Application Guidance Document

BACKGROUND

The American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021, issuing three streams of federal funding to states through the Child Care and Development Fund which include Supplemental Discretionary, Stabilization, and Mandatory/Matching funds. Stabilization funds support states in providing financial relief to child care programs by helping to defray unexpected business costs associated with the pandemic and to help stabilize child care program operations. The Ohio Department of Job and Family Services (ODJFS), Office of Family Assistance, was approved through the State of Ohio Controlling Board to begin spending some of these federal stabilization relief funds. A new Child Care Manual Procedure Letter (CCMPL) will be issued to outline further sub-grant opportunities.

STABILIZATION SUB-GRANTS APPLICATION

The application, guidance and requirements will be made available on OCCRRA's website December 1, 2021, at www.occrra.org. Eligible providers must submit an application through the Ohio Professional Registry (OPR), via a program's Organization Dashboard at https://registry.occrra.org/. When completing the application, it will not look the same as the paper application ODJFS has posted on their website; however, the same information will be collected through the on-line OPR application. Only those that have Organization Dashboard access will be able to open and complete the application and payment portal. The individual who has banking information and required program details should complete and submit the application and payment portal.

Program eligibility is assessed two times during the application process. First, when the program completes their application. The second is right before payment is made. If a program is eligible to complete the application but is later determined ineligible before the payment is made, the program will not receive the funds. The program may reapply if they are deemed eligible before the application deadline.

When applying for the ARPA stabilization sub-grants, applicants are required to provide owner/administrator demographics, program operational status, and program estimated monthly expense data as these items are federally required by ARPA.

The **maximum funding amount** is based on program type and, for ODJFS child care centers and ODE (PFCC) PS and SA programs, the program's licensed capacity on November 28, 2021. This number can be found on the funding charts in the Child Care Manual Procedure Letter. Programs cannot exceed the maximum funding amount in the expense period for each sub-grant.

The **requested amount** is the amount that your intends to spend during the expense period for each sub-grant. The amount may equal the maximum funding amount, be a number less than the maximum funding

amount, or a program may enter $0 if not applying for a specific sub-grant. Programs should apply for all sub-grants they anticipate needing at one time.

The **expense period** is the timeframe when the funds need to be used. Only the Operating/New Pandemic Costs sub-grant has an expense period back to January 31, 2020. The remaining sub-grants all begin December 1, 2021, going forward. Your expense receipts, paid invoices and documentation will need to have dates within this period.

Only the sub-grants that your program is eligible for will appear in the application. Please complete your application with all sub-grants and all funding you wish to receive during this funding cycle. When entering a requested amount, you will need to select sub-grant activities you will spend the funds on. For example, in Operating/New Pandemic Costs, if you only check the Personal Protective Equipment (PPE) box, that is the only activity you can spend those funds on. These activities will appear on the program's reconciliation expense report when it is time to complete.

The **application period** for this funding cycle is December 1, 2021, through May 31, 2022. Applications must be submitted **by 11:59 pm on May, 31, 2022**. A complete submission includes the Stabilization Grant application and payment portal submissions. Incomplete submissions will not be accepted.

At times, there might be a need for a change to your program's application. Examples include but are not limited to the following:
- Waiving a sub-grant initially, but would now like to submit an application to access the funds
- Submitting for additional funds that do not exceed the maximum funding amount.

Programs will submit a new application for the changes above. Reminder – the new applications must be submitted before the application due date. In situations where access for an application or reconciliation needs to be changed, please reach out to support@occrra.org.

Programs can see the status of their application in the Organization Dashboard of the OPR.

PAYMENT

Payments are based on the program's type and, for ODJFS child care centers and ODE (PFCC) PS and SA programs license capacity as of November 28, 2021. Programs will be required to complete the payment portal for payments to generate. The payment portal contains information for a substitute W-9 and Bank Account information. Programs that provide bank account information will be able to receive their payments via Automated Clearing House (ACH) transactions. Programs that do not enter bank account information, have the option to receive funding via a paper check.

Corporate programs are multi-site, single owner programs, where payments may be going to a centralized banking account. For corporate programs, please add a fiscal representative contact name and a fiscal representative email so we may provide license number information when paying a corporate account.

Payments will be processed approximately four weeks to six weeks after the application approval date. Programs can see the status of their application and payments in the program's organization dashboard in the OPR. Sub-grants will be awarded as long as funding from ARPA is available to ODJFS and appropriation to spend the funding is provided to ODJFS.

RECONCILIATION

Programs are required to submit a reconciliation for each payment received. Reconciliations will be located in the Ohio Professional Registry. Reconciliations will include an expense report submission. A portion of programs will be required to complete a desk review. Programs should retain receipts, paid invoices and documentation for expenses used toward these sub-grants. Please refer to the Reconciliation Guidance Document that will be located at www.occrra.org.

New funding grant cycles will not be available to your program until the prior funding cycle is reconciled.

SUB-GRANT OPPORTUNTIES

1. **Operating/New Pandemic Cost Grant**

   a. Application Period: December 1, 2021 through May 31, 2022

   b. Allowable Expense Period: January 31, 2020 through June 30, 2022

   c. Eligible Programs:

       i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs
          1. Centers
          2. Type A Family Child Care Homes
          3. Type B Family Child Care Homes
          4. Approved Day Camps
          5. In Home Aides

       ii. Ohio Department of Education (ODE) Licensed Programs
          1. Preschool participating in Publicly Funded Child Care (PFCC)
          2. School-Age participating in Publicly Funded Child Care (PFCC)

   d. Sub-Grant Funding Activities:

       i. Personnel costs including wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
       ii. Ongoing costs such as rent, mortgage, utilities, and insurance

       iii.   Facility maintenance, renovations, including those that address COVID-19 concerns as well as improvements that make child care programs inclusive and accessible for children and families with disabilities. **Construction or major renovations are not permitted**.

       iv.   Personal Protective Equipment (PPE), sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, other expenses that facilitate business practices consistent with safety protocols

e.   Maximum Funding:

Operating/New Pandemic Costs Sub-Grant (Centers, FCC, Approved Day Camps, In Home Aides and ODE PS and SA)	
Program Type by Capacity (11/28/2021)	**Maximum Funding Amount**
Centers – Large (More than 100)	$15,293
Centers – Medium (50 to 99)	$11,431
Centers – Small (49 or Less)	$6,507
FCC – Type A	$5,160
FCC – Type B	$4,226
Day Camps	$3,808
In Home Aides	$1,000

f.   Allowable Expenses for Operating / New Pandemic Costs Sub-Grant:

Personnel Costs	
Programs use sub-grant funds for personnel costs including wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions.	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Payroll and salaries ▪ Employee benefits (health, dental, vision, insurance) ▪ Retirement costs and contributions ▪ Paid sick or family leave	▪ Payroll and benefit records ▪ Employee timecards and pay stubs ▪ Documentation of other benefits provided to child care staff members such as overage insurance costs ▪ Bank statements

Ongoing Costs	
Programs may use sub-grant funds for ongoing costs such as rent, mortgage, utilities, and insurance.	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Rent/Lease or mortgage payments ▪ Business utility bills (heat, electric, phone, Wi-Fi service, etc.) ▪ Liability and/or accident insurance, transportation insurance, homeowner's insurance, business insurance, etc. ▪ Late fees or charges for late payments	▪ Mortgage/rent/space cost statements ▪ Utility statements/bills ▪ Original paid invoices and/or receipts for purchases of insurance ▪ Bank statements

Facility Maintenance and Renovations	
Program may use sub-grant funds for facility maintenance, renovations, including those that address COVID-19 concerns as well as improvements that make child care programs inclusive and accessible for children and families with disabilities. ***Please note that sub-grant funds from this category CANNOT be used for construction or major renovations/remodeling (e.g., structural changes to foundations and loadbearing walls, extensive alternations of a facility, etc.).***	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Facility maintenance or minor improvements such as: o Upgrading playgrounds o Renovating bathrooms o Installing ramps, railings, and other accessibility features o Removing non-loadbearing walls to create more space for social distancing o Replacing flooring (e.g. carpet with linoleum or another easily cleaned surface) o Installing touch-free faucets or light switches	▪ Original paid invoices and/or receipts for purchases of materials/supplies ▪ Bank statements

Personal Protective Equipment (PPE)	
Programs may use sub-grant funds for Personal Protective Equipment (PPE), sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, other expenses that facilitate business practices consistent with safety protocols.	
Expenses	**Examples of Reconciliation Supporting Documentation**
- Personal protective equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.) - Cleaning and sanitation supplies and services (cleaning/disinfecting wipes, ventilations systems, vacuums, washer/dryer, bleach, hand sanitizer, spray bottles, soaps, garbage bags, professional cleaning and sanitation services, independent cleaning services, etc.) - Training on health and safety practices (state required trainings on health and safety requirements and best practices, staff time to review and prepare Center for Disease Control (CDC) guidance, etc.) - Indoor and outdoor equipment and supplies (portable partitions, plastic shields, sink installation, disposable utensils and dishes, COVID-19 signage, storage containers, etc.)	- Original paid invoices and/or receipts for purchases of materials/supplies - Employee timecards and pay stubs - Paid invoices, receipts, and check information for professional development trainings - Bank statements

2. **Workforce Recruitment/Retention Sub-Grant**

   a. Application Period: December 1, 2021 through May 31, 2022

   b. Allowable Expense Period: December 1, 2021 through June 30, 2022

   c. Eligible Programs:

      i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs
         1. Centers
         2. Type A Family Child Care Homes
         3. Type B Family Child Care Homes
         4. Approved Day Camps

      ii. Ohio Department of Education (ODE) Licensed Programs
         1. Preschool participating in Publicly Funded Child Care (PFCC)
         2. School-Age participating in Publicly Funded Child Care (PFCC)

   d. Sub-Grant Funding Activities:

      i. Increased wages
      ii. Benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
      iii. Sign-on and retention bonuses, ongoing premium or hazard pay, transportation costs to/from work
      iv. Create substitute pools, provide administrative support
      v. Support to early childhood professionals through coaching as well as training and professional development on topics including: communicable disease, first aid, CPR, sudden infant death syndrome, medication administration, shaken baby syndrome, emergency preparedness and response planning, transportation, handling, and storage of hazardous materials. This includes Ohio Approved training.
      vi. Staff support to access COVID-19 vaccinations including paid time off for vaccine appointments and to manage side effects, transportation cost to appointments
      vii. Background check expenses

e. Maximum Funding:

Workforce Recruitment/Retention Sub-Grant (Centers, FCC, Approved Day Camps, and ODE PS and SA)	
Program Type by Capacity (11/28/2021)	**Maximum Funding Amount**
Centers/ODE – Large (More than 100)	$7,646
Centers/ODE – Medium (50 to 99)	$5,715
Centers/ODE – Small (49 or Less)	$3,253
FCC – Type A	$2,580
FCC – Type B	$2,113
Approved Day Camps	$1,904

f. Allowable Expenses for Workforce Recruitment/Retention Sub-Grant:

Workforce Recruitment/Retention	
Programs use sub-grant funds for personnel costs including increased wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions. ***Please note that grant funds from this category CANNOT be used for gift cards.***	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Wage increases ▪ Premium pay (e.g., higher wages provided to employees who work holidays, weekends, nights, vacation days or more than eight hours per day) ▪ Employee benefits (health, dental, vision, insurance) ▪ Paid sick or family leave ▪ Retirement costs and contributions ▪ Recruitment incentives ▪ Staff retention bonuses ▪ Sign-on bonuses ▪ Work-related transportation costs for employees (e.g., transportation and mileage reimbursement for educational training programs, to and from work, etc.) ▪ Create substitute pools, provide administrative support	▪ Payroll and benefit records ▪ Employee timecards and pay stubs ▪ Invoices, receipts and check information for professional development trainings ▪ Documentation of other benefits provided to child care staff members such as overage insurance costs, tuition reimbursement or mileage reimbursement ▪ Bank statements

▪ Support to early childhood professionals through coaching as well as training and professional development on topics including: communicable disease, first aid, CPR, sudden infant death syndrome, medication administration, shaken baby syndrome, emergency preparedness and response planning, transportation, handling and storage of hazardous materials. This includes Ohio Approved Training. ▪ Support for get the COVID-19 vaccine (appointments, paid sick leave, transportation, etc.) ▪ Background Check expenses	

3. **Access Development Sub-Grant**

    a. Application Period: December 1, 2021 through May 31, 2022

    b. Allowable Expense Period: December 1, 2021 through June 30, 2022

    c. Eligible Programs:

        i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs Only
            1. Centers
            2. Type A Family Child Care Homes
            3. Type B Family Child Care Homes
            4. Approved Day Camps
            5. In Home Aides

    d. Sub-Grant Funding Activities:

        i. Expanding the number of current classrooms or reopening classrooms closed due to the pandemic to serve additional children or serve new age groups. **This does not include construction to build a program.**
            1. Adding or expanding infant/toddler, or school-age care, or care for children with special needs (Centers, FCC, or Approved Day Camps)
            2. Expanding hours of operation to include non-traditional hours weekdays 7:00 p.m. to 6:00 a.m. or between 12:00 a.m. Saturday to 6:00 a.m. Monday (Centers and FCC)
        ii. Increasing technology access by purchasing technology and new equipment for learning and development (Centers and FCC)
        iii. Supporting programs serving school-age children in addressing learning gaps and meeting the social and emotional needs of school-age children. (Examples: after hours tutoring, partnering with speech, and hearing, etc.) (Centers, FCC, Approved Day Camps and In Home Aides)

e. Maximum Funding:

Access Development Sub-Grant (Centers, FCC, Approved Day Camps – ODJFS Licensed Programs Only)	
Program Type by Capacity (11/28/2021)	**Maximum Funding Amount**
Centers – Large (More than 100)	$6,559
Centers – Medium (50 to 99)	$5,233
Centers – Small (49 or Less)	$3,582
FCC – Type A	$1,677
FCC – Type B	$1,373
Approved Day Camps	$1,237
In Home Aides	$ 812

f. Allowable Expenses for Access Development Sub-Grant:

Expansion or Reopening of Classrooms	
Programs use sub-grant funds to expand number of current classrooms or reopening classrooms closed due to the pandemic to serve additional children or serve new age groups by: 1) Adding or expanding infant/toddler, or school-age care, or care for children with special needs (Centers, FCC, or Approved Day Camps); or 2) Expanding hours of operation to include non-traditional hours weekdays 7:00 p.m. to 6:00 a.m. or between 12:00 a.m. Saturday to 6:00 a.m. Monday (Centers and FCC). ***Please note that sub-grant funds from this category CANNOT be used for construction or major renovations/remodeling (e.g., structural changes to foundations and loadbearing walls, extensive alternations of a facility, etc.).***	
Expenses	**Examples of Reconciliation Supporting Documentation**
- Payroll and salaries - Premium pay (e.g., higher wages provided to employees who work holidays, weekends, nights, vacation days or more than eight hours per day) - Employee benefits (health, dental, vision, insurance) - Retirement costs and contributions - Paid sick or family leave - Food and beverage services for program-provided meals - Equipment and materials necessary to increase number of classrooms.	- Payroll and benefit records - Employee timecards and pay stubs - Documentation of other benefits provided to child care staff members such as overage insurance costs - Original paid invoices and/or receipts for purchases of materials/supplies - Bank statements - Paid invoices, receipts and check information for professional development trainings

▪ Materials for play and learning ▪ Materials for eating ▪ Materials for diapering and toileting ▪ Materials to ensure safe sleep ▪ Business automation training and support services (e.g., child care management systems) ▪ Costs for shared services (e.g., Shared Service Alliance) ▪ Child care management services (online payroll systems, accounting services) ▪ Transportation services ▪ Janitorial or cleaning services ▪ State required health and safety training or Ohio Approved professional development	

Increase Technology Access	
Programs use sub-grant funds for technology including expenses related to increasing access for learning and development. (Centers and FCC) ***Please note that grant funds from this category CANNOT be used for gaming systems, gaming system accessories, etc. (e.g. Nintendo, Wii, Playstations and the like are prohibited)***	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Technology items needed to support learning and development (e.g., computers, laptops, tablets, and software)	▪ Invoices, receipts and check information for technology purchases

Supports for School-Age Learning Gaps and Social Emotional Needs	
Programs may use sub-grant funds for expenses supporting programs serving school-age children in addressing learning gaps and meeting social and emotional needs. (Centers, FCC, Approved Day Camps and In Home Aides)	
Expenses	**Examples of Reconciliation Supporting Documentation**
▪ Materials for play and learning ▪ After hours tutoring ▪ Speech and Hearing, and other Support Services	▪ Original paid invoices and/or receipts for purchases of materials/supplies/services ▪ Bank statements

4. Non-Allowable Expenses
   a. The following items are not allowable for these grant funds.
      i. Purchase of a new program
      ii. Construction or major renovations/remodeling (e.g., structural changes to foundations and loadbearing walls, extensive alternations of a facility, etc.).
      iii. Gift cards
      iv. Gaming systems and accessories

SUPPORT / QUESTIONS

Please contact OCCRRA with questions at support@occrra.org or 1-877-547-6978.

Your regional Child Care Resource and Referral Agency will be assisting with grant support related to promoting the availability of these sub-grants and ensuring eligible programs submit their application by the deadline.