

# **NH DHHS CCRSP: COVID-10 Child Care Assistance Supplement (CCCAS)**

## **Funding Application**

As of October 15, 2020, *subject to changes/updates*

### **For Assistance in Completing Your Application and Worksheets:**

Attend the Early Learning NH Webinars. The first webinar is scheduled for Monday, October 19, from 1:00-2:30. You may register for the webinar at <https://earlylearningnh.org/>. The schedule for the other Zoom calls, etc., related to the CCCAS will be posted there as well, including, at least 1-2pm on: Thu, Oct 22, Thu Oct 29, and Thu, Nov 5. Other zoom calls and times will likely be added.

Contact Early Learning NH

By email: [childcare@earlylearningnh.org](mailto:childcare@earlylearningnh.org)

By phone: 603-226-7900.

**Please read all instructions before you begin.**

### **Key Information:**

- **THE DEADLINE FOR APPLICATION SUBMISSION is Friday, November 6, 2020, at 5:00 PM, with no exceptions.** This includes the online application and separate worksheets;
- **Applicants must be part of the** Child Care Recovery and Stabilization Program (CCRSP). No new applicants are being accepted at this time;
- **All CCRSP invoices must be submitted before applying for the supplemental funds;**
- **The application is completed on Survey Monkey** at <https://www.surveymonkey.com/r/2MCVL7X>
- **Worksheets are to be submitted via email** through the [ECCP@dhs.nh.gov](mailto:ECCP@dhs.nh.gov) mailbox. If you cannot email the worksheets, you may send them by fax to (603)271-8712 (please include a cover sheet – Attn: CCCAS Review Team) by no later than the deadline above or you may mail them to:

#### **CCCAS Application Review Team**

DHHS/Bureau of Child Development and Head Start Collaboration

129 Pleasant Street

Concord, NH 03301

- **Before you go online** to answer the application questions, be sure you have completed the 3 worksheets and have those available since you will need the data to complete the application;
- **The application online must be done in one** sitting and it cannot sit idle for any longer than 15 minutes. If this happens you will need to start over;
- **If you realize you have made a mistake** on the application or worksheet, please email the ECCP Team at [eccp@dhs.nh.gov](mailto:eccp@dhs.nh.gov) and put CCCAS APP CHANGE in the subject line. We will go into your application and make the change as appropriate. This can be done until the deadline.
- **You will not get an email confirmation right away.** Once you complete and submit your **application**, you should get a pop up saying thank you. Within 3 business days, you will receive an email with a PDF copy sent to the email address you have provided. If you do not get a copy within three business days, please email us at [eccp@dhs.nh.gov](mailto:eccp@dhs.nh.gov)

## CCCAS Worksheet Overview

There are three excel worksheets to be completed for this application. They are identified by a letter and include:

- A. 2020 COVID-Related Income Loss and Expense Worksheet
- B. 2020 Projected Income and Expense Statement
- C. 2019 Income and Expense Statement

The good news - the worksheets serve as the foundation for your *CCRSP Final Report* that is due in January. In order to complete these documents, you will need to have the following information available:

### **Program 2019 expenses and income by month** (for the calendar year January to December 2019).

This can be taken from your Profit and Loss Statements, accounting records, and other resources that you use to keep track of incoming payments for tuition (from parents, child care scholarship funds, employer subsidies, etc.) and additional sources of income you received (including grants, fundraising, and cash donations). You may have provided much of this information on your initial CCRSP application so be sure to look back on what you submitted. Do not turn in your own version of this worksheet. Please summarize the information using the excel spreadsheet. No other worksheet will be accepted.

### **Program 2020 projected income and expenses by month** (for the calendar year January to December 2020).

This can be completed using your current year records for income and expenses, your budget, current bills, and income receipts— much like those we described in the previous paragraph.

### **COVID-related income loss and expenses by month** (for the calendar year January to December 2020, beginning in March).

This may be a bit more challenging so this information, by category, will be reviewed in the worksheet instructions below. Start by looking at all the things you have purchased or spent money on since March – those are your expenses. Now separate the expenses that are COVID-related (see the included chart by category), all the items you have purchased for COVID-related activities, plus any increases in your regular expenses that have occurred because of COVID. In some cases, you will need to look at your previous expenses (pre-COVID) and compare it with your current expense to identify the COVID-related part of the expense. For example, if you paid \$1000 for your regular cleaning supplies (including disinfectant wipes, hand soap, and gloves) in July of 2019, but when you reordered the same amount of those supplies in July of 2020, there was a significant price increase of 40%. That increase of \$400 is a COVID-related expense. In addition, you also ordered hand sanitizer and masks that you have never ordered in the past. Those two are COVID-related expenses. As you work through the worksheet you will be looking at the expense areas of staff, supplies, operations and services. You will also need access to your income numbers for the same period. This includes your parent paid tuition, NH Child Care Scholarship, other income sources, and any COVID related income.

## **Completing the Worksheets**

There are three required Worksheets. All three worksheets are in the same Excel document. If you do not have Excel, you may contact Early Learning NH (ELNH) for information on where to get a hard copy. This will include the specific calculations for each row and column. Please note the worksheets are described in reverse order, starting with Worksheet C.

### ***Before you begin entering data –***

1. Save the Excel Spreadsheet on your computer as **CCCAS (Your Program Name) Worksheets (Today's Date)**. Be sure to continually save the document as you work on it to ensure you do not lose your data entries. If you are doing the document by hand, pay special attention to the calculations.
2. If you have a prepared Profit & Loss Statement or other financials for your organization, you will need to add up the expenses and income and put this information on the spreadsheet. You may not add rows, columns or change the formulas.

### **Worksheet C. 2019 Profit and Loss Statement**

1. Put your Program Name on the top of the sheet. This should reflect the name of the program that will be reflected in the expense and income numbers. If you are a multi-site program you should put the name of the parent organization. For example, "Boys and Girls Club" and then the words "All # Sites." Multi-site programs will include their program names and physical addresses on a separate form attached to their notification email.
2. Complete the expense and income cells for each month of 2019. If you had an anomaly in 2019 make a note at the bottom of the spreadsheet. For example, if you expanded the number of licensed or approved children you could have in your program or reduced it; if you opened a new site; if you were totally or partially closed for some reason such as relocating or fire/flood.

### **Worksheet B. 2020 Profit and Loss Statement**

1. Put your Program Name on the top of the sheet. This should reflect the name of the program that will be reflected in the expense and income numbers. If you are a multi-site program you should put the name of the parent organization. For example, "Boys and Girls Club" and then the words "All # Sites." Multi-site programs will be completing a fourth worksheet listing the individual sites and addresses.
2. Complete the expense and income cells for each month of 2020. These should be as close to your actual numbers as possible. If you had an anomaly in 2020, make a note at the bottom of the spreadsheet. For example, if you expanded the number of licensed or approved children you could have in your program or reduced it; if you opened a new site; if you were totally or partially closed for some reason such as COVID-19. For the months that you do not have your financial numbers yet, use your best estimate. Remember the expenses include both your COVID and non-COVID expenses.

### **Worksheet A. COVID Income and Loss Worksheet**

1. Put your Program Name on the top of the sheet. This should reflect the name of the program that will be reflected in the expense and income numbers. If you are a multi-site program you should put the name of the parent organization. For example, "Boys and Girls Club" and then the words "All # Sites." Multi-site programs will be completing a fourth worksheet listing the individual sites and addresses.

- Complete, in Column B, the income you have received each month for tuition, NH Child Care Scholarship, parent copays, registration fees. In Column C, put in the amount of income you have lost each month. For example, if you usually have full tuition from 10 children at \$1,000 a month total, but only had 5 children then put \$500 as the income lost in that month. Be sure to include things like your summer registration fees and other income that is child related that you did not receive. In the OTHER INCOME cells below include the income that is listed. When actual numbers are not available make your best estimate. The worksheet will automatically make the calculations for you. If you are doing the worksheet by hand refer to the calculations page.

To complete the expenses in each heading, use the included “Allowable and Excluded Expense Chart” included with these instructions. While it is not an exhaustive list, it does give the guidance you will need to identify what expenses can be identified as COVID-related. Complete the expense and income cells for each month of 2020. These should be as close to your actual numbers as possible. For the months that you do not have your financial numbers yet, use your best estimate. Remember the expenses should only include your COVID-related expenses.

***Now that you have finished your worksheets you can complete the application.....***

### **Application Instructions:**

<b>1.</b>	<b>Identify whether you are already a CCRSP funding recipient</b>	Yes or No answer – NO will take you to a disqualification page
<b>2.</b>	<b>County</b>	All NH counties are listed in the drop down menu, please look up your county if you do not know it at <a href="https://en.wikipedia.org/wiki/List_of_cities_and_towns_in_New_Hampshire">https://en.wikipedia.org/wiki/List_of_cities_and_towns_in_New_Hampshire</a>
<b>3</b>	<b>Program contact information</b>	This is essential and must be accurate, especially the email and phone number.  The term DBA means “Doing Business As” and that is the program name, not the parent company name. The program name should not include LLC or the parent company name. Please do put “ “ around your program name.
<b>4</b>	<b>When your program reopened or if it stayed open</b>	This is self-explanatory and will indicate when you were open or reopened. If you are not open yet, complete the answer and explain more in the last question.
<b>5.</b>	<b>Payment Is your business permanently closed or planning to permanently close?</b>	This is important information and will help us not only understand your circumstances, but will tell us that we need to contact you for a longer discussion.
<b>6.</b>	<b>Income and Expense for 2019 and 2020</b>	Use the information on your worksheets to complete the question.
<b>7.</b>	<b>Summary of COVID-related expenses</b>	Again, use the numbers from your worksheet to complete this summary of your funding needs.
<b>8</b>	<b>Further information - Optional</b>	This is optional. This is a place to share briefly any additional things about you, your program, financial challenges, your families and community that might be helpful in determining your need and understanding the challenges you face – please be brief.
Push the submit button when you are done. You will see a pop up indicating your application has been submitted. You will receive a copy of your application and a confirmation email within three business days submission of your application.		

# CCRSP ALLOWABLE EXPENSES REFERENCE CHART\*

*As of October 14, 2020, subject to changes/updates*

\*Please note this list is representative of the allowable and excluded COVID- related expenses associated with child care and the CARES Act dollars being distributed through DHHS under the Child Care Recovery and Stabilization Program CCRSP (including the CCAS funding. This list not an exhaustive list and if you have concerns or questions about expense eligibility, please use the contact information described on the instruction page.

EXPENSE AREA	COVID-RELATED ALLOWABLE	EXCLUDED
<p><b>Staff Expenses</b></p> <p>These expenses relate to the cost of recruiting, retaining, training and supporting staff. Staff must fall into the category of direct care, support services, or direct management.</p>	<p>Wages for additional hours for staff to provide expanded COVID-related care such as smaller groups, entry door screening time, remote learning, etc. This includes overtime that is being paid to compensate a smaller number of employees to cover more hours due to the temporary or permanent loss of regular staff to COVID-related issues such as illness, need to support family with remote learning or care.</p> <p>Wages for additional staff added to provide smaller groups, extended care, increased number or hours of children (e.g. school agers for full day)</p> <p>Wages for staff providing EXTRA cleaning or screening services</p> <p>Bonuses and extra pay incentives to retain or recruit staff specifically related to COVID-19</p> <p>Expenses for health testing, mental health services, staff child care directly related to the COVID outbreak</p> <p>Extra health insurance premiums or upcharges due to COVID. Some health providers are charging a “COVID surcharge”</p> <p>Additional training/professional development costs that allowed for staff meeting the above conditions and regular staff to provide care during the COVID outbreak.</p>	<p>Regular wages for positions that existed pre-COVID or were added for reasons other than COVID such as opening a new location or replacing staff that separated from the organization</p> <p>All associated payroll expenses related to the positions described above, including but not limited to the employer portion of payroll taxes, workmen’s compensation, etc.</p> <p>Any staff costs that are covered by the Payroll Protection Program or unemployment compensation</p> <p>Any bonus or extra pay incentive that was funded by the ECCP Incentive Program or other like programs</p> <p>Training or education that does not directly support COVID-related activities or the recruiting and retention of staff to support the health and safety guidelines for providing care during the COVID outbreak or is required by licensing as a standard practice for existing staff (staff training expenses added due to COVID fall under allowable)</p>

EXPENSE AREA	COVID-RELATED ALLOWABLE	EXCLUDED
<p><b>Cleaning and Safety Supplies/Services Expenses</b></p> <p>These are expenses for supplies and services that help keep a program safe, clean and in compliance with health and safety regulations set forth by the Child Care Licensing Unit and the program's local health regulations</p>	<p>Supplies specifically required to meet the recommended guidelines for providing child care during the COVID outbreak such as masks, hand sanitizer, etc.</p> <p>Additional expenses (increased cost portion only) for regular items that are a result of shortages or increased demand such as additional cleaning supplies, health and safety items, additional cleaning service costs. The base rate that existed pre-COVID is excluded, but the additional expense is allowable.</p> <p>One time or reoccurring services that support the health and safety guidelines for providing care during the COVID outbreak</p> <p>Additional equipment/materials needed to support the health and safety guidelines for providing care during the COVID outbreak such as carpet cleaning equipment, specialized mops or disinfectant cleaning supplies, thermometers, etc.</p>	<p>Regular supplies that were purchased as an ongoing expense (Pre-COVID for operation of the program such as toilet paper, paper towels, trash bags, gloves, hand soap, etc.</p> <p>Existing and ongoing supplies and services such as fire prevention equipment, regular custodial service, cleaning supplies etc. that existed pre-COVID.</p>

EXPENSE AREA	COVID-RELATED ALLOWABLE	EXCLUDED
<p><b>Program Supplies and Operational Expenses</b></p> <p>These include supplies, services and other expenses related to the operation of the business including but not limited to programs supplies and equipment for children and staff, business operations and facility cists</p>	<p>All disposable/reusable items for social distancing such as Plexiglass, portable wall barriers, individual activity items for each child, separate storage receptacles, water services, kitchenware, staff or child protective or program attire for individual use.</p> <p>COVID site renovations/adaptions such as separate entrances, extra sinks, new walls, washing machines, etc.</p> <p>Capacity building supports when capacity is related to COVID such as rent and associated costs of extra space for school age expansion or to replace public school location or to ensure social distancing, additional playground space;</p> <p>One-time or re-occurring irregular expenses related to COVID such as Wi-Fi, laptops, business interruption insurance</p>	<p>Regular expenses such as rent, mortgage, bookkeeping/accounting, utilities, insurance, etc.</p> <p>Regular services such cleaning, appliance repair, etc. that are done as part of regular operations</p> <p>Necessary, ongoing program improvements or repairs such as HVAC systems, structural repairs or replacements, ongoing maintenance such as playground resurfacing or program equipment replacement, etc. – IF NOT RELATED TO COVID-19</p> <p>Subscriptions, membership fees, affiliation expenses, that are all, or in part, to support the quality and operation of the organization.</p> <p>Regular expenses that would have been incurred regardless of the COVID-outbreak</p> <p>Loan repayment</p> <p>Tuition scholarships that are not COVID related.</p>