Application Guidance Document – Phase 3 Centers, Day Camps, In-Home Aides

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 3

The Ohio Department of Job and Family Services (ODJFS) has established several child care stabilization sub-grant opportunities. These sub-grants are available to the following program types: ODJFS regulated child care centers, approved day camps and in-home aides (IHA), 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.

Phase 3 Dates	
Phase 3 Application Window	July 1, 2022 – November 30, 2022
Phase 3 Expense Period	July 1, 2022 – June 30, 2023

STABILITATION GRANT CALCULATION

The chart below indicates the maximum funding amounts by program type:

Program Type	Base Payment	Per Child Amount by License Capacity (as of 6/28/2022)
Centers - XX Large (200+)	$50,000	
Centers - X-Large (151- 199)	$50,000	
Centers - Large (100 - 150)	$50,000	$1,100
Centers - Medium (50 to 99)	$50,000	
Centers - Small (49 or less)	$50,000	

Program Type	Maximum Funding Amount
Approved Day Camps	$50,000
In-Home Aides	$10,000

Payments are based on the **program's license capacity on June 28, 2022** for child care centers, and for ODE PFCC PS and SA programs, using the formula below which consists of a base payment determined by program type plus an additional per child dollar amount. **License capacity requests must have been submitted in OCLQS before June 14, 2022**. If a program is licensed after that date, the payment is based on the capacity at the time of licensure. Programs total sub-grant maximum funding amounts will not exceed $1,100 x total license capacity. Maximum funding amounts for ODJFS approved day camps and in-home aide providers do not include a per child amount.

> **Base payment + (per child amount x program capacity) = Maximum Funding Amount**

Example 1- A medium-sized center with a license capacity of 80 children would receive a base payment of $50,000 plus $88,000 (the per child amount of $1,100 multiplied by 80) to equal the total amount of $138,000.

STABILIZATION SUB-GRANTS APPLICATION

The application, guidance and requirements will be made available on OCCRRA's website **July 1, 2022**, at www.occrra.org. **Programs will need to have their Phase 1 and Phase 2 reconciliations approved before they are able to see the Phase 3 application**. Programs that have met the reconciliation requirement will

see a green '+ New Phase 3' button to add the application. 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. The person who completes the application should also be the signer on the application.

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 June 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 program 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. The expense period for **Phase 3 is July 1, 2022 – June 30, 2023**. 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 3 funding cycle is **July 1, 2022 through November 30, 2022**. Applications must be submitted **by 11:59 pm on November 30, 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 June 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. It is the program's responsibility to enter the correct bank account information. OCCRRA is not liable for incorrect information entered by the program.

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 complete a reconciliation for each sub-grant phase. Phase 1 & 2 reconciliations and desk reviews must be approved in order to access the Phase 3 grant application. **Reconciliations are to be completed no later than July 31, 2022**. Any grant repayments for Phase 1 & 2 must be sent to OCCRRA by September 15, 2022. Programs with an outstanding repayment may cause a Phase 3 payment delay. Phase 3 reconciliations must be submitted no later than July 31, 2023. Reconciliations will be located in the program's organization dashboard in the OPR. Programs should retain receipts, invoices and documentation for expenses used toward these sub-grants. Reconciliation guidance 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: Phase 3

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

   a. Eligible Programs:

      i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs
         1. Centers
         2. Approved Day Camps
         3. 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)

   b. 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.** 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.
      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

c. 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:	Original paid invoices and/or receipts for purchases of materials/supplies

- 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	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. Eligible Programs:

      i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs
         1. Centers
         2. 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)

   b. 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

c. 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 - 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.)	- 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	

3. **Access Development Sub-Grant**

   a. Eligible Programs:

      i. Ohio Department of Job and Family Services (ODJFS) Regulated Programs Only
         1. Centers
         2. Approved Day Camps
         3. In Home Aides

   b. 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 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)
      ii. Increasing technology access by purchasing technology and new equipment for learning and development (Centers)
      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, Approved Day Camps, IHA, ODE PFCC SA programs)
      iv. 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)

   c. 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 and 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).

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. - 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 - Therapeutic child care pilot expenses	- 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

Increase Technology Access
Programs use sub-grant funds for technology including expenses related to increasing access for learning and development. (Centers)

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**
▪ 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, 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. **Mental Health Workforce and Family Support Sub-Grant**

   a. 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)

   b. 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. Ohio Mental Health Bridge is a new, and exciting opportunity to connect children and families of ODJFS licensed child care centers to mental health services. Utilizing an online referral tool, child care center staff can help families access mental health services on-site at the child care center, in the community or via telehealth. Utilizing the referral tool is voluntary and free of charge.
         1. If a child care center wishes to provide a private space and the opportunity for mental health services to occur on-site at the center, Stabilization Grant funds may be used to purchase furniture and equipment to create that space.
         2. When a center chooses to be involved in Mental Health Bridge, the following commitments should be considered:
            a. Staff will be expected to attempt to address the child's challenges via developmentally appropriate behavior management approaches prior to referral via Mental Health Bridge. Classroom consultation, online resources and tools and training sessions are available to assist in addressing the challenges if needed.
            b. Staff will engage parents in the referral process and obtain permission from the parents prior to submitting the referral
            c. Stabilization Grant funds may be used to create a safe, inviting and private space for therapy session to occur in person or via telehealth.

Approximately $1,000-$3,000 may be needed to acquire the necessary furniture and equipment for this space, depending on what you currently have available.

d. Centers may also participate in this referral program without utilizing Stabilization Grant funds, as mental health services may still be provided at the community mental health agency or via telehealth at the child's home.

e. Center Leadership will engage with Ohio Children's Alliance to receive a brief (45 minutes) overview training on the use of the referral process and to schedule an on-site visit (less than 1 hour) to assess the therapy space prior to visits occurring

f. Center Leadership will maintain required information on file for clinicians who may visit the center to provide treatment (1176, trainings, transcripts)

g. The Center must maintain "good standing" status with ODJFS

h. Staff will be asked to participate in various surveys or forums to provide feedback and data

3. *Want to know more before you check the box? Contact Ohio Children's Alliance at* mhbridge@ohiochildrensalliance.org *(ODJFS Centers)*

c. 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**
- Mental health consultations and other mental health supports for staff - 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 - Stress Reduction activities - Wellness experiences - Family engagement - 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. - Funds for ASQ, Conscious Discipline or other mental health/social-emotional curriculum - Books, classroom materials, light therapy lamp, feeling dolls, animal therapy, puppet shows	- Documentation of mental health and 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

○ 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.	

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.