

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
SUPERSTORM SANDY - Child Care
Materials, Supplies and Equipment Grant
Reimbursement Form

This form is used as an addendum to the grant application and in addition to any other required grant documents. This report is used to detail the budget of the reimbursement requested in the application. The report is also used to report all final grant expenditures. The grantee **must attach receipts**.

(Print or Type)

FOR DFD USE ONLY

AGENCY INFORMATION		Grant Number		Amount Requested	\$
Agency Name				Federal ID #	
Site Address					
City, State & Zip				NJ	
Contact Person, Title			Telephone		
License #			Capacity		

<u>Items Purchased</u>	<u>Classroom Location</u>	<u>Cost of Items</u>	<u>Amount Expended and Receipts attached</u>
Example: Books		\$1,000	
Total Amount Expended			

I certify that the above figures are correct and in compliance with the terms and conditions intended for the use of the Disaster Relief Appropriations Act 2013, P.L. 113-2.

Program Authorized Signature _____ Date _____

Program Authorized Signature _____ Date _____

Materials and Supplies Grant FAQs

Who is Eligible to apply?

- Licensed child care centers (for-profit and not-for-profit) and registered family child care providers that were in operation at the time of Superstorm Sandy and who are located in any of the nine most impacted counties (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union) that have suffered loss or damage to their program as a result of Hurricane Sandy.

What type of materials, supplies, and equipment can the grant be used for?

- Child care centers and registered family child care providers can submit a grant application to replace supplies, materials, toys, small equipment and furniture –that were lost or sustained significant damage. These items were or will be replaced.

What items are eligible for funding?

- Only supplies and materials that were lost or damaged by Superstorm Sandy and require replacement. The replacement of these items can't be reimbursed from any other source of funding, including but not limited to other government or public grants, loans, contributions, insurance etc.

What is the maximum amount that can be requested?

- Up to \$3,000 for centers and up to \$1,500 for registered family child care providers.

How does the reimbursement process work?

- There are two ways to be reimbursed. The first option: If you are requesting to be reimbursed for items already purchased, you must submit receipts with your initial application. The second option: You have not replaced items that were lost and/or damaged and you are requesting a grant to purchase items that are **not** covered by other public, charitable or insurance funds. Upon review and approval of your application, you will receive an award letter granting approval to purchase items authorized. After you purchase the items and submit your receipts, you will be reimbursed. **Reminder** - DFD cannot approve items that already were reimbursed by other public, charitable or insurance funds.

How do I apply?

- Grant applications are available on the Division of Family Development (DFD) website.
- Applications will be reviewed on a first come basis and will be awarded to successful applicants. Incomplete applications or failure to submit all required data will disqualify the grant application.
- **Only complete application packages will be considered, including any required attachments.**

An original plus two (2) complete copies must be mailed to:

- New Jersey Department of Human Services
Division of Family Development – Child Care Operations-SSBG
P.O. Box 716
Trenton, NJ 08625
- **No faxes or emails will be accepted. Applicants are encouraged to apply immediately.**

Is there a priority by which grants are approved?

- Grants are reviewed and will be awarded on first come basis upon receipt of the grant application and required documentation.

What paperwork is required or needed once the grant is approved?

- Final expenditure report and actual detailed/itemized receipts.
- W-9 and ACH form for agencies that have never received payments from the State of New Jersey through a direct contract.
- Other grant documents as required and referenced in the grant award letter.

For the final report submit:

- Copies of all invoices and receipts and cancelled checks along with a completed Expenditure Report.

How long will it typically take to receive the grant proceeds?

- Grant award letters will be issued within 30 days of the grant application being approved. Upon receipt of the grant award documents, grantees will be required to submit the expenditure report with copies of the required documentation for each purchase (i.e. actual detailed/itemized receipts and proof of payment (i.e. cancelled checks). Once the expenditure report is reviewed and all documentation is verified the payment will be issued to the grantee.
- All programs are subject to an on-site visit during any phase of the process. Some grantees will be subject to a final inspection prior to the issuance of the final grant payment.
- All grant awards must be completed and funds expended before September 30, 2015. (This requires submission of all required grant documents and reports and satisfactory completion of any site visits prior to August 31, 2015.)

How will the grant payment be disbursed?

- Once the grant application is reviewed and approved, the agency will receive a grant award letter advising them of all grant terms and conditions.
- Grant payments will only be issued upon receipt, review and approval of the actual receipts for the material, supplies and equipment items authorized to be replaced in the grant award.

Am I obligated to pay back this grant?

- Only if a claim or other funds became available during the award for the same services and activities.

Key Federal and State Requirements

- Funds are only available to states directly impacted by Superstorm Sandy.
- Appropriate funds are only to be used to address the necessary expenses directly resulting from Superstorm Sandy.
- Material/Supplies/Equipment Grants are for child care centers and family child care providers that can demonstrate losses not totally covered by insurance or any other grants or funding and are located in the nine most impacted counties.
- If, during the award, a claim is paid or grant awarded which provides duplication of benefits, the grantee will be required to return the funds back to the State.
- Grant awards are subject to compliance with all grant terms and conditions as noted in the grant award letter and for satisfactory on-site visits.

Whom should I contact for more information?

Department of Human Services
Division of Family Development
Child Care Operations

childcare@dhs.state.nj.us