an existing Program Administrator to invite you to become an admin. Once you accept the emailed invitation, you will be able to manage the site's account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking "Invite Admin" and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

STEP 2: ACCESS THE GRANTS PORTAL

Once logged into I-LEAD, Program Administrators will see the Grants Portal box on their homepage with a button that says, “Launch the Grants Portal.” Click the button to access the Grants Portal.

The screenshot displays the I-LEAD Childcare dashboard. At the top, there is a navigation bar with the IN.gov logo, I-LEAD logo, and utility links for HELP, HOME, and PROFILE. The main content area is divided into several sections:

- Connect to Indiana Learning Paths:** Includes a description of the program and a button labeled "Start Your Indiana Learning Path".
- Connect to My SPARK Learning Lab:** Includes a description of the lab and a button labeled "My SPARK Learning Lab".
- Submit Consent Form:** States "There are no open providers for you to submit a consent form." and includes a "View Consent Forms" button.
- My Profile Information:** Displays user details: FIRST NAME (John), LAST NAME (Smith), EMAIL (jsmith123@gmail.com), PHONE ((765) 455-7979), TITLE (Director), AGES SERVED (Infant (0 - 12 months), Preschooler (3 - 5 years)), and ADDRESS (151 West Ohio Street, Indianapolis, IN 46204). An "Update Your Profile" button is located at the bottom right of this section.
- Grants Portal:** Features the heading "Grants Portal" and the sub-heading "Manage Office of Early Childhood and Out of School Learning grant applications and reports." A button labeled "Launch the Grants Portal" is highlighted with a green callout box that contains the text "Click to open the Grants Portal.".
- Providers:** Includes a sub-heading "Providers" and a note: "If you wish to renew or update your current application, please click View Details." Below this are search filters for NAME, LICENSE NUMBER, PROVIDER STATUS, and APPLICATION STATUS. There is also a checkbox for "INCLUDE CLOSED PROVIDERS" and "Search" and "Reset" buttons.

At the bottom of the dashboard, there are two main navigation buttons: "Providers | Administer" and "Consent Forms".

STEP 3: SELECT THE REPORTING TAB AND CLICK YOUR PROGRAM SITE TO BEGIN AN EXPENSE REPORT

Once in the Grants Portal, click on the reporting tab. Then, select the tile for the expense report you want to complete.

The screenshot shows the BuildLearnGrow Grants Portal interface. On the left is a dark blue sidebar with the logo and navigation links: Grants, User Settings, Need Help?, and Sign out. A green callout box points to 'User Settings' with the text: 'Click User Settings to change the language of your application.' At the top of the main content area are tabs: Available, In Progress, Completed, and Reporting. A green callout box points to the 'Reporting' tab with the text: 'Click on the Reporting tab.' Below the tabs, the page title is 'Reporting' for 'FOR FAMILY CHILD CARE 1'. A green callout box points to a tile titled 'Stabilization Grant Expense Report' with a '10-15 MINUTES' indicator, with the text: 'Access available expense reports by clicking the grant tile.'



Do I have to provide receipts or documentation of how my program spent grant funds?

Federal regulations require all recipients of federal funds to keep financial documents for five (5) years. You will only be required to produce receipts if your program is selected for an audit to provide evidence of expenditures, as indicated in your grant.

STEP 4: ENTER YOUR EXPENSES BY ALLOWABLE EXPENSE CATEGORY

Within the grant expense report, enter the amount of grant funds you have spent in each category **TO DATE**. The reported amounts should reflect the **total amount of funding you have spent since you received the grant**, not just the amount you spent in this quarter. If your program received multiple rounds of grant funding, report on all funds received in this single report. If the amount you spent in a category has not changed since you last reported, resubmit the same amount for that category as you complete the report. If you have not spent any money in a category, leave the number as \$0.

Category	Amount
Funds Awarded	\$200,000.00
Funds Reported	\$24,655.00
Funds Remaining	\$175,345.00

Enter the amount of grant funds you have spent in each category to date. If your program received multiple rounds of grant funding, report on all funds received in this single report. If the amount you spent in a category has not changed since you last reported, resubmit the same amount for that category as you complete the report. If you have not spent any money in a category, leave the number as \$0. For help completing your Build, Learn, Grow Stabilization Grant report, refer to this Stabilization Grant Reporting Guide or contact the SPARK Help Desk by phone at 1-800-299-1627 or via chat on [My SPARK Learning Lab](#).

Personnel Costs
Personnel costs include expenses related to hiring, compensating, training or retaining staff.

Facility Maintenance or Improvement
Programs may use grant funds for expenses required to pay for, maintain or improve their facilities.

Business Continuation
Programs may use grant funds for expenses that support them in maintaining or resuming full operations, as well as making investments in goods and services that strengthen their programs for the long-term.

COVID-19 Safety
Programs may use grant funds to purchase, replenish or update equipment and supplies used in response to COVID-19.

Mental Health Supports
Programs may use grant funds to support costs related to the mental health and well-being of their children and employees.

Health and Safety
Programs may use grant funds for costs associated with training staff in health and safety measures.

[Complete Expense Report](#)

Total funds awarded to program

"Funds Reported" and "Funds Remaining" will automatically recalculate as you enter your expenses TO DATE across the six allowable expense categories.

If you need help planning how to best utilize grant funds for your program, contact SPARK Learning Lab:

help@indianaspark.com 1-800-299-1627

Live chat on indianaspark.com or in My SPARK Learning Lab

STEP 5: REVIEW YOUR GRANT EXPENSE REPORT SUBMISSION

Review your final reported expenses. If you need to make a change, click "Edit Report." If everything is correct, you are finished with your grant expense report.

The screenshot shows the BuildLearnGrow interface. On the left is a dark blue sidebar with navigation options: Grants, User Settings, Need Help?, and Sign out. The main content area has a top navigation bar with 'Available', 'In Progress', 'Completed', and 'Reporting' tabs. Below this is a light blue notification box with a thumbs-up icon and the text: "Thank you for submitting your Build, Learn, Grow Stabilization Grant report. This message confirms that we have received your grant report. You will be asked to complete this report quarterly until all your program's grant funds have been spent." Below the notification is the title "Stabilization Report Number 2" for "FOR FAMILY CHILD CARE 1" with a status of "Completed". An "Edit Report" button is visible in the top right corner of the report area. The main part of the report is a table with two columns: "Expense Categories" and "Reported Amount".

Expense Categories	Reported Amount
Personnel Costs Personnel costs include expenses related to hiring, compensating, training or retaining staff.	\$20,000.00
Facility Maintenance or Improvement Programs may use grant funds for expenses required to pay for, maintain or improve their facilities.	\$10,000.00
Business Continuation Programs may use grant funds for expenses that support them in maintaining or resuming full operations, as well as making investments in goods and services that strengthen their programs for the long-term.	\$3,000.00
COVID-19 Safety Programs may use grant funds to purchase, replenish or update equipment and supplies used in response to COVID-19.	\$500.00
Mental Health Supports Programs may use grant funds to support costs related to the mental health and well-being of their children and employees.	\$4,655.00
Health and Safety Programs may use grant funds for costs associated with training staff in health and safety measures.	\$5,000.00
Total Expenses Reported	\$43,155.00

You can update a report if you see an error.



You will be asked to complete this report quarterly until all your program's grant funds have been spent.



stabilization.buildlearngrow.org