

SANDY FUNDING CRITERIA WORKSHEET

State Department:	
Department of Human Services – Division of Family Development	
Name of Expenditure Program:	
Social Services Block Grant – Sandy Disaster Relief Act Supplemental Funds	
Child Care Center Supply and Materials Grants -	\$1,000,000
Child Care Center Repair Grants	- \$1,000,000
Direct Child Care Assistance	- \$500,000
Child Care Center Disaster Recovery and Professional Training Grants	- \$250,000
Total	\$2,750,000

Overview:
<p>Child Care Resource and Referral Agencies (CCR&R) are contracted by the Department of Human Services, Division of Family Development to administer the child care assistance program locally in the 21 counties. Their core responsibilities are to:</p> <ul style="list-style-type: none"> • Determine subsidy eligibility for child care assistances • Approve and authorize payment to providers on behalf of parents • Provide resource and referral –information about child care services • Provide technical assistance and training to the child care providers (Center-based and home-based providers) • Develop child care needs assessments • Provide consumer education to parents and the community at large regarding child care programs and services • Collaborate with other local government and social service agencies. <p>During Hurricane Sandy, the CCR&Rs conducted outreach and surveyed to assess the needs and impact of the storm and provided technical assistance to the child care community. In addition, they worked with charitable groups and provided emergency preparedness guidance to the providers and parents to help them navigate the federal guidelines for public assistance.</p> <p>Hurricane Sandy impacted families and child care programs in the most heavily impacted counties of Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union. In Ocean and Monmouth counties, there are significant challenges in the recovery process, especially regarding rebuilding child care programs and related emergent and child care costs as displaced families look for housing stability and reemployment.</p> <p>Purpose of Funds – SSBG Funds would be utilized to afford families and child care programs that were directly impacted by Hurricane Sandy with financial assistance, support and resources. Additionally, funding would be allocated to support child care programs to rebuild their programs, recover loss of equipment and supplies, and provide disaster and recovery training.</p> <p>Type of services would include:</p> <ol style="list-style-type: none"> 1. Direct Child Care Services Financial Assistance

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2. Child Care Provider mini supplies and equipment grants
3. Child Care Provider Renovation Grants – Building Repairs
4. Disaster and Recovery Professional Development training

These funds would be used to help families and child care programs recover and rebuild.

Federal Department of Origin:

US Dept. of Health and Human Services, Administration for Children and Families, Office of Community Services – *The Disaster Relief Appropriations Act, 2013*, (P. L. 113-2); “Hurricane Sandy Supplemental Funds” to address necessary expenses resulting from Hurricane Sandy, including social, health, and mental health services for individuals, and for repair, renovation and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social services facilities.

Federal Requirements / Restrictions:

SSBG funding and compliance requirements will be adhered to.

Parties will be notified using standard policy instruction (DFDI) and through meetings that will be scheduled with the CCRR’s immediately following approval of SSBG plan.

Procurement Process

For items 1, 2 and 4 (from Overview) the funds will be allocated through existing Child Care Resource and Referral Agency contracts, similar to service delivery, fiscal oversight and monitoring required by Child Care Development Fund (CCDF), American Recovery and Reinvestment Act, and other federal and state special initiatives.

- DFD will modify the current CCR&Rs contracts in the counties significantly impacted to provide to child care related services, training and support to providers and families that have sustained substantial damage,

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interruption of services and loss, as a direct result of Hurricane Sandy.

- Mini-grants will be available for programs that have lost supplies and equipment.
- Health and safety grants will also be available to help programs come into compliance with Office of License.
- Funds in the form of a child care subsidy will also be used to provide child care assistance for families directly impacted by Hurricane Sandy and who do not qualify for any other child care program administered by the CRR.
- Funds for disaster training for child care providers and child care resource and referral agencies’ staff.

Standardized criteria for administering the funds and grant awards to child care and other provider agencies will be clearly outlined in the CCR&R contract.

- Priority will be given to the programs in the nine counties that have reported significant damages.
- Needs Assessments will be conducted to identify damage, loss, program/service interruption and needs.
- Allocation of funds will be directly linked to the Needs Assessments.
- A minimum of three competitive quotes for services will be required prior to grant approval.
- Payments will be issued in installments based on site visits, verification of services performed and approval of documentation and financial records to support the work completed
- Two site visits will be conducted. An initial site visit will be conducted for applications that meet the required application criteria prior to approval of funds. Upon approval, 50% of the approved amount will be released. Upon project completion, another site visit will be conducted before release of final payment.

For Item 3, DFD will initiate grant awards for repair and reconstruction activities to child care center agencies in accordance with an application process submitted to DFD using the same methodology utilized with the former American Reinvestment and Recovery Act mini grants.

Eligibility Standards:

- Priority will be given to child care programs that are in the nine identified counties
- Programs known to DFD that have reported significant damage will be evaluated as high priority. (Estimate of 26 to 32 programs) for repairs and renovation grants.
- Completion of Assessment Form and Application
- Programs must provide verification of Sandy caused damage or experienced service interruption (E.g., loss of

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equipment, furniture, and supplies), to be eligible to apply for supply/equipment grants.

- Families that do not meet any of DFD’s other child care program eligibility requirements and who were directly impacted can apply for child care subsidies for 6 months and can be reevaluated on a case by case basis thereafter.
 - Families that do not qualify for any other child care program can apply – and either must have been displaced, and/or suffered a loss of employment.

Implementation and Timeline

- Announcement of available funds with eligibility criteria (DFDI) will be made available to CCR&Rs for distribution – within 5 business days of funding approval
- Announcement of Renovation and Repair Grants communicated in the nine counties - within 5 business days of funding approval.
- Application/Assessment Review Process – within 30 days of funding approval
- Site Visits – within 30 days after receipt of completed application and approval
- Grant Awards –within 60 days of funding approval
- System Changes – completed June 2013
- Child Care Subsidy – can begin immediately after funding is approved

IT Requirements

System Changes to align with new eligibility requirements
 Work Request Submitted – May 2013
 Testing – June 2013

Tracking/Monitoring Reporting:

- Each child care program must complete an assessment form and submit supporting documentation of estimates for which reimbursement is requested.
- Payment information will be tracked through DFD’s contract and financial management systems for

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reimbursements to CCR&R agencies for the supplies/equipment reimbursements, training and provider renovation grants; and, through the automated payment system –EPPIC – for child care subsidy payments.

- Providers will be required to submit actual receipts to the CCR&R for supplies and material grants and to DFD for the renovation grants
- Payments will be made upon receipt of adequate supporting documentation and verification that supplies, equipment were replaced and renovations were completed – within 30 days after the site visit.
- DFD Staff will be assigned to work with the CCR&Rs and monitor the process.
- DFD Staff will conduct pre and post site visits.
- Families will complete applications for child care subsidies and data will be entered into the child care system and evaluated in three months.
- DFD will utilize a grant application process including a team review and approval of the provider renovation grants. These grants will require extensive documentation of the renovation, competitive quotations, verification of the work through pre and post site visits, actual invoices and payment verification. Partial payments to providers will occur - after substantial completion and final completion. Providers will be required to complete a certification that no other funds have been received for the renovation or that costs exceed the total amount of funds from other sources.

Reporting Requirements:

Program:

- CCR&Rs will report monthly Level of Service (LOS) and child care subsidy allocations using a spreadsheet.
- CCR&Rs will provide quarterly status reports.

Contract:

- CCR&R agencies will be subject to current contract monitoring procedures in place for regular SSBG funding in addition to the Super Storm Sandy monitoring procedures set up by the Office of the Comptroller, the Governor’s Office of Recovery and Rebuilding, the Department of Human Services – Division of Family Development, and the U.S. DHHS Administration for Children and Families.

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- Current third-party contract regulations will include review and approval of detailed budgets; routine contract monitoring and oversight; quarterly expenditure reporting – at a minimum, as the frequency may be enhanced for Sandy services; fiscal monitoring and oversight of the expenditure reporting; coordination with program oversight staff; and on-site field visits as deemed applicable.

Allocation Formula

1,000,000 – Renovation and repair grants will be awarded on first come basis within the nine counties. Grants up to \$50,000 and payment in two installments (75% of the funds would be reserved for programs that were significantly impacted and reported damages to DFD , the CCR&R and/or Office Of Licensing).

1,000,000 – Materials and supplies evenly distributed across the nine counties with ceiling caps (i.e. supplies/materials up to \$2,000, small furniture/equipment up to \$3,000); 50% of the funds would be allocated to providers serving low-income families.

\$500,000 – spread evenly across nine counties and flexible enough to reallocate based on needs.

\$250,000 – Statewide regional and local trainings will be offered to CCR&Rs and child care community

- ✓ Allocation of funds will be directly linked to the Needs Assessment.
- ✓ Minimum of 3 competitive quotes for services will be required prior to grant approval.
- ✓ Payments will be issued in installments based on an initial and follow-up site visits.
- ✓ Final payment would be issued after verification of services performed and approval of documentation and financial records to support the work completed. Programs would be required to submit receipt and contract of work performed.

Other Notes: