

Application Guidance Document – Phase 2

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 includes 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. As a result of House Bill 169 of the 134th General Assembly, the Ohio Department of Job and Family Services (ODJFS), Office of Family Assistance, was authorized to spend additional ARPA funding.

PHASE 2

The Ohio Department of Job and Family Services (ODJFS) has established several child care stabilization sub-grant opportunities. These sub-grants are available for ODJFS regulated child care centers, family child care (FCC) type A and type B homes, in-home aides (IHA), and approved day camps, as well as Ohio Department of Education (ODE) licensed preschool (PS) and school-age (SA) programs that are approved to provide publicly funded child care (PFCC). ODJFS regulated child care programs do not need to be participating in PFCC to be eligible to apply for these sub-grants, however, ODE programs must be approved to provide PFCC at the time of application.

The sub-grant opportunities include: Operating/New Pandemic Costs, Workforce Recruitment/Retention, Access Development, and Mental Health Workforce and Family Support.

Maximum Funding Amount for Phase 2	
Program Type by Capacity (01/28/2022)	Maximum Funding Amount
Centers – XX Large (More than 200)	\$138,086
Centers – X Large (151-199)	\$99,148
Centers – Large (100-150)	\$27,817
Centers – Medium (50 to 99)	\$22,873
Centers – Small (49 or Less)	\$20,600
FCC – Type A	\$16,238
FCC – Type B	\$4,384
Day Camps	\$1,842
In Home Aides	\$1,090

STABILIZATION SUB-GRANTS APPLICATION

The application, guidance and requirements will be made available on OCCRRA's website February 1, 2022, 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/>. Only those programs 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 January 28, 2022. 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. 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. Programs can utilize none, some or all the sub-grants but cannot exceed the maximum funding amount for each phase. Additionally, these funds cannot be used toward an expense previously paid for with stabilization grant funding. Unused funds per phase cannot be carried forward.

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 July 1, 2021. The remaining sub-grants all begin February 1, 2022, 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 the Phase 2 funding cycle is February 1, 2022, 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 January 28, 2022. 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 OPPORTUNITIES: Phase 2

1. Operating/New Pandemic Cost Grant

- a. Application Period: February 1 through May 31, 2022
- b. Allowable Expense Period: July 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
 - 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. Paying personnel costs; including wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
 - ii. Paying ongoing costs including rent, mortgage, utilities, insurance
 - iii. Conducting 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. **Note: Construction or major renovations are not permitted.**
 - iv. Purchasing personal protective equipment (PPE) worn to minimize exposure to hazards that cause workplace injuries and illnesses must be either approved by the National Institute for Occupational Safety and Health (NIOSH) or authorized for use by the United States Food and Drug Administration (FDA), including under emergency use authorization
 - v. Purchasing sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, and COVID-19 testing, covering other expenses that facilitate business practices consistent with safety protocols

e. 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
<ul style="list-style-type: none"> ▪ Payroll and salaries ▪ Employee benefits (health, dental, vision, insurance) ▪ Retirement costs and contributions ▪ Paid sick or family leave 	<ul style="list-style-type: none"> ▪ 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
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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.	
<i>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.).</i>	
Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ Facility maintenance or minor improvements such as: 	<ul style="list-style-type: none"> ▪ Original paid invoices and/or receipts for purchases of materials/supplies

<ul style="list-style-type: none"> ○ Upgrading playgrounds ○ Renovating bathrooms ○ Installing ramps, railings, and other accessibility features ○ Removing non-loadbearing walls to create more space for social distancing ○ Replacing flooring (e.g. carpet with linoleum or another easily cleaned surface) ○ Installing touch-free faucets or light switches 	<ul style="list-style-type: none"> ▪ Bank statements
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Personal Protective Equipment (PPE)	
<p>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.</p>	
Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ 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.) 	<ul style="list-style-type: none"> ▪ 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: February 1, 2022 through May 31, 2022
- b. Allowable Expense Period: February 1, 2022 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. Providing increased wages
 - ii. Providing benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
 - iii. Paying sign-on and retention bonuses, ongoing premium or hazard pay, transportation costs to/from work
 - iv. Creating substitute pools, providing administrative support
 - v. Funding recruitment activities
 - vi. Supporting 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.
 - vii. Supporting staff access to COVID-19 vaccinations including paid time off for vaccine appointments and to manage side effects, transportation cost to appointments
 - viii. Assisting with background check expenses

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

Workforce Recruitment/Retention	
<p>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.</p> <p><i>Please note that grant funds from this category CANNOT be used for gift cards.</i></p>	
Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ 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 ▪ Recruitment activities (fees for job postings, attending job fairs on behalf of your program) ▪ 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.) 	<ul style="list-style-type: none"> ▪ 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

▪ Background Check expenses	
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3. Access Development Sub-Grant

- a. Application Period: February 1, 2022 through May 31, 2022
- b. Allowable Expense Period: February 1, 2022 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 or construct a new room.**
 - 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, IHA, ODE PFCC SA programs)
 - iv. Supporting programs with a status in OCLQS of "temporary closed" on or after March 26, 2020 that plan to reopen no later than 6 months after the sub-grant award date. (Centers, FCC) Phase 3 only
 - v. Engaging in the expansion of programming to include therapeutic child care by partnering with an Ohio Mental Health and Addiction Services (OhioMHAS) certified community mental health agency to provide ongoing mental health services to children and staff. Child care programs identified by the community mental health agency to participate in the pilot program will enter into a partnership agreement/MOU with the community mental health agency. This includes community mental health agencies that operate a

child care program. All selected child care programs will implement therapeutic child care built upon evidence-based mental health practices. (Centers)

e. Allowable Expenses for Access Development Sub-Grant:

Expansion or Reopening of Classrooms	
<p>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).</p> <p><i>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.).</i></p>	
Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ 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. ▪ 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) 	<ul style="list-style-type: none"> ▪ 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

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<ul style="list-style-type: none"> ▪ Transportation services ▪ Janitorial or cleaning services ▪ State required health and safety training or Ohio Approved professional development ▪ Therapeutic child care pilot expenses 	
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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, PlayStation and the like are prohibited)

Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ Technology items needed to support learning and development (e.g., computers, laptops, tablets, and software) 	<ul style="list-style-type: none"> ▪ 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
<ul style="list-style-type: none"> ▪ Materials for play and learning ▪ After hours tutoring ▪ Speech and Hearing, and other Support Services 	<ul style="list-style-type: none"> ▪ Original paid invoices and/or receipts for purchases of materials/supplies/services ▪ Bank statements

4. Mental Health Workforce and Family Support Sub-Grant

- a. Application Period: February 1, 2022 through May 31, 2022
- b. Allowable Expense Period: February 1, 2022 through June 30, 2022
- c. Eligible Programs:
 - i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs Only
 - 1. Centers
 - 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. Coaching, training, local team building, resiliency, stress reduction and developing staff in mental health and social-emotional development topics
 - ii. Organizing stress reduction and wellness experiences for children
 - iii. Addressing staffing patterns and schedules to support staff mental health
 - iv. Purchasing program materials, and supplies to promote mental health and social-emotional learning in the classroom
 - v. Providing family engagement activities to strengthen mental health and wellness, like take-home toolkits and family game nights
 - vi. Providing childhood mental health supports (e.g., infant/toddler and early childhood mental health consultation services, targeted programming, etc.)
 - vii. Utilizing the Mental Health Bridge. This pilot project is currently being established and is anticipated to be available by March of 2022. The Mental Health Bridge will support cohorts of child care programs with access to mental health agency services available to each program. This includes creating private, comfortable, HIPPA-compliant spaces within child care centers for families and staff to use for telehealth services, purchasing technology for telehealth mental health services, including tablets for real-time medical assessments, and assisting with fees for telehealth services obtained for children and staff

e. Allowable Expenses for Mental Health Workforce and Family Support Sub-Grant:

Mental Health Workforce and Family Support	
Programs may use sub-grant funds to support costs related to the mental health and well-being of their children and employees.	
Expenses	Examples of Reconciliation Supporting Documentation
<ul style="list-style-type: none"> ▪ Mental health consultations and other mental health supports for staff <ul style="list-style-type: none"> ○ Staff training and development on social-emotional topics, trauma, toxic stress and behavior management ○ Coaching for behavior management and classroom management ○ Local Team Building (mindfulness, resiliency, meditation, yoga) ○ Resiliency and stress management ○ Staffing patterns and schedules ○ Program materials and supplies ○ Time and opportunities to achieve IMHC credentials or Trauma Informed Care credentials. ▪ Onsite Child Activities <ul style="list-style-type: none"> ○ Stress Reduction activities ○ Wellness experiences ▪ Family engagement <ul style="list-style-type: none"> ○ Parent/teacher conferences ○ Books and other materials children can take home ○ Family Game night activities ○ Family engagement materials ▪ Mental Health and Social-Emotional supplies and materials. <ul style="list-style-type: none"> ○ Funds for ASQ, Conscious Discipline or other mental health/social-emotional curriculum ○ Books, classroom materials, light therapy lamp, feeling dolls, animal therapy, puppet shows 	<ul style="list-style-type: none"> ▪ Documentation of mental health and family support benefits provided to child care staff members ▪ Original paid invoices and/or receipts for purchases of materials/supplies ▪ Bank statements ▪ Paid invoices, receipts, and check information for professional development trainings

<ul style="list-style-type: none"> ○ Create inviting "safe places" within classrooms for children to regroup and practice self-regulation ○ Purchase art, sensory materials, fidgets, blankets, yoga curriculum/programs for children ○ Educating families about trauma and toxic stress and crisis assistance services that are readily available ▪ Childhood Mental Health Supports (Consultation services, targeted programming, etc.) ▪ Mental Health Bridge Pilot Expenses (HIPPA-compliant spaces expenses, technology for telehealth mental health services expenses (including tablets for real-time medical assessments), and telehealth services fees children and staff. 	
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5. 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
 - 1. 45 CFR 98.2 defines “major renovation” to mean “(1) 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; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.” In other words, funds may be spent on renovations such as painting, carpeting, and other activities that neither add to the permanent value of the property nor significantly alter the function or purpose of the facility.
 - 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.