



**Office of Children
and Family Services**

INVEST IN NEW YORK:

DESERT GRANT RFA 2 ANNUAL MEETING

August 27, 2023

Housekeeping

- All lines are muted.
- All questions must be sent in the Q&A box to presenters
- This presentation is being recorded and will be shared.



Agenda

- **Grant timeline:** Quarterly Payment and Inspection Timeframe
- Component A Requirements
- Component B Requirements
- **Child Care Deserts Quarterly Deliverable:**
 - **Component A**
 - Component A Quarterly Deliverables
 - Reduction/Payments
 - **Component B**
 - Component B Quarterly Deliverables
 - Reduction/ Payments
- Sustainability Plans
- Business Trainings
- Expense Reports
- Questions



Quarterly Payment and Inspection Timeframe

Your scheduled quarterly payment and inspections are based on the date you were first awarded. For example, if you were awarded 10/21/2022, your second payment and inspection would be due on 1/21/2023. You can reach out to your CCR&R if you have questions or need help tracking your quarterly deliverable schedule.



RFA #2: Component A and B

This RFA #2 is offered in two parts, Component A and Component B.

Component A



Expand child care in existing DCC and SACCs

Component B



Expand specific types of child care in existing SDCC, FDC, GFDC

RFA #2: Component A Requirements



Component A



Eligible Modalities:

- Day Care Centers (DCC)
- School Age Child Care (SACC) programs



Component A



Goal

Expand program licensure for up to 25 slots in existing child care programs

Includes a per slot bonus for programs (up to 25 slots) who agree to designate some or all of those new slots for infants/toddlers and/or children with special needs.



Component A



Requirements

Programs must have full staffing of their licensed capacity, regardless of enrollment. Slots designated for bonuses must have children enrolled in those slots by **six months after the date of their pre-approval letter (4/20/23)** to continue to receive bonus payments. If enrollment is not achieved by six months after the date of their pre-approval letter, programs will not receive the per slot bonus until children are enrolled in the infant/toddler and/or special needs slots.



Component A



SACC Programs

SACC programs can receive bonus funds for serving children with special needs but cannot receive bonus funds for infant/toddler care as they are not eligible to serve the population.



RFA #2: Component B Requirements



Component B



Eligible Modalities

- Small Day Care Centers (SDCC)
- Family Day Care (FDC)
- Group Family Day Care (GFDC)

Programs only receive one base award per program.



Component B



Goal

To expand specific types of child care within existing programs, specifically for infants/toddlers, children with special needs, or expanding program hours to include nontraditional hours.

**Providers must not displace existing enrolled children.



Component B



Criteria

Programs can apply for a grant to expand based on one of the following criteria:

- expanding the program to provide at least 15 hours per week of non-traditional hours care
- Make available and eventually enroll by six months after the date of their pre- approval letter at least one infant/toddler assuming the program enrollment at the time of application is under its licensed capacity;
- Make available and eventually enroll by six months after the date of their pre- approval letter at least one child with special needs assuming the program enrollment at the time of application is under its licensed capacity.



Component B



Requirements

Component B eligible programs that are already designated as providing non-traditional hour care prior to 1/28/2022 can only apply to serve children with special needs or infant/toddler and cannot displace existing children.

Providers will not be eligible for payments if they release currently enrolled children to open up new infant/toddler slots or children with special needs slots.



Component B



Requirements

Programs that chose to add non-traditional hours must have full staffing ratio for the number of slots stated in the application during non-traditional hours, regardless of enrollment. Programs must provide a minimum of 15 hours of non traditional care per week.



Component B



Requirements

Slots designated for infants/toddlers or for children with special needs must have children enrolled by six months after the date of their pre-approval letter to continue to receive payments.

If enrollment is not achieved by six months after the date of their pre-approval letter (**by 4/20/23**), programs will not receive payments again until children are enrolled in the designated infant/toddler and/or special needs slots.



RFA #2: Quarterly Deliverables Component A



Deliverable Requirements

Items Assessed	Documentation Reviewed	Criteria Reviewed
License change reflected	Program receives changes on their operating license	Changes to existing license are granted by OCFS/DOHMH

NEW
YORK
STATEOffice of Children
and Family Services

Deliverable 1- Open and Operating

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 1: Program is open and operating.</p>	<ul style="list-style-type: none"> • Staff attendance logs • Staffing plan/work schedules 	<ul style="list-style-type: none"> • Program/room must have the required staffing ratio of dedicated staff • Qualified staff employed and working during hours of operation includes number of staff required by regulation in the assigned room as awarded. • Program must stay in 'active' status (not including temporary closures related to COVID Quarantine or vacation days) • Program must meet the space/room size requirements for slots approved. • Program/ room number of staff and children present are in accordance with regulations



Deliverable 1- Open and Operating

- Programs are required to have full staffing for their licensed capacity
- Programs are required to keep staff attendance logs and staffing plans/work schedules
- Documentation is requested at the time of the inspection
- Documentation is requested from one week of each month during the quarter
- Please have documentation readily available



Deliverable 2- Good Standing

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 2: Is program in good standing?</p>	<ul style="list-style-type: none"> Childcare Facility System (CCFS) or Child Care Activities Tracking System (CCATS) records checked to see if Program is in good standing. See Section 1.7 for definition of In Good Standing. <p><u>In Good Standing</u> is a licensed child care program in a payable status that is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (DOHMH).</p>	<ul style="list-style-type: none"> The program's enforcement status will be reviewed during the quarterly recertification process by OCFS staff or designee.



Deliverable 2- Good Standing

- Good Standing is a licensed child care program in a payable status that is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (DOHMH). The following program statuses are considered not in good standing.

Ineligible OCFS enforcement statuses:

- **Suspension of License**
- **Limitation of License**
- **Suspension and Proposed Revocation of License**
- **Denial of Application to Renew License**

Ineligible DOHMH enforcement statuses:

- **Permit Revoked**
- **Permit Suspended**
- **Out of Business**
- **Expired**
- **Closed**



Please Remember

Failure to meet Deliverable 1 and 2 will result in loss of grant funding for the quarter.



Deliverable 3- QUALITYstarsNY

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 3: Program has applied and/or is actively engaged in QUALITYStarsNY (excludes SACC, until program is available).</p>	<ul style="list-style-type: none"> • Application for QUALITYstarsNY within 30 days of final award notice • Standards inventory complete • Quality improvement plan (QIP) • Other supporting documents demonstrating active engagement with QualityStarsNY such as meetings with Quality improvement specialist, professional development certificates as outlined in QIP and as documented by Quality Stars staff 	<ul style="list-style-type: none"> • Programs work with their Quality Improvement Specialist to create a Quality Improvement Plan (QIP) to address the areas for improvement that were identified during the rating process and set quality improvement goals. QUALITYstarsNY will provide OCFS with a list of participating programs monthly. <p>As of RFA release, SACC programs are not eligible to apply for QUALITYStarsNY. If/when the option becomes available, all SACC programs must apply</p>



Deliverable 4- Staff Training

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 4: Staff completed training in compliance with OCFS regulations and/or Article 47 requirements.</p>	<ul style="list-style-type: none"> Training records reviewed for compliance off-site or during quarterly inspections for staff related to grant award 	<ul style="list-style-type: none"> Staff must be compliant with pre-service and ongoing training requirements. <p>**Programs must meet all licensing requirements including training requirements</p>



Please Remember

Failure to meet deliverables three and/or four will result in a 25% reduction of that quarterly award for each deliverable not met.



Component A Bonus Deliverables



Deliverable 5- Bonus Infant/Toddler Slots

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 5 (if applicable to award): Infant/toddler slots - Bonus slots must be filled by six months after the date of their pre-approval letter (birth up to 36 months or birth to 24 months for NYC) as reflected in grant award.*</p>	<ul style="list-style-type: none"> • Staff attendance logs • Staffing plan/work schedules • Staff qualifications • Child enrollment documentation for Infant/Toddler slots, if children enrolled or to document slots available 	<ul style="list-style-type: none"> • Program's licensed/permitted capacity and staffing for compliance related to grant funded positions and slots. • Slots must be filled by six months after the date of their pre-approval letter.



Deliverable 6-Special Needs Children

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 6: (If applicable to award) Care is available to children with special needs, as outlined in grant award, with ultimate enrollment six months after the date of their pre-approval letter</p>	<ul style="list-style-type: none"> • Child enrollment documentation for those identified with Special needs • Individual Family Services Plan (IFSP) as part of the Early Intervention program, or an approved Individualized Education plan (IEP) for the child(ren) or an approved 504 accommodation plan as part of their school district. 	<ul style="list-style-type: none"> • Program has contacted their Early Intervention Official and/or Committee on Preschool Special Education/Special Education, as evidenced by a letter on letterhead from one of the offices listed above or Program must have child(ren) actively enrolled and providing care to them by six months after the date of their pre-approval letter.



Please Remember

Failure to meet Deliverable five or six will result in loss of Bonus funding for that quarter!



Deliverable	Quarterly Reduction
1: Program is Open and Operating	Mandatory to receive quarterly payment
2: Program is in “Good Standing”	Mandatory to receive quarterly funding
3: QUALITYstarsNY	25% reduction if NOT met
4: Training in compliance with OCFS regulations and/or Article 47 requirements	25% reduction if NOT met
5: If applicable to award, Infant/ Toddler slots	Bonus funding will not be distributed if NOT met
6: If applicable to award, Special needs children	Bonus funding will not be distributed if NOT met



RFA #2: Quarterly Deliverables Component B



Deliverable Requirements

Items Assessed	Documentation Reviewed	Criteria Reviewed
Online FAMS profile shows current enrollment as of the date this grant is issued	Current online profile indicates availability for enrollment	FAMS profile for CCFS ID shows availability for enrollment at the date the grant portal is opened in the FAMS system by the date of application submission
License change reflected	Program receives changes on their operating license	Changes to existing license are granted by OCFS/DOHMH



Deliverable 1- Open and Operating

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 1: Program is open and operating.</p>	<ul style="list-style-type: none"> • Staff attendance logs • Staffing plan/work schedules 	<ul style="list-style-type: none"> • Program/room must have the required staffing ratio of dedicated staff • Qualified staff employed and working during hours of operation includes number of staff required by regulation in the assigned room as awarded. • Program must stay in 'active' status (not including temporary closures related to COVID Quarantine or vacation days) • Program must meet the space/room size requirements for slots approved. • Program/ room number of staff and children are present in accordance with regulations



Deliverable 1- Open and Operating

- Programs are required to keep staff attendance logs and staffing plans/work schedules
- Documentation is requested at the time of the inspection
- Documentation is requested from one week of each month during the quarter
- Please have documentation readily available



Deliverable 2- Good Standing

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 2: Is program in good standing?</p>	<p>Childcare Facility System (CCFS) or Child Care Activities Tracking System (CCATS) records checked to see if Program is in good standing. See Section 1.7 for definition of In Good Standing.</p> <p><u>In Good Standing</u> is a licensed child care program in a payable status that is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (DOHMH).</p>	<p>The program's enforcement status will be reviewed during the quarterly recertification process by OCFS staff or designee.</p>



Deliverable 2- Good Standing

- Good Standing is a licensed child care program in a payable status that is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (DOHMH). The following program statuses are considered not in good standing.

Ineligible OCFS enforcement statuses:

- Suspension of License
- Limitation of License
- Suspension and Proposed Revocation of License
- Denial of Application to Renew License

Ineligible DOHMH enforcement statuses:

- Permit Revoked
- Permit Suspended
- Out of Business
- Expired
- Closed



Please Remember

Failure to meet Deliverable one and two will result in loss of grant funding for the quarter.



Deliverable 3- QUALITYstarsNY

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 3: Program has applied and/or is actively engaged in QUALITYStarsNY</p>	<ul style="list-style-type: none"> • Application for QUALITYstarsNY within 30 days of final award notice • Standards inventory complete • Quality improvement plan (QIP) • Other supporting documents demonstrating active engagement with QualityStarsNY such as meetings with Quality improvement specialist, professional development certificates as outlined in QIP and as documented by Quality Stars staff. 	<ul style="list-style-type: none"> • Programs work with their Quality Improvement Specialist to create a Quality Improvement Plan (QIP) to address the areas for improvement that were identified during the rating process and set quality improvement goals. QUALITYstarsNY will provide OCFS with a list of participating programs monthly.



Deliverable 4- Staff Training

Items Assessed	Documentation Reviewed	Criteria Reviewed
Deliverable 4: Staff completed training in compliance with OCFS regulations and/or Article 47 requirements.	<ul style="list-style-type: none">• Training records reviewed for compliance off-site or during quarterly inspections for staff related to grant award	<ul style="list-style-type: none">• Staff must be compliant with pre-service and ongoing training requirements.• **Programs must meet all licensing requirements including training requirements.



Please Remember

Failure to meet deliverables three and/or four will result in a 25% reduction of that quarterly award for each deliverable not met.



Deliverable 5- NTH

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 5: (if applicable to award) Non- traditional hours are available as reflected in grant award.</p>	<ul style="list-style-type: none"> • Staff work schedules • Staff attendance logs • Documentation of fire drills and/or shelter in place drills • Request for additional shift of care • Child enrollment documentation for non-traditional hours 	<ul style="list-style-type: none"> • Program is open and operating with required staff ratio to provide in the nontraditional hours to the number of slots stated in the application. • At least one of the quarterly inspections will occur during the nontraditional hours stated in the application.



Deliverable 5- Non-Traditional Hours

- Did your program have available a minimum of 15 hours per week of non-traditional care?
 - Regulators will review logs and attendance records (if applicable) to determine if the program met the 15-hour requirement
 - Must have staff available to provide care regardless of enrollment
 - Non- Traditional hours per RFA #2 are defined as hours of care provided between 7:00 PM and 6:00 AM; on weekends; and the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
 - **As a Reminder: Programs that chose to add non-traditional hours must have full staffing ratio for the number of slots stated in the application during non-traditional hours, regardless of enrollment.**



Deliverable 6-Special Needs Children

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 6: (if applicable to award) Care is available and ultimately enrolled by six months after the date of their pre-approval letter to child with special needs.</p>	<ul style="list-style-type: none"> • Child enrollment documentation for those identified with Special needs • Individual Family Services Plan (IFSP) as part of the Early Intervention program, or an approved Individualized Education plan (IEP) for the child(ren) or an approved 504 accommodation plan as part of their school district. 	<ul style="list-style-type: none"> • Program has contacted their Early Intervention Official and/or Committee on Preschool Special Education/Special Education, as evidenced by a letter on letterhead from one of the office(s) listed above. <p>Program has updated enrollment in OCFS FAMS system, regarding current enrollment. Program must have child(ren) actively enrolled and providing care to them by six months after the date of their pre- approval letter.</p>

Deliverable 6-Special Needs Children Cont.

- Regulator will also look to ensure that programs have contacted their Early Intervention Official and/or Committee on Preschool Education/Special Education
 - To meet this requirements, providers must show a letter on letterhead from one of these above offices
- Please also remember that regulators will look to see that the program has updated enrollment in OCFS FAMS system to match their current enrollment

Deliverable 7- Infant/Toddler Slots

Items Assessed	Documentation Reviewed	Criteria Reviewed
<p>Deliverable 7: (if applicable to award): Infant/toddler slot is available and ultimately enrolled by six months after the date of their pre-approval letter as outlined in grant award.</p>	<ul style="list-style-type: none"> • Staff attendance logs (as applicable) • Staffing plan/work schedules(as applicable) • Staff qualifications(as applicable) • Child enrollment documentation for Infant/Toddler slots, for existing and new enrollments 	<ul style="list-style-type: none"> • Program's licensed/permitted capacity and staffing for compliance related to grant funded positions and slots. Program must have enrollment availability at the time of application, as documented in the FAMS system. • Newly enrolled infant/toddler must be enrolled by six months after the date of their pre-approval letter.



Please Remember

Failure to meet deliverable five or six or seven will result in loss of funding for that quarter.



Deliverable	Quarterly Reduction
1: Program is Open and Operating	Mandatory to receive quarterly payment
2: Program is in “Good Standing”	Mandatory to receive quarterly payment
3: QualitystarsNY	25% reduction if NOT met
4: Training in compliance with OCFS regulations and/or Article 47 requirements	25% reduction if NOT met
5: If applicable to award, Non-traditional hours	Funding will not be distributed if NOT met
6: If applicable to award, Special needs children	Funding will not be distributed if NOT met
7: If applicable to award, Infant/ Toddler slots	Funding will not be distributed if NOT met



PLEASE REMEMBER

- All programs must meet and continue to meet all licensing requirements throughout the period.
- Grant deliverables do not replace licensing requirements.
- Not achieving grant deliverables impacts only the grant award and does not absolve the provider from meeting licensing requirements.



Sustainability Plan



Sustainability

- Per the RFA guidelines (pg.30), within the first six months of the award, awardees will need to develop a sustainability plan for after the award ends and will develop that plan in partnership with their Child Care Resources and Referral (CCR&R), OCFS, their Regional Economic Development Council (REDC) and other local and state stakeholders.
 - Designing your sustainability plan will help you to:
 - Define the mission and unique market position of your child care program.
 - Institute procedures for ongoing compliance with regulations.
 - Determine the full costs of running your business over the next five years.
 - Plan for multiple sources of funding as well as income that fully covers costs



How to Complete and Submit a Sustainability Plan:

- The Desert Grant team has distributed templates for Sustainability Plans. These were sent via the Deserts mailbox to the email you have on file in your grant application. These templates will also be posted on the OCFS Deserts Website.
- If you need help completing your sustainability plan, you can reach out to your local CCR&R for assistance. Please note: You must have your CCR&R review your plan to ensure it is accurately completed before uploading it.
- When you are ready to upload your completed Sustainability Plan; you will log in to the grant portal to do so; there will be a link to upload your plan.



Business Trainings

Child Care Aware of America:

<https://www.childcareaware.org/>

The Aspire Registry Professional Development

https://www.ny_worksf_orchildren.org

The Professional Development Program (PDP) Early childhood Education And Training Program (ECETP)

https://www.ecetp.pdp.albany.edu/f_indtraining.aspx?Prog=EL

The Early Care and Learning Council YouTube Channel:

https://www.youtube.com/@Early_CareLearningCouncilNYS

Bright wheel:

https://my_brightwheel.com/

New York State Child Care Resource and Referral Agency Core Business Training

https://early_careandlearning.org/our-members/

Small Business Development Centers (SBDC) Business Training courses

https://www.ny_sbdc.org/locations.aspx

NY Early Learning Hub:

https://www.ny_early_learninghub.org/utility_pages/login/?redirectUrl=/



Expense Report

- All programs are expected to keep records of how Desert Grant funds are spent/allocated
- All programs will be required to complete expense reports throughout the duration of the grant
- Expense report forms will be available in the grant portal
- Programs will be notified via email when the expense report form is available to complete



Expense Report

- Programs will not receive additional payments until the expense report is completed
- OCFS will provide tip sheets to assist programs in completing the expense report
- CCR&R will provide technical assistance to any provider that needs assistance in completing expense reports



Questions

Upon registration, we received questions from providers that have been addressed in the information provided throughout this presentation.

New Questions submitted today:

We will gather questions submitted during this meeting and will distribute responses at a later date.



Congratulations Again!

THANK YOU!

