



Office of Children and Family Services

Title: Solicitation of Interest NY, New York Forward Child Care Expansion Incentive One-Time Reopening/Restructuring and Temporary Operating Assistance Grants

Agency: Children and Family Services, NYS Office of Bureau of Contract Management

Contract Term: 7/1/2020 – 9/30/2020

Date of Issue: 7/1/2020

Due Date/Time: 7/22/2020 by 5:00 PM Eastern Time

Location: Statewide

Counties: All NYS Counties

Background

The New York State Office of Children and Family Services (OCFS) is accepting applications for two separate grants available through NYS with funding from the federal CARES Act related to the COVID-19 pandemic.

OCFS will put forward \$65 million for the second installment of the CARES funding to incentivize reopening of closed programs and the expansion of child care capacity in open programs to assist in reopening efforts of New York Forward.

This funding will be divided into two grant types, and a separate application and supporting documents must be submitted for each as outlined in this document. Programs may apply for both grants if they meet the eligibility criteria for both. The available grants are:

- \$20 million to assist reopening and expansion of capacity by providing materials and activities to support a more socially distant model, and for supplies associated with reopening and expansion.
- \$45 million in Reopening and Expansion Incentive Temporary Assistance.

This is a noncompetitive application. To determine eligibility, go to the OCFS-5450 Application, Part IV. Legally exempt providers are only eligible for the One-Time Grants for Reopening/Restructuring Materials, Activities, and Supplies grant.

1. Programs in Groups A and B are eligible for a One-Time Reopening/Restructuring Materials, Activities, and Supplies Grant and a Temporary Operating Assistance Grant if they submit an application by July 22, meet eligibility requirements, and sign all attestations. Upon OCFS's plan approval, such programs may receive the One-Time Reopening/Restructuring Materials, Activities, and Supplies Grant amount for their modality. They may also receive a Temporary Operating Assistance Grant for at least a

portion of the maximum grant amount(s) for their modality. Modality Maximum Grant Amounts may be reduced proportionately prior to award to support all eligible programs.

2. Programs in Group C are eligible for a One-Time Reopening/Restructuring Materials, Activities, and Supplies Grant if they submit an application by July 22, meet eligibility requirements, and sign all attestations. Upon OCFS' plan approval, such programs may receive the One-Time Reopening/Restructuring Materials, Activities, and Supplies Grant amount for their modality.
3. Programs in Group D will receive funds on a proportional basis based on the grant amount for their modality if funds are available.

The contract period for these grants will by July 1, 2020, through September 30, 2020. OCFS will contract with child care resource and referral agencies (CCR&Rs) which will distribute funding to successful applicants, consistent with the OCFS-approved applications.

Definitions for This Grant Opportunity

Closed on June 15 – This means that the program was not in operation providing child care services on that date due to COVID-19. Programs should be listed as closed in the Child Care Facility System (CCFS) or have notified their regulator. Programs that closed operationally and did not notify anyone will NOT be considered closed for purposes of being in Group A.

Open on June 15 - If the program has been in operation providing child care services but was closed on June 15 for a vacation day or planned break, it is considered an open program for purposes of this grant opportunity.

\$20M for One-Time Grants for Reopening/Restructuring Materials, Activities, and Supplies

To specifically to support program reopening or expanding the number of children enrolled, CARES funding will be used to support small grants for materials, activities, and supplies that will help transition to a more socially distant model such as:

- Partitions or room dividers for classrooms
- Short-term rental assistance for a space expansion
- Costs of training additional staff to have more teachers/staff
- Additional supplies for socially distancing (separate art materials etc.)*
- Supplies for cleaning/sanitation for programs (including legally exempt)*

*Legally exempt programs will be eligible for amounts that cover supplies only, based on their smaller capacity limits.

Modality	Total Programs	Maximum Grants	Minimum Grants
DCC	2,052	\$1,600	\$1,076
FDC	3,311	\$1,000	\$673
GFDC	7,998	\$1,250	\$841
SACC	2,837	\$1,600	\$1,076
SDCC	1	\$1,200	\$807
LE*	8,000	\$300	\$300
NYC DCC	2,232	\$1,600	\$1,076

These are one-time transitional assistance grants for programs reopening or those expanding the number of children attending care. The maximum grant amount will be limited by the size of the program and modality, according to the chart above.

Advance

There is no advance available for these grant funds. Receipts must be submitted to the program's local child care resource and referral agency (CCR&R) to obtain reimbursement.

Funding Methodology for One-Time Grants for Reopening/Restructuring Materials, Activities, and Supplies

Funding for this grant will be distributed in the order specified below.

1. All licensed/registered programs that meet the eligibility requirements, submit a completed application including attestations and required supporting documentation that is approved by OCFS will receive 67.25 percent of their maximum award amount as indicated in the chart above. All legally exempt programs will be approved to receive the full \$300.
2. After all applications are received by July 22, 2020, any remaining funds will be allocated to the approved programs in Groups A, B, or C up to the maximum award amount as indicated in the chart above.
3. Any remaining funding not utilized by providers to reopen or expand capacity will be used to provide grants to programs that have remained open and are not expanding, but which would benefit from access to materials and supplies to adhere to reduced capacity under state guidelines (Group D). Funds would be distributed proportionally up to the maximum modality grant amount outlined in the One-Time Grants chart above.

Eligibility: To be eligible, programs must have been closed as of June 15, 2020, and have a plan to open by August 5, 2020,

OR

Programs must have been open and increasing the number of children attending care,

[Example: Prior to closing there were 10 kids in care, but the program is licensed for 20. The program can apply for grants that would support their ability (through room dividers, etc.) to have 20 students. Reopening grants will be prorated to the approach of maximum capacity.]

OR

Programs that have been open, and are not expanding, which would benefit from access to materials and supplies to adhere to reduced capacity under state guidelines. are eligible to apply but are not guaranteed funding.

Note: Licensed, registered providers must remain open on December 31, 2020, (open as in not surrendered or revoked status) or may have to return a proration of the grant funds on a monthly basis. This will not include programs that are temporarily closed due to illness or public health; it applies to programs that closed permanently.

Application Submission Requirements: One-Time Grants for Reopening/Restructuring Materials, Activities, and Supplies:

Programs must submit an application to OCFS detailing the purposes for such funds as directed below.

The application must be sent via email no later than July 22, 2020 to:

- ocfs.sm.CARES2LR@ocfs.ny.gov for licensed and registered programs using the OCFS-5450 form and the *Appendix A: Budget Template for New York Forward Child Care Expansion Incentive Grants*.

Or

- ocfs.sm.CARES2LE@ocfs.ny.gov for legally exempt programs using the OCFS-5451 form and the Appendix A budget template referenced above.

Once applications are approved by OCFS, programs will be notified of their guaranteed award. Programs must open within two weeks of application approval. Programs will submit their receipts for purchases to their CCR&R and will be reimbursed for the items that were included in the application approved by OCFS.

Attestations for Licensed/Registered Programs:

- I agree that my program will follow all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene as applicable
- I intend my program to be operating through December 31, 2020. I understand I may be required to return a proration of the funding if it does not occur.
- I will use funds for allowable purposes, as specified in the grant or as approved by OCFS, and for no other purposes.
- I have submitted all required documentation.
- I will report to OCFS on a weekly basis, as requested by the agency, the number of children in care by age group.
- I understand that, regardless of my eligibility, the New York Forward Child Care Expansion Incentive Temporary Operating Assistance is contingent on the availability of funds to support it.
- I understand that this is a reimbursement process, and that receipts must be submitted to my local child care resource and referral agency in order to be reimbursed for approved expenditures unless my organization meets the criteria for an advance of Temporary Operating Grant funds.
- If requesting an advance, it is limited to the minimum amount needed to carry out the purpose of the approved program.
- Any advance payment request amount is limited to direct program or project-related costs.
- Disbursement of any advance payment received by my organization will be timed in accordance with the actual, immediate cash requirement in carrying out the purpose of the approved program.
- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld relevant information.

Attestations for Legally Exempt Programs

By signing this document, I agree to the following:

- I agree to follow all Office of Children and Family Services regulations and Department of Health guidance.
- I will use funds for allowable purposes, as specified in the grant, or as prior approved by OCFS and for no other purposes.
- I will submit all documentation required by the grant.
- I understand that, regardless of my eligibility, the New York Forward Child Care Expansion Incentive Temporary Operating Assistance Grant is contingent on the availability of funds to support it.
- I understand that this is a reimbursement process, and that receipts must be submitted to my local child care resource and referral agency in order to be reimbursed for approved expenditures.
- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld any relevant information.

\$45M for Reopening and Expansion Temporary Operating Assistance

This grant program will incentivize reopening of closed programs and the expansion of child care capacity in open programs by providing transitional operating assistance. To be eligible, programs must submit their enrollment roster from March 1, 2020 (pre-pandemic enrollment), and their enrollment at June 15, 2020, and their projected enrollment at the beginning of August. For programs that are reopening from a closed status, or for programs that are expanding the number of classrooms/groups being operated, Temporary Operating Assistance Grants will pay for a portion of total classroom/group expenses for every new classroom that is brought back online during the summer of 2020.

Eligibility: To be eligible, programs must have been closed as of June 15, 2020, and have a plan to open by August 5, 2020,

OR

Programs must have been open and increasing the number of children attending care.

Reopening Example

A program is currently closed. If open, it would be able to serve 10 children. There are three children whose parents are interested in returning them to care ASAP; however, the program does not break even financially until at least eight children are in care. This grant would help close the gap so that operators can open, and the three families can have a place to care for their child.

Expansion Example

A program is currently open and serving its capacity of 10 toddlers but would like to open a second classroom to serve an additional 10 toddlers (within their licensed capacity).

The goal of this grant is to incentivize programs to open or increase available operating child care classrooms/groups. For both expansion and opening examples, the Temporary Operating Assistance Grant will support up to a maximum of 50 percent of the cost of that classroom (maximum grant amount of \$6,000 for the month of July) as an incentive to open the classroom.

Contingent upon availability of funding, in month two of the program, as more parents choose to place their children in child care, the Temporary Operating Assistance Grant would pay up to a maximum of 30 percent of the cost of the classroom. Grants would support up to a maximum of 15 percent of the cost of the classroom in the third and final month contingent on funding availability. These grant application funding parameters are set forth in the chart below by modality.

	DCC	SACC	GFDC	FDC	SDCC	NYDCC
July (maximum)	\$6,000	\$5,000	\$6,000	\$3,000	\$5,000	\$6,000
August (maximum)	\$3,600	\$3,000	\$3,600	\$1,800	\$3,000	\$3,600
September (maximum)	\$1,800	\$1,500	\$1,800	\$900	\$1,500	\$1,800

Important Note: The maximum number of classrooms a program can apply for is five classrooms.

If the programs reach or approach capacity at the start of the second or third month, the Temporary Operating Assistance Grants would no longer be required to support the program, and the amount will be prorated down or eliminated. Awardees are required to report the number of children in care to OCFS on a weekly basis.

Program awards will be based upon the difference between July enrollment and March 1 enrollment by classroom, based on most current social distancing guidelines (e.g., If the group size is 15, and the program was previously operating three classrooms, the grant will be for the creation of a fourth or fifth classroom.)

In order to continue to be eligible for funds, programs must report to OCFS, via a weekly survey, the number of children in care and the number of children on waiting lists. In addition, programs must be willing to work with OCFS regulatory staff on creative solutions to maintain capacity. Programs shall also discuss how they will maintain or expand capacity as social distancing guidelines change.

Advance

An advance may be requested if no other funds are available to the program to finance the project costs up front and submit for reimbursement. The amount should be the minimum amount necessary that needs to be paid out immediately to achieve the work in the proposed plan. If you need an advance to complete the project, please indicate the amount unable to be financed up front from other sources in the application below and complete the required attestation. Receipts must still be submitted to the CCR&R for all items purchased with grant funds.

Reopening and Expansion Temporary Operating Assistance Grant Funding Methodology

Funding will be distributed in the order set forth below.

1. All programs that meet the eligibility requirements and submit a completed application (including attestations and required supporting documentation) that is approved by OCFS may receive up to 50 percent of their maximum per classroom award amount for July (Month 1), as indicated in the chart above.

- OCFS maintains the right to decrease grant award amounts proportionately if the dollar value of applications exceeds the funding available for this grant, so that all approved applicants receive a proportional share of the funding.
 - In the event that the dollar value of applications exceeds the funding available for this grant, all approved applications will receive a grant to open one classroom before an eligible program receives a second grant to open an additional classroom.
2. After all applications are received by July 22, 2020, any remaining funds will be allocated to the approved programs up to the maximum per-classroom award amount, as indicated in the chart above.
 3. Any remaining funding not utilized by providers to reopen or to expand the number of classrooms/groups operating will be used to provide grants to programs that have remained open and are not expanding but would benefit from access to materials and supplies to adhere to reduced capacity under state guidelines. Funds would be distributed proportionally up to the maximum modality grant amount outlined in the One-Time Grants for Reopening/Restructuring Materials, Activities, and Supplies chart above.

Application Submission Requirements for Reopening and Expansion Temporary Operating Assistance

Programs must submit an application to OCFS detailing the purposes for such funds as directed below.

The application must be sent via email no later than July 22, 2020 to:

- ocfs.sm.CARES2LR@ocfs.ny.gov for licensed registered programs using the OCFS -5450 form and *Appendix A: Budget Template for New York Forward Child Care Expansion Incentive Grants*.

Important Note: One application must be completed and submitted for each eligible program applying and should be used to apply for both grants, if eligible.

Once applications are approved by OCFS, programs will be notified of their award. Programs must open within two weeks of application approval.

Attestations:

- I agree that my program will follow all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene as applicable.
- I intend my program to be operating through December 31, 2020. I understand that I may be required to return a proration of the funding if it does not occur.
- I will use funds for allowable purposes as specified in the grant or as approved by OCFS, and for no other purposes.
- I have submitted all required documentation.
- I will report to OCFS on a weekly basis, as requested by the agency, the number of children in care by age group.

- I understand that, regardless of my eligibility, the New York Forward Child Care Expansion Incentive Temporary Operating Assistance is contingent on the availability of funds to support it.
- I understand that this is a reimbursement process, and that receipts must be submitted to my local child care resource and referral agency in order to be reimbursed for approved expenditures unless my organization meets the criteria for an advance of Temporary Operating Grant funds.
- If requesting an advance, it is limited to the minimum amount needed to carry out the purpose of the approved program
- Any advance payment request amount is limited to direct program or project-related costs
- Disbursement of any advance payment received by my organization will be timed in accordance with the actual, immediate cash requirement in carrying out the purpose of the approved program

I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld relevant information.