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 Office of the Secretary



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**Low Income Home Energy Assistance Program (LIHEAP)**

**Gordon Salas**  
 Childcare Licensing Program

**Garapan Street Market**

CHILD CARE AND DEVELOPMENT FUND (CCDF) PROGRAM  
 2021 SUMMER PROGRAM GRANT

**ANNOUNCEMENT**

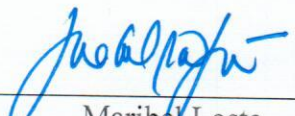
The Child Care and Development Fund (CCDF) Program announces an opportunity for non-profit, community-based organizations to participate in a Summer Program Grant for Summer 2021. This grant is open to organizations that offer Summer Programs to all school-aged children between the ages 6 to 12 years old. For this grant, a total of five (5) awards will be provided. CCDF has the right to award smaller grant awards as appropriate. CCDF Summer Program Grant Application Packets maybe picked up at the Child Care and Development Fund (CCDF) Program Office, Building No. 1347 Ascension Court, Capitol Hill, Saipan, MP 96950

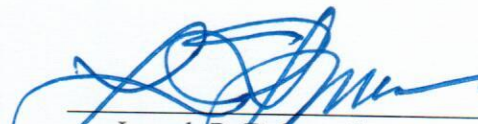
Interested applicants should submit one (1) original and six (3) copies of the completed application and requirements, sealed and marked: CCDF Summer Program Grant Application 2021. Attention: Maribel Loste, CCDF Administrator. All applications must be stamped received no later than April 15, 2020 4:00p.m. Incomplete applications will not be accepted and will be returned.

CCDF will only accept written inquiries regarding this grant opportunity and should be addressed to Maribel Loste, CCDF Administrator on or before 4:00p.m. on March 22, 2021. Inquires maybe sent via:

1. Hard copy and submitted to the CCDF Office Bldg. No. 1347 Ascension Court Capitol Hill or
2. Email at [mloste.cnmiccdf@gmail.com](mailto:mloste.cnmiccdf@gmail.com) with the subject: **CCDF 2021 Summer Program**

All inquiries made after March 22, 2021 will not be entertained.

 02.25.21  
 Maribel Loste  
 CCDF Administrator

  
 Joseph P. Deleon Guerrero  
 DCCA Secretary



## Child Care and Development Fund (CCDF) Application for Summer Program 2021

Grants are currently being made available by DCCA Child Care and Development Fund (CCDF) Program to all community-based non-profit organizations offering Summer Programs/Activities to school aged children, ages 6 to 12 years old. Eligible proposals may receive up to \$20,000.00. A maximum of four (4) proposals will be approved for Saipan, one (1) for Rota, and one (1) for Tinian. CCDF has the right to award smaller grant awards as appropriate and recommended by the Summer Program Review Panel Committee.

### Requirements:

1. A community-based, non-profit organization that has been providing this type of activity/program for at least 1 year;
2. A community-based, non-profit, faith-based organization that has been providing this type of activity/program for at least 1 year;
3. Valid and current Business License (Receipt is not considered a Business License);
4. Copy of Certificate of Incorporation as a Non-Profit Organization including listing of officers;
5. Copy of most current (2021) Annual Report for the Organization;
6. Copy of Tax ID Number Card;
7. Duly completed CCDF prescribed Summer Program Application Form. An application form that has been altered and lacking supporting documents/attachments **will not be reviewed and will be returned to the applicant.**
8. One (1) original plus three (3) copies of the complete application packet and placed in a sealed envelope. Marked: **Attention: Maribel Lose, CCDF Administrator re: 2021 DCCA-CCDF Summer Program Application.** All applications should be stamped received by CCDF Office **on or before April 15, 2021 no later than 3:00p.m.** Request for an extension will not be entertained.
9. Summer Program activities must enroll at least at a minimum **25 children.** All activities must conform to any and all Covid-19 mandates (wearing of masks, social distancing, use of hand sanitizers/alcohol etc.)
10. Activities must be offered five (5) days a week with a minimum of 4 hours each day.

11. Activities should provide for the overall development of the school-age child. **Areas of development indicated below must be clearly addressed in the proposal.**

A. **Social-Emotional**

1. Growth and Competence
2. Value of Autonomy
3. Importance of peer group and making friends
4. Address bullying

B. **Physical Growth and healthier and active lifestyle**

1. Good Nutrition and Exercise

C. **Enrichment Activities**

1. Variety of activities such as:
  - a. Field trips
  - b. Drama
  - c. Involvement of community resources
  - d. Recreation activities (outdoor play and sports)
2. Broadening interest and community awareness

**12. Narrative should include:**

Each element responses should be at a maximum 2 pages, single space, 12-font unless otherwise indicated. Panel members will not review and score any portions over the maximum page allowed.

12.1 Describe your organization. Include background information as well as any history of projects, activities, and/or grants that your organization has completed or is currently completing as related to Summer Programs (Organization must attach any documentation labeled under Appendix related to this element such as newspaper article, organization newsletter, Facebook, etc). Maximum pages: 2 Total possible points: 5

12.2. Provide a **detailed description of your proposed project/or activities**, including the need for your project/activities. Include in your discussion how your program's activities will benefit families and children (ages 6 to 12 years old) of the CNMI. In this part, describe how your program activities will address **number 11 above**, addressing the overall development of the child and keeping in mind to address the Socio-Emotional development, physical growth and enrichment activities. Describe each activity that will be offered. Include location/venues where these activities will take place. Include a month-long calendar of activities that contains the following information: name of activity, who will supervise (staff name or position title), venue, start and end time. If your activity is to be held at a venue that will require the approval of another agency, you must attach documentation of such in the appendix.

Maximum pages: 5      Total possible points: 30

12.3. **Provide a description of the experience and qualifications of the staff that will implement the project/activities.** Note: Once an organization is approved for the grant, all staff as listed in this application **MUST clear with DPS-SORNA**. Staff that has not cleared with SORNA will not be paid and allowed to participate. The final listing of the staff should be forwarded to CCDF Program no later than 5 days after the Mandatory Orientation. Changes to the staff listing should be received by the CCDF Program no later than 3 days from the date of occurrence. Maximum pages: 5      Total points: 10

12.4. **Provide a detailed Financial/Budget Breakdown.** This will include estimated expenses for salary wages, incentives, etc. Vague expenditures will be disapproved. Once approved, any changes to the financial/budget breakdown should be submitted in written form as prescribed by CCDF office. Organization is not allowed to make any changes without the expressed written approval of CCDF. Organization is required to submit itemized quotations for any and all items described in this section. Failure to submit itemized quotations will be considered incomplete and application will be returned to the organization. Maximum pages: 3      Total points: 5

Total possible score: **50 points**

13. Organization's capability to immediately implement the proposed program activities. CCDF Program will be able to provide start up funds for a maximum of 50% of the grant awarded. All start-up funds should be accounted for in receipts and documentations for succeeding reimbursements to be approved.
14. Minimum rating score of **40 points**.
15. Questions must be in writing and addressed to Maribel Loste, CCDF Administrator, and sent via email to [mloste.cnmiccdf@gmail.com](mailto:mloste.cnmiccdf@gmail.com) no later than 4:00p.m. March 22, 2021. Responses will be provided to all who submitted their questions by March 31, 2021. Written questions submitted after March 22, 2021 will not be entertained.
16. Participation in a Mandatory Orientation Meeting. Failure to participate in the orientation meeting will mean **automatic disqualification and the organization's application will be returned.**
17. Completed applications along with accompanying documents must be submitted to the Child Care and Development Fund Office Building No. 1347 Ascension Court Capitol Hill, Saipan, MP 96950.
18. Organization acknowledges and completes an **INDEMNITY AGREEMENT**

## Review Criteria:

1. Organization's background as related to any Summer Program activities.
2. Relevance of the project objectives to local or national initiatives and addressing the overall development of the child.
3. **Innovative** summer program activities to address local and national initiatives and should address the overall development of the child.
4. Activity offerings during the project (types and number of offerings).
5. Qualifications and experience of the program staff and other key personnel to implement the project successfully.
6. CCDF reserves the right to request for additional documentation as it relates to the application. Non submission/compliance of these additional documentations or information within **3 working days from the request date** will mean automatic disapproval of the grant application.
7. Submission of additional requests made by the panel interview members should be directed to [Maribel Loste, CCDF Administrator at mloste.cnmiccdf@gmail.com](mailto:mloste.cnmiccdf@gmail.com) and [Roselle Teregeyo at ccdf.roselleteregeyo@gmail.com](mailto:ccdf.roselleteregeyo@gmail.com) It is the organization's responsibility to **provide both a hard copy and an electronic copy.**

## Award Criteria

Applications will be considered for funding on the basis of overall merit of the project based on the review process and a minimum score of 40 points. CCDF has the right to fund in whole or in part any or all of the application's activities.

**Processing of Reimbursements:** Payment for services will be processed once:

1. A monthly invoice is submitted the first 2 working days the following month after services has been rendered (for example: invoice for June services will be submitted the first 2 work days of July);
2. Monthly invoices that do not meet the scheduled submission **will not be processed.** But will be included in the next billing cycle, not to exceed 60 days. For example: June billing will be accepted until the first 2 work days in August. June billing submitted in September will no longer be processed.
3. The following should be attached to the Monthly Invoice:
  - A. Original sign in sheets of the participants;
  - B. Summary Time sheets of all employed staff;
  - C. Original receipts for the purchase of approved educational materials and/or equipment (if any);

- D. A minimum of 2 Photos/documentations from activities;
  - E. One pager narrative of the completed activities for the billing month. Narrative should include: total number of participants, the descriptions of the specific activities the children engaged in venue, and how this activity improves the child/children's overall development.
4. FINAL Invoice must include 1,2,3, above and the following:
- a. Signed Acknowledgement Form that CCDF has received the equipment/s purchased for the grant (if applicable);
  - b. At least a 2-pager narrative of activities offered during the Summer Program. May include at a minimum but is not limited to:
    - i. Photos, completed works of children, newspaper article regarding the program, video, etc.
    - ii. Testimonies of children (minimum of 20%) related to the Summer Program. Testimonies maybe handwritten.
    - iii. Evaluation of the Summer Program prescribed by CCDF to be completed by at least 50% of parents whose children participated in the Summer Program.
5. **Note: Reimbursement checks will be released within 60 days of receipt of invoices.**

**Restrictions:**

1. **The following organizations need not apply:**
  - a. If your organization is currently receiving CCDF afterschool funds or summer program through the CCDF Certificate;
  - b. If your organization is currently identified as a CCDF Provider;
  - c. If your organization received other grants from other agencies local or federal funded, for ***FY 2021 (Oct. 1, 2020 to current).***
  
2. **Pre-Operation Activities may commence once Notice to Proceed has been provided (maybe billed under Start Up Funds, which is 50% of the approved grant award.)**  
 Once the organization has been notified it may begin "pre-operation" activities. Pre-operation activities mean activities needed by the organization to prepare for its Summer Program, such as recruitment, enrollment, registration of families, preparation of equipment, etc. In order for the program to be paid for "pre-operation" activities, the program should submit within 2 working days from Notice to Proceed the following: List of all staff that will engage in pre-operation activities, days and time, and activities the staff will be engage in. **Only staff identified in the list of staff submitted for SORNA Clearance and has been cleared will be paid.** If organizations perform activities before the Notice to Proceed, CCDF will not reimburse for such activities.

3. All adult staff (18 years old and above) participating in the Summer Program must be cleared with SORNA (Sex Offender Registry Notification Act) from DPS. Within 2-days from Notice to Proceed, organization must submit the complete listing of adult staff to CCDF for clearance. No adult staff may work with the children until a SORNA clearance has been received. SORNA Clearance listing should be submitted to: Rita Olopai, Health and Safety Inspector at [ccdf.ritnolopai@gmail.com](mailto:ccdf.ritnolopai@gmail.com) using the CCDF Summer Program prescribed form.
4. Once notified the organization should fully operate its Summer Program within 2 weeks. If the program fails to begin activities within the timeframe, CCDF reserves the right to cancel the grant award.
5. All enrolled children in the Summer Program must complete and submit a Photo Release Form and Waiver Form that should be kept by the organization. It is the organization's responsibility to provide CCDF Office a copy of these documents at the time of the first submission of invoice.
6. CCDF funds **may not** support the following:
  - a. Any type of registration fees imposed on children and families accessing the summer program activities.
  - b. The purchase or printing of t-shirts and/or uniforms.
  - c. Incentives that are directed to other individuals other than the children it intends to serve.
  - d. Meals
  - e. Equipment such as camera, laptops, tablets, printers and other office equipment and other equipment or items not related to the program activities. Any and all items considered "capital items" based on CNMI Procurement and Supply Rules and Regulations will also be automatically disapproved. CCDF reserves the right to review, approve and/or disapprove all other technological equipment not describe here.
  - f. Airline tickets
7. Healthy snacks and water may be approved as part of the grant proposal provided **not more than 5% of the approved funds** will be used to purchase snack and water. The organization should provide a listing of snacks it plans to provide children with quotations of how much these snacks will cost. Quotations will be part of the appendix.
8. Appropriate child-staff ratio should be implemented based on the age of the children as well as the activities being offered. The health and safety of the

children should always be considered when addressing child-staff ratio. CHCC and Child Care Licensing Program (CCLP) Health and Safety Covid-19 Safety protocols must also be followed, if and when applicable.

9. All purchases related to the grant **must be** supported by original official receipts.
10. All equipment purchased under the grant must be returned to CCDF prior to release of the organization's final check.
11. For purposes of definition a summer program is offered during the months of June, July, August, and September only.
12. The decision of the Review Panel is considered FINAL.
13. CCDF Program reserves the right to **request for additional clarification, documentations,** for activities, receipts, and documents related to the approved Summer Program Activities. It is the responsibility of the organization to address any and all questions and concerns of the CCDF Program. Failure to address these questions and comments by the CCDF Program within 5 working days from request will mean non-payment of purchases or activities. It is the responsibility of the organization to identify the specific section/page in the application where these activities, items, purchases are mentioned.
14. CCDF Program will only reimburse purchases **clearly identified** in the approved application. For example: "incentives" The organization is required to provide a detailed listing of incentives it plans to purchase and provide. Any incentives not included in the detailed listing will be automatically disapproved.



**Child Care and Development Fund (CCDF)  
Application for Summer Program 2021  
For**

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**Name of Organization**

## Organization Information

Organization's Complete Business Name: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Business License No: \_\_\_\_\_ Valid Until: \_\_\_\_\_

Tax ID No: \_\_\_\_\_

1. Name of **primary contact person** as listed from the organization's 2021 Annual Corporation Report responsible for this grant application, Position/Title and signature:

\_\_\_\_\_  
Printed Complete Name of Contact Person and signature

\_\_\_\_\_  
Position/Title

(phone) \_\_\_\_\_ (cell phone #) \_\_\_\_\_  
Contact person's Phone No

\_\_\_\_\_  
e-mail address

### Organization must also provide:

2. Name of **secondary contact person** from the organization or **authorized representative** responsible for this grant application, position/title and signature.

\_\_\_\_\_  
Printed Complete Name of Secondary Contact Person

\_\_\_\_\_  
Position/Title

(phone) \_\_\_\_\_ (cell phone #) \_\_\_\_\_  
Contact person's Phone No

\_\_\_\_\_  
e-mail address

Please complete this legibly

**Agreement Statement/Acknowledgement:** Both individuals identified in this application must initial after each statement. This page must be submitted to CCDF Office. Incomplete signatures will mean incomplete application and therefore will be returned to the organization.

Complete Name of Organization: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name and Signature of primary contact person from organization \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name and Signature of secondary contact person or authorized person \_\_\_\_\_  
 Date

If my organization is awarded this grant, I understand that:

	Statement	Initial Primary Contact Person	Secondary Contact Person
1.	I am making a commitment to complete all projects/activities as stated in my proposal as well as use/spend the full amount as stated in the MOA between CCDF and my organization.		
2.	I am aware that CCDF Staff may come unannounced at any time during the operation of my Summer Program to observe activities as well as record children and activities for purposes of documentations.		
3.	The CNMI Government, the Department of Community and Cultural Affairs (DCCA), Child Care and Development Fund (CCDF) Program, and its staff and employees will not be held responsible and liable for any negligence in my organization's part resulting in accidents, death, or lawsuits.		
4.	I will provide needed documentation and abide by the procedures for reimbursement as described in this grant application.		

**CCDF OFFICIAL USE ONLY:**

Grant Proposal is:      Approved      Score: \_\_\_\_\_      (minimum score of 40)

Denied      Score: \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_  
 Joseph P. Deleon Guerrero DCCA Secretary

\_\_\_\_\_  
 Date

# Indemnity Agreement

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Agreement of Indemnification dated \_\_\_\_\_ between \_\_\_\_\_  
(name of Organization)

hereby referred to as "Grantee" and DCCA Child Care and Development Fund (CCDF) Program.

For value received, Grantee jointly and severally agree to indemnify and save harmless DCCA Child Care and Development Fund (CCDF) Program and its successors and assigns from any claim, action, liability, loss, damage or suit arising from the following:

Any and all activities as described by GRANTEE in the 2021 CCDF Summer Program Application, including any changes to the activities made during the course of the program.

Where any claim is asserted, DCCA Child Care and Development Fund (CCDF) Program shall provide Grantee with reasonably timely notice of same in writing.

Thereafter, Grantee shall at its own expense defend, protect and save harmless DCCA Child Care and Development Fund (CCDF) Program against said claim or any loss or liability resulting therefrom.

Should Grantee fail to so defend and / or indemnify and save harmless, then, in such case, DCCA Child Care and Development Fund (CCDF) Program shall have full rights to defend, pay or settle said claim on their own behalf without notice to Grantee for all fees, costs, and payments made or agreed to be paid to discharge said claim.

Grantee agrees to pay all reasonable attorneys' fees necessary to enforce said indemnification.

This agreement shall be unlimited as to amount or duration, and it shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal agents and representatives.

**Grantee Representative:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DCCA Child Care and Development Fund Representative:**

\_\_\_\_\_  
Maribel Lose, CCDF Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CCDF Program 2021 Summer Program Grant Application

To: Rita Olopai, CCDF Health and Safety Inspector

From: \_\_\_\_\_  
Name of Organization Contact Person for Organization

RE: SORNA Clearance Request

	Complete Full Name	Date of Birth	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			