

## SANDY FUNDING CRITERIA WORKSHEET

<b>State Department:</b>
Department of Human Services – Division of Family Development
<b>Name of Expenditure Program:</b>
Social Services Block Grant – Sandy Disaster Relief Act Supplemental Funds
Child Care
<b>Amount:</b> \$1,000,000 – Materials and Supplies

<b>Overview:</b>
<p>Superstorm Sandy had significant impact on families and child care programs in Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union Counties. 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><b>Purpose of Funds</b> – SSBG Supplemental Funds would be utilized by child care programs (Licensed Centers and Registered Family Child Care Providers) that were directly impacted by Superstorm Sandy to replace lost or damaged materials, supplies and equipment.</p> <p>Division of Family Development, Office of Child Care Operations and the Contract Administration Unit will jointly administer the material, supplies and equipment grants.</p> <p>Major responsibilities of this collaborative effort will be to:</p> <ul style="list-style-type: none"> <li>• Directly administer the grants (including receipt, review, approval, award, monitoring and oversight of performance;</li> <li>• Post announcements of grants to the child-care community;</li> <li>• Review applications and require documentation to determine eligibility;</li> <li>• Award grants to successful grantees;</li> <li>• Approve and authorize payment to grantees;</li> <li>• Randomly conduct on-site visits to grantees;</li> <li>• Ensure grantees maintain compliance with grant terms and conditions ;</li> <li>• Track and monitor grant funds and expenditures; and</li> <li>• Provide customer service and technical assistance.</li> </ul>
<b>Federal Department of Origin:</b>
<p>US Dept. of Health and Human Services, Administration for Children and Families, Office of Community Services – <i>The Disaster Relief Appropriations Act, 2013</i>, (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.</p>

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<b>Federal Requirements / Restrictions:</b>
SSBG supplemental funding and compliance requirements will be adhered to.  Availability of grant awards will be made through the DHS/DFD website. The 15 regional Child Care Resource and Referral (CCR&R) Agencies and the DCF Office of Licensing will also send out announcement of available funds.
<b>Procurement Process</b>
<b>Eligibility Standards:</b>
<ul style="list-style-type: none"> <li>• Grants will be awarded to child care programs in the nine identified counties.</li> <li>• Providers are eligible to submit grant applications for reimbursement of materials and supplies previously replaced.</li> <li>• Programs known to DFD that have reported significant damage will be evaluated as high priority.</li> <li>• Grant Application including documentation of Superstorm damage/loss for materials, supplies and equipment.</li> <li>• Child care programs must provide verification of loss of materials, supplies, or equipment caused by Superstorm Sandy in one of the nine counties to be eligible to apply for the grants.</li> </ul>
<b>Implementation and Timeline</b>
<ul style="list-style-type: none"> <li>• Announcement of available grant funds with eligibility criteria will be made available to key partners, such as CCR&amp;Rs, and DCF Office of License for distribution to the childcare community. Announcement of the grant will also be made through the DHS/DFD website.</li> <li>• Grant Application and other required forms will be available online. Grant applications must be submitted to DFD via mail no later than December 31, 2013.</li> <li>• All grant applications received will be tracked and logged.</li> <li>• Review of grant applications will begin immediately upon receipt at DFD and will occur daily as they are received. Grant applications will be reviewed within 30 days. All grant applications will receive final disposition notice (disqualification (i.e. not eligible), incomplete, denied, approved etc.).</li> <li>• Grant awards will be issued within 30 days of the grant approval.</li> <li>• All grant requirements must be completed before August 31, 2015 including submission of the final expenditure report.</li> </ul>

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- Payment will be issued to grantee upon satisfactory completion of all required grant requirements.
- Projecting 20% of the grantees selected will be subject to site visits.

**IT Requirements**

**Not Required**

**Tracking/Monitoring Reporting:**

- Each child care program must submit a grant application and supporting documentation for the replacement of material, supplies and equipment (i.e. actual detailed/itemized receipt).
- All grant applications will be tracked through the DFD Office of Childcare.
- Grant awards and payment information will be tracked through DFD’s contract administration unit and current financial management systems.
- Providers will be required to submit actual receipts to DFD for all materials, supplies, and equipment approved under the grant award.
- Providers will be required to complete an affidavit that no other funds have been received for the materials, supplies or equipment or that costs exceed the total amount of funds from other sources.
- Payments will be made upon review and approval of adequate supporting documentation.
- For randomly selected grantees, a satisfactory site visit and inspection to verify that materials, supplies, or equipment is required before approval.
- DFD Staff will be assigned and will work with temporary staff.
- DFD Child Care Supervisor will be assigned to coordinate with DFD Contract Administration Unit.

**Reporting Requirements:**

- Program:**
- DFD will maintain status reports by county of the number of grant applications, grant awards, categorically of the purchases, and expenditures.
  - DFD will comply with current contract monitoring procedures in place for regular SSBG funding in addition to the Superstorm 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.

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DHHS Administration for Children and Families. <ul style="list-style-type: none"><li>• DFD will provide fiscal monitoring and oversight of the expenditure reporting.</li></ul>
<b>Allocation Formula</b>
\$1,000,000 – Materials, supplies and equipment grants distributed across the nine counties with the following ceiling: <ul style="list-style-type: none"><li>• Licensed Centers up to \$3,000</li><li>• Registered Family Child Care Providers up to \$1,500</li></ul> <p>Based on availability of funds and number of grant applications received, special consideration will be provided for up to \$5,000 for Licensed Centers if significant loss and need is demonstrated and in consideration of the program size (i.e. number of children being cared for and number of classrooms).</p>
<b>Other Notes:</b>