

Exhibit B Amended 6/10/2021
High-Level Requirements for
American Rescue Plan Act (ARPA)
Emergency Solicitation: Child Care Grant Management Solution

Global Requirements

1. To the extent possible, the system would utilize the existing framework used for the Essential Worker Scholarship to administer and process the Child Care Stabilization Grant, including OR have the appearance of similar process to unify the user experience:
 - 1.1. NY.gov Login
 - 1.2. Personalized Provider Portal page to view Stabilization Grant summary; including application status and grant award payments made.
 - 1.3. Case Management System for OCFS staff review functionality and reports
 - 1.4. Payment Process using SFS
2. Providers who previously provided payment information through the Essential Worker Scholarship Provider process will not be required to provide payment information for payment of the awarded Stabilization Grant.
3. The system must provide the ability to render the Stabilization Grant application in multiple languages.
4. The system must provide helpful information and assistance within the Stabilization Grant application for Providers applying for the Stabilization Grant.
5. **Responsive Web Design (RWD) – The software developer shall use a reactive approach to make web pages render on a variety of devices and window or screen sizes. Content, design, and performance are necessary across all devices to ensure usability and user satisfaction. All web apps shall be designed to automatically adjust and adapt to any device screen size, whether a desktop, laptop, tablet, or mobile phone.**

Stabilization Grant Application

6. The system must provide functionality for Providers to apply for the American Rescue Plan (ARP) Act Child Care Stabilization Grant through the OCFS website on a rolling basis during the grant period.
7. The system must provide functionality to determine the grant amount awarded to the Provider based on back-end calculations.
8. The system must calculate the grant amount to be awarded to the Provider based on business rules. (Ex. Operating expenses, modality, location, size/capacity)

Eligible Providers

9. The system must interface with NYS systems (CCFS and CCAT) to utilize existing Provider data for the Stabilization Grant application.
10. The system must prepopulate known Provider data in the grant application (Ex. Provider Address, Capacity, etc.)
11. The system must allow the following child care programs to apply for the Stabilization Grant:
 - 11.1. NYS Licensed/Registered/Permitted programs
 - Day Care Centers

- Day Care Centers – NYC
 - Small Day Care Centers
 - Family Day Care
 - Group Family Day Care
 - School-Aged Child Care Programs
- 11.2. NYS Enrolled Legally Exempt Group Child Care Providers
12. The system must provide functionality to determine whether a Pre-K, Head Start, or Early Head Start program is eligible to apply for the Stabilization Grant.
13. The system must determine a Provider's license/registration/permit status to determine their eligibility for the Stabilization Grant.
- 13.1. A Provider must be in good standing to be eligible for the grant (Green status)
- 13.1.1. Green status will be auto-approved based on business rules.
- 13.2. A Provider with certain statuses must be reviewed by OCFS staff to determine their eligibility for the grant. (Yellow status)
- 13.3. A Provider with certain statuses will be ineligible for the grant (Red status)
14. If a Provider's status changes during the grant pay-out time-period, the system must provide functionality to reassess the Provider's eligibility for the grant.

Stabilization Grant Requirements

15. The system must provide functionality for the Provider to indicate their child care program is:
- Open to provide child care services at the time of application; OR
 - Temporarily closed due to reasons relating to COVID
16. The system must provide functionality for Providers to attest/certify they will comply with grant requirements throughout the grant period.
17. The system must provide functionality to collect additional demographic data on child care directors and family child care owners, including:
- 17.1. Race
- 17.2. Ethnicity
- 17.3. Gender
18. The system must provide functionality for Providers to indicate how the grant funds will be used.

Auto Calculation of Awards

19. The system must provide functionality to calculate award funds to Providers based on criteria provided by the state

Communication

20. The system must send notifications to Providers via email to communicate grant application outcomes and steps necessary for Providers to continue to receive the grant award. (ex. Monthly recertification process)

Payment – Payment requirements will be provided in the payment API NYS ITS is building for this project.

21. The system must have the ability to pay the awarded Stabilization Grant amount to the Provider over a designated time-period (ex. Monthly for 10 months)
- 21.1. On a scheduled basis, the system must process the payments due to the Providers.

22. The system must distribute the first payment to a Provider within 30 days of an approved grant application.
23. The system must provide functionality for Providers to attest/certify during designated times throughout the grant payout period that they still meet the grant requirements in order to continue to receive grant payments.

Reports

24. The system must provide functionality to include, but not limited to, the following data in reports: (Note: Additional data needed for reports will be defined during detailed requirements elicitation including, but not limited to data specific to each provider's operations and the children they serve.)
 - Number of grant applications received
 - Number of grants awarded
 - Amount of grants awarded
 - Number of Providers receiving grants, broken down by licensing status and Provider type
 - Zip code of the Provider
 - Race and ethnicity of the center director or family child care owner
 - Gender of center director of family child care owner
 - How Providers used grant funds