



Business Trainings and Forgiveness Requirements

Training Recordings & Resources

In order to meet the requirements for loan forgiveness each year, a provider must stay open and licensed for a five-year period, as well as complete 12 hours of business training each year. Below is a list of suggested business training courses for this year. Please note, all providers are invited to view and listen to the recordings below, even if you do not have a loan approved. Every session includes live interpretation in Spanish.

Understanding Loan Terms & Forgiveness

- Key loan terms explained in plain language
- Loan structure
- Compliance
- Forgiveness and tax implications

Recording	Recording Link
Slides	Slides

Budget and Sustainability

- Building a project budget
- Planning for upfront and ongoing costs
- Tracking income and expenses effectively
- Strategies to avoid financial strain after improvements
- Building reserves for the unexpected

Recording	Recording Link
Slides	Slides

Tax Management

- Key tax obligations

- Record keeping that supports deductions
- Documentation needed for audits or compliance
- Avoiding tax pitfalls

Recording	Recording Link
Slides	Slides

Time Management and Organization

- Balancing project work and daily child care operations
- Using tools to stay on schedule
- Staying organized with recordkeeping practices
- Reducing stress through planning

Recording	Recording Link
Slides	Slides
Other Resources	Weekly Planning ritual Daily Dashboard Project Tracker Template Child Tracking Dashboard Staff Tracking Dashboard Facility Tracking Dashboard

Grants and Funding Opportunities

- Identify grant opportunities
- Write stronger applications
- Tracking grant spending
- Diversifying funding
- Avoiding dependency on one-time funds

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Slides	Slides

HR and Hiring Help

- Planning for staff needs for expanded and improved spaces
- Addressing HR requirements
- Retaining staff during times of change

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Slides	Slides
Other Resources	Planning and Managing Staff Through Growth and Change Workbook