

# Child Care Operating Expense Reduction (CCOER) Grant Program Application Overview as of October 24, 2023

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## ***Application Link***

**Applications and all documentation must be submitted no later than December 1, 2023 @ 4:30 PM, EST.**

The Child Care Operating Expense Reduction Grant (CCOER) for **\$3,596,400 Million** will provide direct beneficiary awards to eligible Child Care Providers with the purpose of enabling those providers to strengthen their workforce by reducing operating costs and investing in workforce retention and recruitment. The expenses incurred may include: long-term mortgage, or lease payments; maintenance, repairs or renovations; building or expansion of outdoor space; programs or services necessary for business operations; such as software or training; or other facility enhancements, that deliver care to New Hampshire families

## **How do providers apply for CCOER?**

Complete the application link found at <https://www.surveymonkey.com/r/F8R6T3D> or at <https://www.nh-connections.org/new-hampshire-provider-grant-funds/>

This link is for a “one and done” cannot be saved and completed later or printable application. A custom link was sent to all child care providers emails as found in the NHCIS database. If you did not receive the custom link (savable and printable version) it may be your server or your email is outdated. Please send us a request with a different email address at [CCOERgrant@dhhs.nh.gov](mailto:CCOERgrant@dhhs.nh.gov)

- One type of application will be available - Single Site Center – *any provider with multiple sites will need to complete an application for each location.*
- All application questions must be completed unless otherwise noted. In complete applications will not be accepted. Make sure to push done/save and submit.
- In addition to submitting the application, ***all applicants must submit proof of operating expense(s) incurred*** (see dates of incurred expensed under other parameter) and sent as an attachment (PDF, word or excel, jpeg, scanned documents all accepted – no google docs) to [CCOERgrant@dhhs.nh.gov](mailto:CCOERgrant@dhhs.nh.gov) **DO NOT SEND DOCUMENTS TO ANY OTHER EMAIL ADDRESS.**
- Applicants must have a valid **NH State Vendor Number.**

## ***ELIGIBILITY INFORMATION***

This Application is for the Child Care Operating Expense Reduction Grant (CCOER) program, which will provide direct beneficiary awards to eligible Child Care Providers with the purpose of enabling those providers to strengthen their workforce by reducing operating costs and investing in workforce retention and recruitment.

CCOER funds were awarded under the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) established by the American Rescue Plan Act of 2021 (“ARPA”), H.R. 1319, Section 9901 on March 11, 2021, provided by the United States Department of Treasury (“Treasury”), Assistance Listing Number (ALN) 21.027, Federal Award Identification Number (FAIN) SLFRP0145.

### **Eligible Child Care Providers include:**

- New Hampshire licensed-exempt facilities;
- Licensed full day/full week early childhood and/or out-of-school time child care centers; and
- Family child care centers.

All licensed and licensed-exempt facilities are defined under NH RSA 170-E. Interested Child Care Providers must submit completed Applications that are signed and include proof of operating expenses incurred between **March 3, 2021 and September 30, 2023**, in support of their request for reimbursement.

**\*Child Care Providers with multiple sites are required to complete separate Applications for each location funds are being applied for.\***

### **Who is not eligible to apply?**

- Programs that are not currently open;
- Head Start or Early Start programs;
- Public school operated programs;
- Part day or part week early childhood or enrichment programs that are not considered Child Care Providers; and
- Summer camps (full or part day) unless it is an expansion of a regular child care program.

### **Examples of reimbursable operating expenses include:**

- Rent, mortgage or lease payments;
- Maintenance/repairs or minor improvements, that include but are not limited to:
  - Renovating bathrooms.
  - Installing ramps, railings, and other accessibility features.
  - Removing non-loadbearing walls to create more space.
  - Replacing carpet with linoleum or another cleanable surface.

- Installing touch-free faucets or light switches.
- Building of or expansion of outdoor playground space;
- Programs or services needed to operate the child care business, that include but are not limited to:
  - Payroll/Bookkeeping Software.
  - Business automation training and support services.
  - Materials for play & learning/safe sleeping/diapering or toileting.
- Facility enhancements or programming that would improve the staff experience.

Child Care Providers will be eligible to receive the Grant Award Amount as a reimbursement of expenses that will be determined upon receipt of all applications. The following formula will be used to determine the 'maximum' Grant Award Amount:

- \$3,596,400 (available program funding), divided by combined child capacity of all applicants, multiplied by each individual Child Care Provider's capacity.
- For example:
  - *If the combined total child capacity of all applicants is 20,000 children, the formula to determine funding allocation per child capacity would be:  $\$3,596,400 / 20,000 = \$179$  per child capacity for each applicant.*
  - *If Provider A has child capacity for 50 children, the formula to determine their funding cap would be:  $50 \times \$179 = \$8,950$  (maximum amount that Provider A is eligible to be reimbursed).*

**Note:** The above scenario is an example for reference. The determined 'maximum' amount is dependent upon the described formula. Expenses incurred that are submitted above 'maximum' cannot and will not be authorized as part of the reimbursement agreement. Supplying proof of the reimbursed expense(s) is required. All Applications are subject to the Grant Award Amount formula.

Support for completing your application and supporting documentation, see recorded webinar, virtual hours and community partners list at

<https://www.nh-connections.org/new-hampshire-provider-grant-funds/>

Questions, please submit them to <https://www.surveymonkey.com/r/XGHX5JR>

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