

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

**DORMITORY AUTHORITY OF THE
STATE OF NEW YORK**

CHILD CARE CAPITAL PROGRAM

REQUEST FOR APPLICATIONS (RFA)

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Dormitory Authority of
the State of New York

RFA Announcement: December 20, 2023
RFA Submission Start Date: December 20, 2023
RFA Submission End Date: May 22, 2024

Child Care Capital Program
Grants Gateway # PBC01-CCCP-2023

Request for Applications

Timetable of Key Events:

| <u>Event:</u> | <u>Date:</u> |
|---|----------------------|
| Funding Opportunity Announcement..... | 12/20/2023 |
| Open Application Question Period Begins | 12/20/2023 |
| Applicant Webinar..... | 1/24/2024 |
| Deadline to Submit Questions..... | 1/31/2024 |
| Answers Posted By | 2/29/2024 |
| Registration/Prequalification Submissions to Grants Gateway*. | 12/14/2023-4/15/2024 |
| NYS Gateway Transition Anticipated blackout Period..... | 1/8/2024-1/17/2024 |
| Application Submission Period | 12/20/2023-5/22/2024 |
| Application Scoring | 5/24/2024-6/30/2024 |
| Awards Announced No Earlier Than | 7/15/2024 |

Inquiries:

In accordance with State Finance Law § 139-j and § 139-k, this RFA includes and imposes certain restrictions on communications between DASNY or OCFS personnel and an Applicant, or any representative, agent, consultant or other third party representing the Applicant during the procurement process. Any questions regarding this RFA should be submitted via the CCCP Survey link: <https://www.surveymonkey.com/r/CCCP2023>

Prospective Applicants are strongly encouraged to take the time to fully review the RFA and related documents to ensure they submit the best possible application. **Applicants are also encouraged to not wait until the application due date to submit their application.**

Technical issues with sending an application may be reported to CCCP@DASNY.org but there is no guarantee that an issue can be resolved in the final hours of the submission window.

- * ***Please note that Registering with the NYS Grants Gateway and Non-profit Prequalification process may take several weeks to complete. All potential CCCP applicants are encouraged to work to complete these steps prior to 4/15/2024 to allow ample time to complete and submit their CCCP applications prior to the due date.***

Technical Question regarding Grants Gateway and Prequalification or Registration:

Email: GrantsReform@its.ny.gov Phone: (518) 474-5595

Other Resources:

- [The NYS Grants Reform Website](#)
- [Prequalify to Apply for New York State Grants \(not-for-profits\)](#)
- [To register \(for-profits\) go to <https://grantsgateway.ny.gov/>](#). Under “Registration”, click “request access now” and complete and submit the Grants Gateway Registration Form for Administrators

Should any issues arise after the Open Application Question period concludes on 01/31/2024, inquiries can be directed to the RFA Coordinator with the Subject line CCCP RFA Inquiry via CCCP@DASNY.org.

Important Note: *Contacts made to any DASNY, OCFS or other State personnel regarding this procurement as noted in this RFA between the date of release and application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY’s website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

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Section One: INTRODUCTION

1.1 Background

Quality child care is critical to New York families as it provides a safe environment for children, while also providing the educational foundation for the next generation of New Yorkers. Working families struggle to find quality programs in their communities in every corner of the State.

In order to effectively address New York's continuing need for affordable, quality child care services, the Child Care Capital Program (CCCP) was created to provide funding to assist child care providers in expanding the capacity of their programs.

1.2 Purpose of the Funding

The CCCP will provide reimbursement grants for the design, construction, reconstruction, rehabilitation, equipment, and other capital assets for existing or proposed not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs. **For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

1.3 Funding Availability & Allocations

As per the 2023-24 enacted State Budget, New York State has allocated \$50,000,000 to the CCCP to be awarded to qualified child care programs through a competitive funding opportunity that will award qualified applicants grants between \$500,000 and \$1,500,000.

CCCP will be administered by the New York State Office of Children and Family Services (OCFS) and the Dormitory Authority of the State of New York (DASNY). Both OCFS and DASNY will review CCCP applications.

Funding will be split 60% for the Downstate region and 40% for the Rest of State.

Downstate is considered NYC, Long Island (Nassau, Suffolk), Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester counties.

Rest of State will include all other counties outside the Downstate region.

Within each region, 60% will be allocated to Day Care Center/Group Day Care Center (DCC/GDC) programs and 40% will be allocated for School-Age Child Care (SACC) programs.

Table 1 – Regional and Programmatic Breakdown of CCCP Awards

| Downstate / Rest of State | REDC | DCC/GDC | SACC | Total |
|---------------------------|--|--------------|--------------|--------------|
| Downstate | Long Island, Mid-Hudson, NYC | \$18,000,000 | \$12,000,000 | \$30,000,000 |
| Rest of State | Capital Region, Central NY, Finger Lakes, Mohawk Valley, North Country, Western NY | \$12,000,000 | \$8,000,000 | \$20,000,000 |
| | All Regions | \$30,000,000 | \$20,000,000 | \$50,000,000 |

Given the great need for funds and the scarcity of capital resources for child care facilities' construction, reconstruction, rehabilitation and equipment, the application review process is expected to be highly competitive. Selection criteria used in scoring the applications is outlined in Section Four of this RFA.

Prospective CCCP applicants will be given up to **150 days** to develop and submit applications beginning with the announcement of the RFA and ending with the application due date.

Section Two: ELIGIBILITY

2.1 Definitions

Applicant: Proposed or existing not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs that submit a Grant Application. Proposed programs must be licensed within six months of the completion of the construction project, as defined by when the Certificate of Occupancy is issued. Failure to obtain a license within that time period may result in the revocation of the grant and require repayment of all grant funds disbursed to the Grantee. **For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

Authorized Officers: Individuals in an organization that are authorized to enter the organization into contracts. In the event there is only one authorized officer, a letter from the head of the organization stating why the organization only has one individual authorized to enter into contracts must be submitted to DASNY and OCFS.

Awardee: Proposed or existing not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs that have been selected to receive an Award Letter in accordance with the requirements of the Act and this Agreement. Proposed programs

must be licensed within six months of the completion of the construction project, defined as the date the Certificate of Occupancy is issued. Failure to obtain a license within that time period may result in the revocation of the grant and require repayment of all grant funds disbursed to the Grantee.

Award Letter: The letter sent to Awardees as described in Section 5.1 of this RFA.

Child Care Capital Program (“CCCP”): Legislation enacted by Chapter 54 of the Laws of 2022, as amended by any subsequent laws and administered by DASNY with the assistance of OCFS.

Child Care Capital Project (the “Project”): Those components of the Child Care Capital Program, as described in the Grant Application submitted by an Awardee or Grantee, which comply with the requirements set forth in the Act and the RFA and which are expected to be funded from the grant proceeds.

Child Care Program: A not-for-profit or for-profit child day care center licensed pursuant to 18 NYCRR 418-1, school age child care program registered pursuant to 18 NYCRR 414 or Article 47 permitted program. **Note: Throughout this document, the term “Child Care Program” will be used to refer to licensed/permitted day care centers and registered school age child care programs collectively. For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

Construction Feasibility: Grantee has the authority to undertake the project at the designated location, the funds necessary to complete the project and can obtain the required permits needed for construction.

DASNY: The Dormitory Authority of the State of New York.

Desert Census Tract: For the purpose of this funding opportunity, means a Census Tract where there are 3 or more children under 5 years of age for each available child care slot, or there are no available child care slots in the census tract. Available child care slots used for this analysis include infant, toddler, and preschooler slots in licensed day care centers and NYCDOHMH permitted (Article 47 programs only) group day care programs, as well as 6 weeks to 12-year-old slots in licensed group family day care and registered family day care, based on licensed capacity as of October 2021. All Census Tracts in New York State have been mapped depending on the number of available slots, and information can be found on the Child Care Capital Program Desert Map: <https://bit.ly/childcarecapitalprogram> .

Refer to Section 4.2 Application Content for definition of deserts for the purposes of scoring.

DOB: The Division of the Budget of the State of New York.

Downstate Region: New York City, Long Island (Nassau and Suffolk counties), Westchester region (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties)

Eligible Project Costs: That portion of allowable General Project Development Costs incurred in connection with the CCCP that are to be reimbursed from a CCCP grant. Eligible costs are listed in this RFA.

Entity Formation Documentation: Documentation verifying the existence of a business and proof of filing with the relevant oversight authority as well as the Internal Revenue Service (IRS). The following documentation will be accepted as verification of the existence of a business and proof of filing:

- Business and not for profit corporations: Certificate of Incorporation (including any amendments), Certificate of Assumed Name, if applicable, and filing receipts with the New York State Department of State (NYS DOS).
- Education Corporations: Provisional and Absolute Charters with the State Education Department Board of Regents seal.
- Limited Liability Company: Articles of Organization, Certificate of Assumed Name, if applicable, and filing receipts with the NYS DOS.
- Limited Partnership: Certificate of Limited Partnership, Certificates of Assumed Name, if applicable, and filing receipts with NYS DOS.
- Sole Proprietors: Sole proprietors must obtain an employer identification number (EIN) from the IRS and be registered with the NYS Dept. of State.
- Statutory entities: Citation to statutory or legislative authority establishing the entity.

Grant Disbursement Agreement (GDA): The contract entered into between DASNY and the Grantee.

General Project Development Costs: Costs that include, but are not limited to design, construction, reconstruction, demolition, rehabilitation, development, improvement, or modernization of land and/or building(s) used by a Child Care Program.

Grant Application: Any application submitted by an Applicant to this RFA.

Grantee: Proposed or existing not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs that have entered into a GDA with DASNY pursuant to Section 4.05 hereof. **For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

Grantee Certification: This document certifies that public funds will not be used to finance religious programs or programs that may favor one religion over another. As the issuer of the bonds that will finance the project to be funded with CCCP Funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. This certification should accurately state the purposes for which the CCCP Funds will be used and must be signed by two Authorized Officers.

Grantee Questionnaire (“GQ”): This questionnaire is completed by all prospective grantees to provide DASNY with pertinent information necessary for DASNY to complete its diligence review of the Organization.

Grants Gateway: New York State Grants Gateway

Legal Name: Applicant’s organization name as listed on the Incorporation Documentation and which:

- matches the name on file with the IRS and corresponds to the Organization’s Federal Employer Identification Number (“FEIN”).

- includes or excludes, where applicable, 'Inc.', 'LLC', 'The', etc.; and
- does not employ acronyms for shorthand.

Major renovations: Major renovation involves structural changes to the foundation, roof, floor, exterior or load bearing walls of a facility, or the extension of a facility to increase its floor area. Major renovation also includes any extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

Modality: Type of child care program.

Please see <https://ocfs.ny.gov/programs/childcare/regulations/> for full legal definitions.

- **Day Care Center (DCC)** a program or facility licensed pursuant to 18 NYCRR 418-1 which is not a residence in which child day care is provided on a regular basis to more than six children for more than three hours per day per child for compensation or otherwise.
- **School Age Child Care (SACC)** a program or facility registered pursuant to 18 NYCRR 414, which is not a residence in which child day care is provided to an enrolled group of seven or more children under 13 years of age during the school year before and/or after the period such children are ordinarily in school or during school lunch periods. School-age programs also may provide care during school holidays and those periods of the year in which school is not in session, including summer vacation.
- **NYC Article 47 Group Day Care Centers (GDC):** a program or facility which is not a residence in which child day care is provided for five or more hours per week, for more than 30 days in a 12-month period, to three or more children under six years of age.

NYC Group Day Care regulations can be found here:

<https://www1.nyc.gov/assets/doh/downloads/pdf/about/healthcode/health-code-article47.pdf>

OCFS: The New York State Office of Children and Family Services

OSC: Office of the New York State Comptroller

Positive Pay: A fraud-prevention system offered by most commercial banks.

Project Certification: The document that certifies the project will be in compliance with various relevant statutory provisions.

RFA: Request for Application, developed by OCFS and DASNY.

Rest of NY includes: All New York State counties not included in Downstate Region as defined in this RFA.

Short Term Debt/Bridge financing: Debt that is expected to be paid off within one year and is incurred to pay for project costs until such time as Grant funds become available.

Shovel Ready: Stage when construction can begin.

Site Control: When grant applicants own or have a long-term lease agreement and the enforcement right to use the property for the Project site for at least 8 years. Additionally, all

contracts for the work to be performed are signed by an authorized signatory of the Applicant and Project costs are paid by the Applicant.

Special Characteristics: means protected classes under the NY Human Rights Law (race, color, national origin, religion, sex, familial status, disability, age, marital status, military status, sexual orientation, gender identity and expression, and source of income.

State Environmental Quality Review Act ("SEQR") Review: New York's State Environmental Quality Review Act (SEQR) requires all state and local government agencies to consider environmental impacts equally with social and economic factors during discretionary decision-making.

W-9 Form: IRS document utilized to set up the Applicant as a vendor/payee in DASNY's financial system. The Organization's FEIN is required to make payment. **NOTE: The Applicant's Legal Name and FEIN on the W-9 should match the Legal Name and FEIN on file with the Internal Revenue Service (IRS) as well as in its Entity Formation Documentation and all documents required to be uploaded to the Applicant's Grants Gateway Document Vault (for not-for-profit entities) and those submitted for review by DASNY.**

2.2 Eligible Entities

Proposed or existing not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs. **For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

- The Applicant must be pre-qualified (not-for-profit entity) or registered (for-profit entity) for funding through the New York State Grants Gateway.
- The Applicant must have Site Control at the time of application.
- The Applicant project must have Construction Feasibility.
- By applying for this grant, the applicant attests to a willingness to accept families in receipt of child care assistance.

Note: Child Care Programs requesting funds for construction/renovation project cannot be located in a facility owned by a religious organization.

Existing Child Care Programs applying must be in good standing. Good Standing is defined as 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).

Ineligible Statuses Include:

- OCFS enforcement statuses:
 - Suspension of License
 - Limitation of License
 - Suspension and Proposed Revocation of License
 - Proposed Revocation of License (amended 3/24/22)
 - Denial of Application to Renew License Ineligible
- DOHMH enforcement statuses:
 - Permit Revoked

- Permit Suspended
- Out of Business

(Expired Questions as to NYC enforcement status should be referred to NYCDOHM.)

New Program Site Proposal Background Research

If the Applicant is opening a new Child Care Program, they must have completed significant background and development work before applying to CCCP. This work could include:

- Contacting the regional childcare licensing office to discuss licensing/registration/permitted requirements so that plans reflect these requirements.
- Identifying and taking steps to obtain control of a suitable site for use as a Child Care Program.
- Working with a New York State registered architect/licensed professional engineer to develop drawings and plans and to investigate the zoning/land use compatibility and environmental impact of the project, including whether a SEQR is required.
- Compiling financial statements of the applicant, and the program's start-up and operating budgets showing anticipated income and expenses for the Child Care Program.
- Extensive fundraising, including approaching corporations, foundations, banks and government sources for project funds or donations, including donations of land.

2.3 Eligible Project Locations

Important Day Care Construction Requirements to Review prior to Project Planning:

- If you are applying to construct a child day care center for children under the age of six, to be located in New York City, you are strongly advised to review Article 47 of the New York City Health Code.
- If you are applying to construct a child day care program for school age children anywhere in New York State, you are strongly advised to review 18 NYCRR Part 414 (School Age Child Care) or
- If you are applying to construct a child day care center outside of New York City, you are strongly advised to review 18 NYCRR Part 418-1 (Day Care Centers).
- You are advised to review the SEQR regulations contained in 6 NYCRR Part 617 for information pertaining to the required SEQR analysis.
- In addition, you are encouraged to review relevant portions of State and local Building Codes. It will also be necessary to be familiar with zoning requirements in the locality where the proposed project is sited.
- Applicants should check with their Architect/Engineer prior to applying to determine if SEQR or Section 14.09 Historic Preservation Act reviews are needed for their project prior to applying.

General Project Location Requirement

Site control is required to prove that the Applicant has sufficient authorization and control to undertake the project at the project location. To determine that the Applicant owns, leases, or otherwise has control over the site where the project will be located, Applicants will be asked to

provide a copy of the deed, lease, or other indication of site control under the **Applicant's** legal name on file with NYS Dept. of State and the IRS. If they own the property, Applicant will need to provide the deed.

If the project will be undertaken on leased/rented real property, Applicant will need to provide the lease or rental agreement. **The lease/rental agreement must show that it is in effect for at least eight (8) years from the date the Application is submitted, and lease term will be verified at the time of the execution of the Grant Disbursement Agreement to ensure that a significant period of time remains on the lease term.** Support of the property owner for the capital improvement(s) is also required to be submitted with the application if the building is rented/leased. Include a letter on the landlord/lease agency's letter head giving the Applicant permission to complete the project at the designated site. The letter must be dated and signed by an authorized officer of the landlord or leasing agency.

The proposed site must not be under school district authority and programs operated at schools are excluded from this grant unless the Applicant has a segregated leased space and is the primary beneficiary of the project.

Important Note: Project sites that have been or will be funded by a tax credit structure (i.e., New Market Tax Credits (NMTCs), Low-Income Housing Tax Credits (LIHTCS), Brownfield Tax Credits (BTCs), etc.) are ineligible.

Equipment Inventory Tracking Requirement

If the project includes removable equipment or furnishings the Grant Disbursement Agreement will require awardees to develop, implement and maintain an inventory system for tracking such removable equipment and furnishings. Items will be installed, stored, or secured on property owned by and/or under the control of the Applicant; the Applicant has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage or deletion of any data, images, or videos stemming from grant funded purchase of such items if applicable. If the grant funding is used for anything non-fixed, then the Applicant is responsible for control over the items and said inventory is subject to potential audits.

Primary Benefit to Applicant Requirement

CCCP funding must be used for the primary benefit of the Applicant and the Applicant's eligible child care program. Therefore, improvements to leased real property will be evaluated carefully to determine whether the landlord and other organizations or the Applicant will be the primary beneficiary of the expenditure of grant funds. For example, if an organization shares a building with other businesses or organizations, the organization cannot apply to replace the roof of the entire building. If at any point in the process, in DASNY's sole discretion, it determines that the Applicant is not the primary beneficiary, the application will no longer be deemed qualified, and the funding opportunity will be forfeited. Organizations that operate more than one program must demonstrate how the Applicant's eligible child care program(s), and not any of its ineligible programs, will receive the primary benefit of funds awarded through this grant.

Single Project Location Requirement

Organizations may submit one application for a CCCP grant and only one project location is permitted per application. If more than one application is submitted by an organization, only the first application submitted will be reviewed and scored.

2.4 Eligible Projects

The proposed project will be awarded points based on whether it is located in an area with a current shortage of regulated child care services, as defined by the Child Care Desert regional information included below and must be intended to be used as a Child Care Program for at least 8 years.

Applicants must demonstrate the ability to obtain all necessary approvals and licenses/registrations to operate the Child Care Program within six months of the completion of the construction project, as defined by when the Certificate of Occupancy is issued.

Projects must be shovel ready and have a budget of at least \$500,000. No grants under \$500,000 will be awarded and grants cannot exceed the capital project budget. The funds are to be used for design, construction, reconstruction, rehabilitation, and equipment.

Funds may also be used for the acquisition of equipment or other capital assets with a useful life of not less than ten years purchased for installation onto infrastructure that is owned or controlled by the program. Such equipment and capital assets must be solely used by the Grantee.

Grantee must have the authority to undertake the project at the designated location, have secured the funds necessary to complete the project, and can obtain the required permits needed for construction.

The Applicant must be the entity entering into the contracts for the work to be performed and the entity paying for the costs of the project. As part of the proposal, applicants must submit documentation that the project is fully funded.

All projects must comply with all local and state regulations and laws at all times.

2.5 Eligible Uses of Funds

Grants may be used for payment of capital costs of design, construction, reconstruction, rehabilitation, equipment, and the acquisition of equipment and other capital assets with a useful life of not less than ten years purchased for installation onto infrastructure that is owned or controlled by the grantee, and to be used solely by the grantee. **Costs cannot have been incurred before April 1, 2023. All CCCP projects must be fully completed and all CCCP funds fully disbursed by December 31, 2027.**

Eligible project costs include, but are not limited to:

(a) Cost of interior building improvements to:

- Create additional classroom space in existing location by converting or adapting other rooms to classroom space (e.g., demolition of partitions and infilling existing wall construction, modifying existing exits for sufficient egress, installing diaper change area for new infant/toddler classroom)
- Create or improve areas to serve as indoor gross motor and/or multi-purpose space
- Improve egress and access within the facility (e.g., ramps, sinks with knee clearances) as well as egress and access to the outdoors for children with no or limited mobility
- Bathrooms with age-appropriate plumbing and child height fixtures
- Child height handwashing sinks in classrooms, including touchless fixtures
- Windows in classrooms and common areas
- Flooring –post facility renovation
- Fire safety and fire protection systems e.g., sprinklers, smoke detectors
- Indoor air quality systems (e.g., HVAC systems upgrades mechanical air exchange system with individual classroom controls, air purifiers)
- Doors, entrances and exits including locking mechanisms
- Remediation of environmental issues when part of a larger construction/renovation project (e.g., lead pipes, asbestos, including environmental site and remedial investigation)
- Diaper changing areas
- Nurse area, sick child area
- Electric and lighting systems
- Security systems including security cameras, panic buttons and card readers
- Fixtures and equipment (FFE) with a useful life of not less than 10 years
- Kitchens and food preparation areas
- Plumbing (e.g., replacing leaking pipes, drainage issues)
- Acoustics (e.g., absorptive materials, acoustic panels, ceiling tiles)
- Secure storage areas
- Stable partitions and/or floor-to-ceiling walls to separate classrooms and improve acoustics

(b) Cost for labor and materials for exterior building improvements to:

Install, replace and/or improve equipment to provide children with age appropriate, safe, engaging outdoor play areas:

- Climbing structures (e.g., adding more cushioning)
- Creating a separate space for infants
- Bollards for parking lots and/or playgrounds
- Covered enclosures, shade structures, awnings, outdoor furniture, storage shed
- Increase accessibility or to meet code enforcement requirements, e.g., installing or replacing ramps
- Address exterior drainage issues
- Exterior fencing, including security gates
- Roof replacement
- Decking

- Sidewalks connecting classrooms
- Parking areas

Eligible non-construction costs are limited to:

- Architectural design and engineering

Ineligible Uses of Funds

Ineligible uses of CCCP funds include, but are not limited to:

- Working capital, including funds required to operate a facility, such as staff, rent, utilities, toys, internal labor, and supplies.
- Grant writing, administration, legal, insurance and other fees.
- Repairs or maintenance projects,
- Long term debt, including financing of machinery or equipment.
- Support of any project that is part of an existing or proposed Tax Credit Structure.

Section Three: APPLICATION PROCESS

3.1 View Informational Webinar

Applicant Action Items:

1. A Webinar video will be posted on the NYS Grants Gateway and on OCFS' and DASNY CCCP Websites by 4:00 pm January 24, 2024. This video will address questions and clarify specific elements of the RFA announcement.
2. Prior to the Webinar date, ensure thorough review of RFA for all requirements, including but not limited to Section Four (Evaluation) and Section Five (Advancement and Grant Disbursement Agreements);
3. Submit questions as needed as per instructions below.

OCFS and DASNY will receive all questions for the CCCP RFA via the survey monkey site <https://www.surveymonkey.com/r/CCCP2023> Please send all questions no later than 4:00 pm January 31, 2024.

Questions of a substantive nature submitted prior to 1/10/2024 will be addressed on the Applicant Webinar Video, where applicable. To maintain a fair and open process, OCFS and DASNY will only accept questions regarding this RFA received via <https://www.surveymonkey.com/r/CCCP2023>

Questions received after the Webinar Video has been posted on 1/24/2024, and prior to 5:00 pm on 1/31/2024, will be made available on the [Child Care Services page of the OCFS website](#) and DASNY ([Grant Administration | DASNY](#)) websites as well as part of the CCCP funding opportunity posted on the Grant Opportunity Profile for the CCCP Opportunity on the NYS Grants Gateway on 2/29/2024.

All potential applicants are strongly encouraged to view this Webinar as the Child Care Capital Program (CCCP) grant application process will be explained in the Webinar Video.

3.2 Prequalification or Registration in the NYS Grants Gateway

Prequalification and Registration in the NYS Grants Gateway should be verified by all prospective CCCP applicants prior to applying and no later than 4/15/2024.

Please note that the Grants Gateway is scheduled to undergo a system conversion to the Statewide Financial System (SFS) in January 2024. There will be an anticipated blackout period surrounding this transition between 1/8/2024 and 1/17/2024. The Grants Gateway system expects to re-open as of 1/18/2024.

All existing Gateway entities not up to date with their filings will not be carried over into SFS. Those entities will have to refile and re-submit their Document Vault information directly into SFS after the conversion date. As the procedure for entities to file in SFS becomes available, the information will be posted with the CCCP RFA as part of the Gateway Opportunity as well as on the OCFS and DASNY websites.

Applicant Action Items:

- Review all resources provided to you on the cover page of this RFA for technical specifications on submitting Document Vault requirements for prequalification (for not-for-profits) or registration (for for-profits in the Grants Gateway);
- Submit all required documentation for Prequalification or Registration to Grants Gateway;
- Maintain Prequalification or Registered Status throughout Application, Evaluation, Grants Administration and Payment processes.
- Three of a not-for-profit's essential financial documents - the IRS990, Financial Statement, and Charities Bureau filing - expire on an annual basis. If these documents are allowed to lapse, the not-for-profit's prequalification status expires as well, and the Applicant will not be eligible for State grant funding until documentation is updated and approved, and prequalified status is reinstated.

The Prequalification or Registration process is separate from, and in addition to, the Application submission process.

Important Note: All Applicants must have the Grants Gateway status of Prequalified or Registered prior to submitting a CCCP Application. Uploading documentation to the Document Vault and obtaining the appropriate status may take multiple weeks. It is recommended that all potential CCCP Applicants start the Gateway process, (or update their existing Document Vault), as soon as possible to ensure they are eligible to apply by the Application deadline. No exceptions or waivers will be provided. <https://grantsmanagement.ny.gov/get-prequalified>
<https://grantsmanagement.ny.gov/register-your-organization>

3.3 Submit Application

Applicant Action Items:

- 1) Make sure that the Applicant is Prequalified or Registered in Grants Gateway (see above instructions).
- 2) Review Section Four - Evaluation and Appendix 1 – CCCP Application

- 3) Ensure that Application responses directly address the program Pass/Fail requirements for eligibility as well as the scoring criteria as laid out in Appendix 2 – Scoring Matrix
- 4) Submit Applications as soon as requirements are met but no later than 5:00 pm 5/22/2024.

Applications will be accepted from **December 20, 2023, through May 22, 2024**. It is anticipated that the full allotment of CCCP funds will be awarded to Child Care Programs in one application cycle.

Applications must be submitted to CCCP@DASNY.org by the established due date and time. Incomplete Applications and/or those submitted after the submission period has ended will not be considered.

Prospective Applicants are strongly encouraged to submit their applications **as soon as their Application is complete, well in advance of the application due date**. Technical issues with sending an application may be reported to CCCP@DASNY.org but there is no guarantee that an issue can be resolved in the final hours of the submission window.

Important Steps: To complete the Application process, please pay particular attention to the following steps and required documents to be submitted:

Application Submission Tips:

Applications can be submitted only through CCCP@DASNY.org. Anything received via another email, postal delivery, or facsimile will not be accepted, and no notification will be provided to the applicant.

Required Documents to be Submitted with the Application

- For Profit Applicants must include their entity formation documentation with their application.
- Not For Profit Applicants should verify their entity information is in their Gateway Document Vault prior to submitting their application.
- Applicants must attach their site control documentation - Deed for owned property or rental/lease agreement.
- Applicants must attach their Construction Feasibility documents which include:
 - for leased/rented sites - a letter from the landlord/lease organization on company letter head giving the Applicant permission to complete the project at the designated site. Letter must be dated and signed by the landlord or an authorized member of the lease agency.
 - documentation that indicates the Applicant has the funds necessary to complete the project or, will have within **twelve months** of the date on the grant award letter.
 - Required permits obtained, or list of permits that will be needed to complete the project.
- For programs that have existing OCFS or NYSDOHMH license/registration/permit, regulator sign off is required to be uploaded with the application.

Final Submission Steps

- The CCCP Application is a fillable PDF. Be certain to save the document prior to submitting it and name the Application and any additional PDFs clearly with the Applicant

organization's name. Number relevant attachments as needed for clarity and to ensure that all relevant information and documentation is submitted.

- The Applicant may choose to submit one comprehensive PDF of the Application with all related backup documentation, or to submit an email with multiple attachments.
 - **Remember that only one CCCP Application can be submitted per organization so only the first email submitted to CCCP@DASNY.org will be evaluated. It is imperative that all relevant documents are contained in this one email.**
- Prior to submission, please be certain to include "CCCP Application" in the subject line of the email and name all attachments with your organization's name.
- ***CCCP is a competitive grant program so once your application has been submitted, you will not be able to make any changes or additions to your application. If your application is not complete, it could result in a lower score and/or render the application ineligible to advance to scoring.***

Section Four - EVALUATION

CCCP is a highly competitive grant program. Applicants will be scored using a scoring matrix. Please review Appendix 2 – Scoring Matrix for the specific criteria and valuations.

4.1 Pass/Fail Eligibility Review

Initially, all applications will be reviewed for eligibility. Based on the information provided in and with the Applications, OCFS and DASNY will determine if the submitted Application meets the eligibility criteria as outlined in this RFA.

4.2 Selection Criteria

After passing the eligibility review, all Applications will be grouped by region of the State, either the Downstate region or Rest of State as defined above.

Then OCFS and DASNY will score each eligible Application and assign points based on the information provided in the application. A total of 100 points will be available in the following categories:

All Applications will be scored based on project viability, project impact, and project need.

- Project Viability- maximum score up to 41 points:
 - DASNY will review the applications and score for statutory and bond eligibility; site control; project cost estimates as well as verification that sufficient funds exists to complete the project as described.
- Project Impact – maximum score up to 17 points:
 - OCFS will score and evaluate to the qualitative aspects of the program as well as review the proposed number of child care slots.
- Project Need – maximum score up to 42 points:
 - OCFS will score based on the Desert score of the proposed projects as well as the critical needs identified and addressed within the application.

Table 2-Desert Score Breakdown (for reference)

| REDC | Percent of Census Tracts in REDC that are “deserts” | Average number of children under 5 yrs per CC slot* | Number of children under 5 yrs in REDC (ACS 5-year est, 2015-2019)** | Proportion of NY population under 5 yrs in REDC |
|----------------|---|---|--|---|
| Capital Region | 68.1% | 7.7 | 54,878 | 4.8% |
| Central NY | 70.2% | 9.8 | 42,458 | 3.7% |
| Finger Lakes | 66.2% | 9.0 | 64,872 | 5.6% |
| Long Island | 62.6% | 7.1 | 154,027 | 13.3% |
| Mid-Hudson | 59.5% | 7.4 | 135,400 | 11.7% |
| Mohawk Valley | 70.5% | 8.5 | 25,853 | 2.2% |
| New York City | 57.3% | 5.6 | 544,971 | 47.2% |
| North Country | 72.1% | 8.6 | 24,303 | 2.1% |
| Southern Tier | 73.1% | 10.4 | 32,180 | 2.8% |
| Western NY | 65.3% | 7.9 | 72,259 | 6.5% |
| Total | 61.8% | 7.0 | 1,154,201 | 100% |

Data sources: child care capacity data for licensed child care providers (excluding School Age Child Care Programs) from Child Care Facility System, October 2021; child care capacity data for permitted day care centers in New York City data extracted from Open Data NYC, October 2021.

* Number of children under 5 years of age per census tract. Average ratio of children to slots only includes census tracts with a calculated ratio. Census tracts with no child care are coded as deserts, but do not have a calculated ratio.

**U.S. Census Bureau, American Community Survey, 5-year estimates 2015-2019

To view the [NYS Regional Economic Development Council \(REDC\) map](https://www.governor.ny.gov/sites/default/files/atoms/files/RegionalCouncilMap.pdf) please visit: <https://www.governor.ny.gov/sites/default/files/atoms/files/RegionalCouncilMap.pdf>

If there are tie scores among applicants, ties will be resolved by awarding in date/time order of earliest application submission.

Section Five: ADVANCEMENT & GRANT DISBURSEMENT AGREEMENT

5.1 Issuance of Award Letters

CCCP Awards will be announced after all qualifying applications have been scored by OCFS and DASNY.

Awards will be announced no earlier than July 15, 2024.

After the announcement, DASNY will issue an Award Letter to the Awardees selected and manage the award process. The Award Letter is not meant to constitute a commitment to provide funds but shall constitute a commitment on the part of DASNY to enter into a Grant Disbursement Agreement (GDA) subject to compliance with the conditions precedent set forth in the Award Letter and this RFA. The GDA is not effective until fully executed.

The Award Letter will expire **one year** after issuance.

Important Note: Due to the anticipated high demand of CCCP funding and in keeping with the intent to invest in time sensitive projects, all CCCP Awardees are expected to fully comply with, and complete all required reviews within twelve (12) months from the date of their CCCP Award Letter.

Failure to meet this deadline will constitute forfeiture of the CCCP funding opportunity and the funds will be returned to the CCCP pool to be made available to the next successive Qualifying CCCP Applicant. A CCCP Awardee who is subject to such forfeiture would be eligible to submit a new CCCP Application in future CCCP funding opportunities.

Important Note: Due to the competitive nature of the award, process changes to the project scope and/or project location will not be permitted at any point in the grant administration process.

5.2 Prerequisites to the Grant Disbursement Agreement

After the issuance of the Award Letter, DASNY will undertake a financial, environmental, bond and tax counsel review. DASNY will also determine whether required regulatory approvals have been obtained. DASNY will also verify that sufficient site control is in place.

Financial Review

DASNY will conduct a financial review in connection with each Award in order to verify that sufficient funds have been secured in the amount necessary to complete the CCCP project, and that such funds meet all applicable criteria set forth in this RFA. As set forth in Section 2.5 of this RFA, the full project amount must be secured. Awardees will also be required to submit a W-9.

State Environmental Quality Review

For those projects requiring an environmental review pursuant to the State Environmental Quality Review Act (SEQRA), the Applicant must provide either the Findings Statement or the Negative Declaration prepared by the SEQRA Lead Agency in connection with the project. If no SEQRA review has been undertaken in connection with a construction project that is currently underway or has not started, DASNY will undertake the necessary review if a CCCP Application is deemed Qualified.

If a Section 14.09 of the Historic Preservation Act review was completed in connection with the CCCP project, please provide documentation.

Grantee Questionnaire

DASNY needs to be certain that grant funds are paid only to Organizations that are deemed to be responsible entities. Full and accurate responses on the Grantee Questionnaire (GQ) will help to achieve this goal. A request will be made to obtain two Authorized Officer names and email addresses so that the GQ may be sent through DocuSign. The GQ is required in order to complete the review process and will be incorporated into the GDA. The submission of false information on the GQ could be a violation of Federal and State Penal Laws. **NOTE: the GQ must be completed under the Legal Name of Organization.**

Certification

All Awardees must be able to certify that funds will not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction, or proselytizing. Qualifying Applicants will be asked to certify, at a minimum, the following in connection with the project to be financed by the CCCP Grant:

- No religious purpose shall be advanced or promoted by the project or program funded by the proposed CCCP funding;
- The project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services, or the use of facilities or furnishings assisted in any way by public funds;
- The project or program shall be open to all without regard to religion; and
- The Applicant shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
 - a. The project or program is publicly funded;
 - b. The project or program is open to all, regardless of religious affiliation; and
 - c. The project or program beneficiaries are not limited to any particular sect or group.
- All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.

As a condition precedent to the execution of any GDA, an Awardee shall be required to submit copies of commitments for additional project funding to DASNY.

DASNY will require documentation to confirm that applicants have the additional required funding upon application as agreed to by OCFS and DASNY.

Please note: Should the Awardee fail to meet the required timeline, they will forfeit the CCCP opportunity, and the funding shall be made available the next successive qualifying CCCP Applicant.

The Awardee agrees to retain all license capacity at the awarded level for the duration of two licensing periods (8 years).

5.3 Grant Disbursement Agreement

DASNY will forward a Grant Disbursement Agreement (GDA) to the Awardee once the aforementioned reviews, as applicable, have been completed. The GDA is the contract between the Awardee and DASNY. The Awardee will review and sign the GDA which will then be forwarded to the Applicant's Attorney for review.

Upon the return of the GDA to DASNY, DASNY will review the GDA for completeness and accuracy, which will include verification that the budget has not changed (or that a valid rationale is given for the change and the change does not materially affect the approved project, timeline or budget), the exhibits are properly completed, an appropriate Opinion of Counsel has been provided as required by Exhibit B of the GDA, and no other issues have arisen that would affect the status of the grant. Once this review is complete, DASNY will arrange for the execution of the GDA.

The GDA will become effective upon execution of the GDA by both the Awardee and DASNY. The GDA will be dated the date of the execution of the GDA by DASNY.

All CCCP GDAs executed pursuant to this RFA will expire on December 31, 2027. No extensions will be permitted.

- No repayment is required provided the program complies with the following requirements:
 - Operate continuously as a Child Care Program for a period of at least eight years.
 - Willingness to accept families receiving child care subsidy, though providers will not be required to maintain families receiving subsidy throughout the duration of the grant if the families chose another provider.
 - The grant recipient complies with the provisions of the Grant Disbursement Agreement.

5.4 GDA Terms and Conditions

Terms of the CCCP GDA

The CCCP GDA between the Grantee and DASNY will terminate December 31, 2027.

Important Note: It is expected that the project will be fully completed, and all payment requisitions will be processed and paid by December 31, 2027. No extensions will be permitted. Any CCCP funds not disbursed by this date will be made available for future CCCP funding opportunities.

Reporting Requirements

Any organization that receives funding through CCCP may be required to submit periodic reports on project activities.

Non-Discrimination and Affirmative Action Policy for the Project

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
 - Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
 - At the request of the Affirmative Action Officer, (AAO), the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.

Non-Discrimination and Affirmative Action Definitions

Affirmative Action

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

Affirmative Action Officer ("AAO")

Shall mean DASNY's Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

Contracting Party

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

Minority Business Enterprise ("MBE")

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a lease fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

Minority Group Member

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

Minority and Women-Owned Business Enterprise Participation

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women's trade associations;
- Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;
- Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- The Contracting Party shall remit payment in a timely fashion.

Women-owned Business Enterprise (“WBE”)

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

5.5 Requisition of Funds

Once the GDA is fully executed, the organization may begin to requisition funds for work completed using the forms included as exhibits to the GDA. The organization must forward requisitions directly to DASNY’s Accounts Payable Unit at apgrants@dasny.org No advances will be made, and Grant funds will not be disbursed to pay deposits.

DASNY will review each requisition received from the Grantee which will include, but shall not be limited to, verification that proper documentation has been received. DASNY reserves the right to request additional information to verify the representations in the requisition.

The Child Care Capital Program will provide reimbursement only up to the amount of funding set forth in the GDA. If a project goes over budget, it will be the responsibility of the organization to cover additional expenses. **If allowable costs for the project are less than the amount awarded (i.e. “under budget”), any unused funding will revert to the State; it cannot be used for additional purchases, renovations, or any other expense.** Please refer to Section 2, including the ‘Important Notes, for additional information regarding project costs that may not be submitted for reimbursement.

The CCCP GDA allows for Grantee to utilize DASNY’s Payment on Invoice option to pay for Project costs upfront. Pursuant to the terms of the GDA, a Grantee would need to provide DASNY with documentation evidencing that a non-interest-bearing segregated account has been established by the Grantee into which Grant Funds will be deposited and that an industry standard-fraud protection be added to the segregated bank account (positive pay). Eligible expenses incurred in connection with the Project to be financed with Grant Funds must be paid out of this account. All work being paid on invoice must be completed prior to disbursement of Grant Funds. The funds in the segregated account shall not be used for any purpose other than making payments to a contractor or vendor for approved costs in connection with the Grant funded Project. The Grantee must provide proof of disbursement of Grant Funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant Funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant Funds until such time as proof of payment is provided. Failure to comply with these requirements will revoke a Grantee’s eligibility to utilize the Payment on Invoice option.

Important Note: In order to be reimbursed for eligible project costs – the following documentation must be available for submission at the time of reimbursement:

- **Paid invoice from a vendor authorized to do business in NYS**
- **Cancelled check or bank statement or corporate credit card statement evidencing payment**
- **The invoice, cancelled check, bank statement, and corporate credit card must also be in the legal name of the Applicant (i.e. not under parent or child organization)**

Annual CCCP Grantee Reporting Form

Grantee will be required to submit an annual certification to OCFS at ocfs.sm.DCCScapitalprogram@ocfs.ny.gov which shall include, but shall not be limited to, the following representations:

- The Grantee continues to operate a Child Care Program;
- The Grantee has all necessary approvals, licenses and registrations to operate the Child Care Program; The Grantee maintains a willingness to accept families in receipt of child care assistance; and
- The Grantee is in compliance with the provisions of the Act and the GDA.

In the event that a Grantee is in non-compliance with GDA and RFA requirements, DASNY, may pursue any form of redress available, legal or equitable, to recover any grant funds that have been paid to such Grantee.

Section Six: RIGHTS RESERVED

OCFS and DASNY reserve the right to:

- Amend the RFA if necessary and post updated information to the Gateway Funding Opportunity as well as the OCFS and DASNY websites;
- Reject any or all applications received in response to this RFA;
- Withdraw the RFA at any time at OCFS and DASNY sole discretion;
- Exclude ineligible expenses from the grant amount requested;
- **Withdraw the award if the Grant Administration process is delayed in excess of twelve (12) months due to non-responsiveness; or an inability of the Awardee to provide the documentation required for the successful administration of the Grant Award (e.g., site control documentation, financial documentation, etc.) towards contract execution in excess of twelve (12) months from date of award. No applicant will have any rights against OCFS or DASNY arising from such actions;**
- In the event of CCCP award forfeiture(s), OCFS and DASNY reserve the right to consider applications submitted in response to this RFA that were not initially funded. Updated information may be requested as deemed necessary by OCFS or DASNY;
- OCFS and DASNY reserve the right to adjust funding allocation splits between Downstate and Rest of State as well as amounts allocated to DCC/GDC and SACC programs to maximize grant distribution across the State; and
- OCFS and DASNY also reserve the right to solicit and accept new applications if additional CCCP funding becomes available.
- Request additional information from the Applicants as required prior to entering into a GDA. Please note, however, that OCFS and DASNY will **not** contact the Applicant during the

Application Period to seek clarification, request additional information or inform the Applicant that the Application is incomplete.

Section Seven: MORE INFORMATION

If you have questions relating to the New York State Grants Gateway, please reach out directly to the Gateway via grantsreform@its.ny.gov or 518-474-5595.

If you have any questions after reading the instructions relating to construction or financing issues, please reach out to the **DASNY** via grants@dasny.org or **518-257-3177**.

For further information on child care licensing requirements, contact your local licensing representative, listed below:

Albany Regional Office

Marjorie Galkiewicz, Manager
West Building, Room 261
52 Washington Street
Rensselaer, NY 12144
518-402-3038

Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington counties

Buffalo Regional Office

Susan Forcucci, Manager
295 Main Street, Room 545
Buffalo, NY 14203
716-847-3828

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming counties

Long Island Regional Office

Robin Beller, Manager
Perry Duryea State Office Building
250 Veterans Memorial Highway, Suite 2a-2o
Hauppauge, NY 11788
631-240-2560 *Nassau and Suffolk counties*

New York City Department of Health and Mental Hygiene (NYCDOHMH Bureau of Child Care)

Renee Noel, Assistant Commissioner
Bureau of Child Care
125 Worth Street, 3rd Floor
New York, New York 10013
646-632-6100, Fax 347-396-8054

Borough Offices

Brooklyn/Staten Island

Lana Andrievskaya, Office Manager, 718-222-6390/6399

Bronx

Bella Morrow, Office Manager, 347-854-1971 or 72

Manhattan/Staten Island

Julie Joseph, Office Manager, 646-632-6305

Queens

Jose Jimenez, Office Manager, 718-480-2263/2265

Serving the boroughs of New York for registration and inspections of Family Day Care, Group Family Day Care, and School Age Child Care.

New York City Regional Office

Claudia Soriano, Manager

Adam Clayton Powell State Office Building

163 West 125th St, 13th Fl

New York, NY 10027

212-383-1415

General oversight of NYCDOH/MH for registration of Family Day Care, Group Family Day Care, and School Age Child Care

Rochester Regional Office

Virginia Primm, Manager

259 Monroe Avenue, 3rd Fl. Monroe Square

Rochester, NY 14607

585-238-8531

Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, and Yates counties

Syracuse Regional Office

Briane Tice, Manager

The Atrium

100 S. Salina Street, Suite 350

Syracuse, NY 13202

315-423-1202

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, and Tompkins counties

Westchester Regional Office

Frances Franco-Montero, Manager

117 East Stevens Avenue

Valhalla, NY 10595

845-708-2400

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester counties