



THE CITY OF TUALATIN

child**CARES**  
SCHOLARSHIPS

## OVERVIEW

The City of Tualatin childCARES scholarship is a grant program designed to address childcare challenges that Tualatin residents face as a result of the COVID-19 pandemic.

The City of Tualatin has committed \$250,000 to scholarships for Tualatin children to attend emergency childcare registered providers located in Tualatin. Scholarships will be awarded based on applicant eligibility in amounts up to \$1,000 per child per month, for a maximum of three months (two scholarships per household). The scholarship will be paid monthly to the approved childcare facility on behalf of the awardee.

## ELIGIBILITY

- Tualatin resident; and -
- One, or both, of the following:
  - o Household experienced a loss of gross income as a result of COVID-19.
  - o Household experience an increase in childcare costs as a result of COVID-19

## JUDGEMENT CRITERIA MATRIX

The following criteria will be used to judge each applicant.

Household income <i>decrease</i>	Points
0 - 5%	5
6 – 10%	10
11 – 15%	15
15% or more	20
Household childcare costs <i>increase</i>	
0 – 5%	5
6 – 10%	10
11 – 15%	15
15% or more	20
Household Income Range	
\$0 - \$80,000	15
\$80,001 - \$85,000	12
\$85,001 - \$90,000	10
\$90,001 - \$100,000	8
Cost Burden (30% or more household income dedicated to housing)	10
Childcare Hours Needed (points based on hours needed per week)	Up to 40
Number of Hours Worked Outside Home (pts based on hours per week)	Up to 40
Essential Worker*	10

*\*Jobs in the following industries: Healthcare/Public Health Workers, Law Enforcement, Public Safety, First Responders, Food and Agriculture, Energy: Electric/Petroleum/Natural Gas, Water and Wastewater, Transportation and Logistics, Public Works, Communications and Information Technology, Other Community-Based Government Operations and Essential Functions; Financial Services; Chemical, and Defense Industrial Base*



## AWARD DISBURSEMENT

Applications will be ranked based on the numerical point system from the judgement criteria matrix (above). Funding will then be allocated to the highest ranked applications, based on the award funding matrix (below), to the lowest ranked applications. Funding will be utilized until all funds have been disbursed. The City cannot guarantee that all applicants will receive scholarship funding.

## AWARD FUNDING MATRIX

Household Income Scale	Percent Eligible of Scholarship	Anticipated Scholarship Award (Month)	Anticipated Scholarship Award (Maximum-3 Month)
\$ 0 to \$80,000	100%	\$1,000	\$3,000
\$80,001 to \$85,000	75%	\$750	\$2,250
\$85,001 to \$90,000	50%	\$500	\$1,500
\$90,001 to \$100,000	25%	\$250	\$750

Award funding may vary based on childcare service hours needed in relation to childcare provider billing rates.

*Example:*

*Applicant A:*

*Household Income: 80,000*

*Total Applicant Score: 120 (applicant ranking #1)*

*Percent Eligible: 100%*

*Scholarship Award: \$3,000*

## APPLICATION PROCESS

- 1.) Obtain application
- 2.) Household complete “Household Section”
- 3.) Childcare provider complete “Childcare Provider Section”
- 4.) Applicant mails or delivers packet to City of Tualatin
- 5.) If awarded, City of Tualatin will contact childcare provider for verification
- 6.) Award Notification
- 7.) Award Disbursement to Childcare Provider, Notification of Disbursement to Awardee

## PROGRAM FAQs

For a complete list of frequently asked questions regarding this program, please visit the City of Tualatin’s website, <https://www.tualatinoregon.gov/economicdevelopment/childcares-faqs>.

## APPLICATION ASSISTANCE

If you need application assistance, please contact Jonathan Taylor, Economic Development Manager, City of Tualatin, at [jtaylor@tualatin.gov](mailto:jtaylor@tualatin.gov).



## **APPLICATION SUBMISSION**

Applications will be received on a rolling-basis until funds are disbursed

Please mail or hand-deliver your application to the following address:

**Childcares Scholarship**  
**18880 SW Martinazzi Avenue**  
**Tualatin, OR 97062**

Important Note: To hand deliver, please place in the silver **utility box** in front of City Hall at 18880 SW Martinazzi Avenue, Tualatin, OR 97062



## HOUSEHOLD APPLICANT SECTION

### OVERVIEW

This application is a two-part process. The first part will be completed by the household applying for childcare scholarships, the second part will be completed by the childcare facility in which you are requesting scholarships to.

### Applicant Information

Please complete the following information for head of household.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number:

Are you considered an essential worker\*:                      Yes                      No

*\*Please refer to the list above to determine if you work in an industry classified as essential.*

\_\_\_\_\_  
Place of Employment

\_\_\_\_\_  
Employer Phone Number

Number of hours worked outside the household per week: \_\_\_\_\_ hours

### Number of Scholarships Requested:

Please list all children for which you are applying. (Limit to two children per household.)

Name	Monthly Childcare Costs	Childcare Hours Needed per week	Childcare Provider	Provider Contact(Phone & Email)

-Continued-





## HOUSEHOLD APPLICANT

By submitting this application, the City of Tualatin does not guarantee a scholarship award by the submission of this application. The City shall not be held responsible for non-payment by the applicant for services provided by the childcare provider to which the applicant is applying or is currently receiving service.

### Certificate of Understanding

Please read the following statement and review your application. If completed, please sign and date in the fields below. When completed, please provide this application to your childcare provider.

I understand that the information on this application will be used to determine and verify my eligibility for childcare scholarships. Under penalty of perjury, I affirm that to the best of my knowledge, all of the information that I have provided is complete and correct. I understand that I am under criminal penalty prosecution if false information results in assistance for which I am not eligible, and my family may not be eligible for further services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## CHILDCARE PROVIDER SECTION



### Customer Verification

Please complete and certify the following statement for each child that is applying for childcare scholarships for your business.

Initials

I, \_\_\_\_\_, certify that \_\_\_\_\_, is enrolled or is enrolling for childcare services from \_\_\_\_\_. The hourly/weekly/monthly cost for childcare at this facility is \_\_\_\_\_ per hour/week/month (circle one).

I, \_\_\_\_\_, certify that \_\_\_\_\_, is enrolled or is enrolling for childcare services from \_\_\_\_\_. The hourly/weekly/monthly cost for childcare at this facility is \_\_\_\_\_ per hour/week/month (circle one).

### Childcare Facility Information

Please provide the following information.

Business Name	Number of Employees	
Business Street Address	City	Zip Code
Business Owner Name		
Phone	Email	Other

Type of childcare provider (circle one): Registered Family / Certified Family / Certified Commercial

### Childcare Facility Operation Information

Answer the following and initial corresponding questions for self-certification

			Initials
Registered childcare provider with the State of Oregon?	Yes	No	<input type="text"/>
Emergency Child Care (ECC) status?	Yes	No	<input type="text"/>
Current on all local, state, and federal taxes?	Yes	No	<input type="text"/>
Compliance with State requirements for COVID-19 childcare?	Yes	No	<input type="text"/>
City of Tualatin Business License – Number _____	Yes	No	<input type="text"/>



## Documents Required

Please attached the following documentation with this application.

Verification of Operation  
Emergency Child Care Status  
State of Oregon Childcare Operation License

## CHILDCARE PROVIDER APPLICANT

By submitting this application, the City of Tualatin does not guarantee a scholarship award to the household applicant that is applying. The City shall not be held responsible for non-payment by the applicant for services provided by the childcare provider to which the applicant is applying.

Failure to comply with eligible use of proceeds, or making a material misrepresentation about the business and its operations to qualify for an award will be a provision of default of the award and subject the award to recapture. The City of Tualatin reserves the right to request additional documentation from the applicant or childcare provider to verify the accuracy and authenticity of the information provided.

Should the City determine a misrepresentation exists creating a default, the award may be forfeited by childcare provider or be subject to repayment. Failure to repay or cure a default will result in any and all collection actions permissible by law, including through third party collection services or the Oregon Department of Revenue. The applicant agrees to allow the City to pursue such collection actions.

## Certificate of Understanding

Please read the following statement and review your application. If completed, please sign and date in the fields below. When completed, please provide this application to your childcare provider.

I understand that the information on the application will be used to determine and verify my eligibility to receive childcare scholarships on behalf of the approved applicant. Under penalty of perjury, I affirm that to the best of my knowledge, all of the information that I have provided is complete and correct. I understand that I am under criminal penalty prosecution if false information results in grant disbursement for which my business is not entitled to.

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Signature

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Date

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Printed Name

