

CCRSP APPLICATION INSTRUCTIONS AS OF JUN 4 (Noon)

Subject to updates as needed

DEADLINE FOR CCRSP APPLICATION SUBMISSION IS THURSDAY, JUNE 11 at 11:59 PM

DEADLINE FOR SUBMISSION OF FINANCIAL DOCUMENTS IS MONDAY, JUNE 15 at 11:59 PM

All applicant must be registered ECCP by Friday, June 5 at 11:59PM

These are question by question instructions for the all three applications.

Before you go online to the application link, be sure you have completed you are answers in a Microsoft Word or similar word-processing document that you can cut and paste your answers into the online application.

The application online can be stopped and started, but due to the volume of individuals trying to submit applications, we recommend you do it in one sitting.

Once you complete and submit your application, you should get a pop up saying thank you. Within in 24 hours you will receive an email with a PDF copy sent to the email address you have provided – if the email is incorrect the application copy will not come through

Open Programs only - [CCRSP Application for Open Programs Only](#)

Program re-opening by Sept 8 only - [CCRSP Application for Re-Opening by Sept 8 Programs Only](#)

Multi-site programs open/closed only - [CCRSP Application for Multi-site Open or Closed programs Only](#)

If you complete your survey and realize you have made a mistake, please email the ECCP Team at eccp@dhhs.nh.gov and put CCRSP APP CHANGE in the subject line. We will go into your application and make the change as appropriate

So here we go –

1.	I am as an ECCP by DHHS required question	Yes or No answer – NO will take you to a disqualification page
2.	County	All NH counties are listed in the drop down menu, please look up your county if you do not know it at https://en.wikipedia.org/wiki/List_of_cities_and_towns_in_New_Hampshire

3	Program contact information	<p>This is essential and must be accurate, especially the email and phone number. If there is more than one contact email please put a ; symbol between the two emails or it negates the address.</p> <p>The term DBA means “Doing Business A”s and that is the program name, not the parent company name it should not include LLC or the parent company name. Please do put “ around your program name.</p>
4	Payment Contact Information	<p>This is the contact and likely a larger organization’ business office information. If you do not have a separate accounting or business office, you can leave this section blank</p>
5.	Payment Information	<p>This is information that relates to the payment system</p> <p>EIN is the Employer Identification Number and for some of you family child care or License-exempt providers it is your social security number</p> <p>NH CCLU is the child care license number, if you are a License Exempt Center or Provider put LEP in this box</p> <p>Camp License is your registered state license number</p> <p>NH Scholarship Resource number is the numbers you use to bill for scholarship funds if applicable</p> <p>NH State Vendor Number (if available) If you are receiving the ECCP Incentive Funds you already had to apply for a vendor number. If you do not have a vendor number, the instructions for getting one is on the CCAoNH website. You do not need a vendor number to apply. This is only necessary if you are awarded finding. Just leave it blank if you do not have a vendor number now</p>
6.	Program Type	<p>Self-explanatory – if for some reason you do not see your program type – please contact us immediately to ensure eligibility.</p>
7.	How long has this business been operating?	<p>This helps us understand the longevity of your program and how that factors into sustainability. If you bought an existing program, lease include the total numbers of years it has been open, not just the time you owned it. There is not a right or wrong answer here and the response will not affect your eligibility.</p>
8.	Program Description	<p>This is to help us ensure that we are funding a diverse group of programs and can see what additional areas of operation might be impacted by income losses such as rent/mortgage, etc. You can check off as many of the boxes as apply. One thing to remember is a non-profit is an organization that is registered as a non-profit. Just because you do not make a profit, does not make you non-profit (although it may feel that way). All family child care and individual license providers are for profit.</p>
9.	Financial Documents	<p>This question asks which financial documents you will be sending in for the financial qualification portion of the application. These documents need to be either attached or scanned into an email or postmarked by June 15 at 11:59 PM. IMPORTANT NOTE – we cannot process your application until we receive</p>

		<p>the financial documents so timely submission is essential. When we receive them, you will receive a confirmation email. Just another FYI – your credit rating is not a factor in this application, we are not running any credit check on your business or you personally. Only submit one document per year please.</p> <p>Tax Returns must be your filed copy; we understand that you may not have filed the 2019 due to the extension. Everyone should likely be able to submit a 2018 tax return if you are a for profit operation.</p> <p>990 is for non-profits only</p> <p>Quarterly Financials are often produced by ether your accounting software or your parent organization, we understand if you are part of a larger organization and this does not work.</p> <p>P & L Profit and Loss Statements – another form of financial reporting that lays what you took in from income and what you paid out in expense.</p> <p>Budget/income template – This is if you use your own template or the one we have posted online to tell us your budget/actual for income and expenses.</p>
10.	Other COVID-related funding	This is other funds you have applied for and either have received or hope to receive. If it is a weekly amount (like the Scholarship fund) put that amount in the funding amount. This is an estimate and is meant to help us understand your financial needs for recovery. It will not count against you in the funding eligibility; it is just another piece of valuable information to help us support your program.
11.	Understanding parent funding	This let's us understand the income sources for your program and again this is informational and there is no right or wrong answer.
12.	Program status	This is just confirming that you used the correct application and we know your status on the date of application.
13.	Program open or reopen date	This is critical to being able to map the ECCP programs that were available and understand your income picture. On the multi-site application this is similar question
14.	Average attendance	<p>This is a pre-COVID snapshot on what your enrollment looked like during the week of March 2-6.</p> <p>Attending - The number is the average weekly for individual children and not cumulative – so if you have 20 children per day 10 full time and 10 part time and add three others throughout the week then you would have 23 children total divided among the age groups.</p> <p>Enrolled is children that are enrolled but did not attend that week</p> <p>Licensed or approved is that CCLU number that your site can have based on the license rules, LEP rules, camp rules and/or fire code and is likely higher</p>

		<p>than what you actually enroll or wish to enroll. In most cases this is just a total number, but please break it out by how your space was used</p> <p>Optimum enrollment that is the number that ideally you would enroll in each category – you may have a licensed capacity for a total of 60 children, but quality and practicality has you set that number at 45 split among the various groups.</p>
15.	Staff	This is also a pre-COVID snapshot on what your staffing configuration looked like the week March 2 - 6
16.	Vulnerable children	The first column is for all programs to answer – is only for open programs during the week of June 1 – 5. Every program has some vulnerable children, regardless of income, geographic location or other factors, so use your judgment on the percentage it can anything form just a few to 100%
17.	Current or Anticipated enrollment	Depending on whether you are completing the open or re-opening application this is slightly different. For open programs it applies to whom is being cared for now and what you optimum enrollment looks like now with the Stay at Home 2.0 guidelines for group size. You will have an opportunity to update these numbers throughout the summer and fall as they evolve.
18.	Staff	This is again what your staffing configuration looks like now or will likely look like when you re-open. You will have an opportunity to update these numbers throughout the summer and fall as they evolve.
19.	Budget Area - Funding Needs	This is the part where you indicate how much funding you need and in what specific budget area. In the text box, enter the dollar amount of funding you are seeking. If you do not need funds in a particular area then leave the text box blank. Note the * symbol by each budget area correlates to the text box in questions 20 – 25 where you will explain more about the funding need
20. - 25	Budget Area - Funding request narrative	Please briefly explain how you would use the fund you listed in question 19 and how the changes in income and expenses in this area since mid-March (onset of the COVID-19 outbreak and program closings) have impacted this budget area. Your writing style is not an issue here, just clarity of purpose will help the CCRSP Review Committee better understand your needs as they make funding decisions.
26.	Coalition member	This helps us understand what coalitions/association to collaborate the recovery and stabilization efforts with, beyond this specific funding program. Please list all of the groups that apply and have state-based connections
27.	Technical assistance	Participating in these opportunities sis not a requirement. This list is just to give us an idea on what types and topics of technical assistance we should offer to the child care community throughout the next year
2.8	Further information	This is a place to tells us briefly any additional things about you, your program, your families and community that might be helpful in determining your need and understanding the challenges you face – please be brief
<p>Push the submit button when you are done. You will see a pop up indicating your survey has been submitted.</p> <p>You will receive a copy of your survey and a confirmation email within 24 hours of submission of your application.</p>		