



# Child Care and Development Fund (CCDF) Program Cares Funds Part III Grant Application Checklist (For Licensed Programs center base program only)

- Valid Business License (No receipts will be accepted);
- Valid Child Care Licensing Program (CCLP) License;
- Valid CCDF Provider Certificate, if applicable;
- Copy of Certificate of Incorporation
  - as a Non-Profit Organization including listing of officers;
  - as a For-Profit organization including listing of officers;
- Copy of most current (2021) Annual Report for the Organization;
- Duly Completed Cares Funds Part III Grant Application Form, prescribed by CCDF along with required Attachments; An application form that has been altered and lacking supporting documents or attachments **will not be reviewed and will be returned to the applicant.**
- Submission and addressed to: Maribel Lose, CCDF Program Administrator at [mlose.cnmiccdf@gmail.com](mailto:mlose.cnmiccdf@gmail.com) cc: [ccdf.roselleteregeyo@gmail.com](mailto:ccdf.roselleteregeyo@gmail.com).
  - i. Electronically or via drop box and in the following order:
    1. Grant Application checklist (this page)
    2. Cover Letter indicating intent to apply for the Grant
    3. Completed Application Form
      - a. Form A: Minor Renovation with Scope of Work (SOW).
      - b. Form B: Purchase of an Early Childhood Curriculum and/or Educational Materials and/or equipment with Form B1
      - c. Form C: Program Operations and/or Program Expenses Only
      - d. Form D: Cleaning Supplies, PPE's, Cleaning and Sanitation Services, etc.
- Submission deadline: April 30, 2021
- Attach most recent QIP and/or SMART Goals and most recent ERS Self-Assessment if applicable.
- Receive a minimum of 15 points for each of the areas applying for:
  1. Minor Renovation
  2. Purchase of Curriculum and/or related Educational Materials or equipment
  3. Program Operations and/or Program Expenses
  4. Cleaning Supplies, PPE's, Cleaning and Sanitation Services
- Must have submitted request for reimbursement at least 50% of Cares I Part I or Part II grant approved funds.

Failure to attach all required documents will mean automatic disapproval.

**Note: This page should be included as part of the submission packet of the organization**



# Child Care and Development Fund (CCDF) Program

## GRANT APPLICATION III under the CARES Act Funding

### Licensed-Center base Providers

Grants are currently being offered by DCCA Child Care and Development Fund (CCDF) to Licensed-center base Providers address child care program needs related to operations, health and safety and improving quality child care services during the Covid 19 Pandemic. Eligible proposals may receive a one-time grant of up to \$25,000.00 per site/location. CCDF has the right to award smaller grant awards as appropriate and as recommended by the CCDF Grant Review Committee.

#### Requirements:

1. Valid Business License (No receipts will be accepted);
2. Valid Child Care Licensing Program (CCLP) License;
3. Valid CCDF Provider Certificate;
4. Copy of Certificate of Incorporation as a Non-Profit Organization including listing of officers;
5. Copy of most current (2020/2021) Annual Report for the Organization;
6. Duly Completed Grant Application Form, prescribed by CCDF along with required attachments. An application form that has been altered and lacking supporting documents/attachments **will not be reviewed and will be returned to the applicant.**
7. Submission:
  - i. Electronically or via drop off and in the following order:
    1. Grant Application Checklist
    2. Cover Letter indicating intent to apply for the Grant
    3. Completed Application Form
      - a. Form A: Minor Renovation with Scope of Work (SOW);
      - b. Form B: Purchase of an Early Childhood Curriculum and related supplies;
      - c. Form C: Program Operations and Expenses only
      - d. Form D: Cleaning Supplies, PPE's, Cleaning and Sanitation Services

\* Submit only the forms related to your grant application.
  - ii. Address to: **Attention: Maribel Lose, CCDF Program Administrator** All applications should be received by CCDF Office **on or before April 30, 2021 no later than 3:00p.m.** Request for an extension will not be entertained.
    1. Narrative must provide clear explanation for the rationale, identify specific quality standards (must be aligned to the program's Quality Improvement Plans (QIPs), QRIS, SMART Goals and Covid-19 safety precautions.
    2. Attach most recent QIP and/or SMART Goals and most recent ERS Self-Assessment (CCDF Providers only).
8. Receive a minimum of 15 points for each of the areas you are applying for.
9. Failure to attach all required documents will mean automatic disapproval.
10. Disbursement of funds will be as followed:
  - i. Upon approval at the completion of DOF process, 50% of the grant amount;
  - ii. Upon submission and verification of receipts for the initial 50% of the funds, 25% of the remaining grant award.

- iii. Upon submission and verification of receipts of the 25% and receipts for the remaining 25% of the grant award (reimbursement process).
  - iv. For example:
    1. Grant Approval of \$10,000.00
    2. \$5,000.00 will be immediately released (completion of DOF process)
    3. \$2,500.00 will be released once \$5,000.00 worth of receipts is submitted.
    4. Last \$2,500 will be released once \$5,000.00 worth of receipts is submitted
11. Program Expenses incurred must be dated not earlier than January 1, 2021.
  12. Program expenses funded under earlier Cares grant applications should not be included in this grant application.
  13. Salaries and benefits covered/paid by the Paycheck Protection Program should not be included in this grant application.
  14. Salaries and benefits covered/paid by the Pandemic Unemployment Assistance should not be included in this grant application.
  15. If additional pages are needed for the justification/rationale, label pages to correspond with forms.
  16. If applying for minor renovations with a total of \$2500.00, or more applicant must provide documentation that the program will be in the location for at least 3 years. Documentation such as a lease agreement should be provided.
  17. By submitting an application, the program certifies/agrees that all equipment, materials, items, will be for the sole purpose/use of the program's before and afterschool services and/or day care services.
  18. Should the program close its business within 2 years of getting approved of this grant. All educational materials released from the program must be inventoried and any materials or equipment with the purchase amount of \$200 or more should be returned to CCDF.
  19. If your program/organization applied and was approved under a Cares Act Funding Opportunity (due date July 30, 2020 and later Part I or Part II) and you have not spent at least 50% of your grant award, you need not apply for this grant.
  20. The following will not be considered for this grant application: laptops, desktops, printers, and cameras, and video camera
  21. The program must disclose if it is receiving any other federal funding support and the total amount it receives. If program is receiving other federal funding support, it may only apply up to a maximum of \$10,000.00 in grant assistance.
  22. The program must disclose if it is receiving any other funding support such as Paycheck Protection Program or PPP as well as the Pandemic Unemployment Assistance or PUA.
  23. All approved funds must be expended within 12 months from the date of approval.
  24. At least 50% of the funds must be expended within 6 months from the date of approval.
  25. Approved activities/purchases under this grant may not be changed without prior written approval from the CCDF Program. Written request must be submitted to the CCDF Program regarding changes to activities and/or purchases. Written request at a minimum should include: activity or purchases to be changed, reasoning of the change, and specific amount to be changed. Written request must conform to CCDF prescribed form.

# APPLICATION

## For

# Cares I (Part III)

# Funds

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Name of Organization

**Note:** This page should be included as part of the application packet.



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

Type of Organization: \_\_\_\_\_ Tax ID No: \_\_\_\_\_

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

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

**Other Grants and resources applied for:**

**1. My organization applied for a grant under Cares Funds (Part I or Part II):**

Yes, Date of Approval: \_\_\_\_\_ Approved Amount: \_\_\_\_\_

No

**If yes, complete the info below:**

My organization has submitted for reimbursement as of:

Date: \_\_\_\_\_ Total Reimbursement: \_\_\_\_\_

This amount constitutes \_\_\_\_\_% of my approved grant award.

I have received full reimbursement of Cares I (Part I or Part II) funds as of Date: \_\_\_\_\_

**2. My Program applied for the following:**

1. Paycheck Protection Program or PPP  YES  NO

If YES, the amount I received is: \_\_\_\_\_

**Attach copy of listing of staff and months covered by PPP.**

2. Pandemic Unemployment Assistance or PUA  YES  NO

**If YES, Attach copy of listing of staff and months covered by PUA**

	<b>Primary Contact Person Director or Owner</b>	<b>Secondary Contact Person</b>
Complete Name and Signature		
Position Title		
Email Address		
Contact number/s		

# FORMS

**Form A: Minor Renovation Only**

- Attachment:
1. Submit drawing or scope of work and budget breakdown if more than 1 scope of work
  2. Lease Agreement for at least 5 years from date of submission of grant application

**Form B: Purchase of Educational Curriculum and related educational materials**

- Attachment:
1. Form B1: List of Proposed Educational Curriculum and/or educational materials
  2. Educational Curriculum must address Family Engagement and Family Strengthening under QRIS Standards (narrative must strongly align to this standard); provide documentation that the curriculum choice has a Family Engagement and Family Strengthening program or piece
  3. Latest QIP, Smart Goals, and Self Assessments

**Form C: Operations and Program Expenses Only**

- Attachment
1. Most recent Staff Listing as submitted to CNMI Department of Labor
  2. Payroll Cost Summary beginning January 1, 2021 (use CCDF Prescribed Form)
  3. Summary of Day Care Operations Monthly Expense Form (Use CCDF Prescribed Form)

**Form D: PPE's, Cleaning Supplies, Cleaning and Sanitation Services**

- Attachment:
1. Form D1 List of Items to purchase
  2. Agreement or quote for cleaning/sanitation services

**FORM A:**

Business Name:	Location:
Person Competing this Form and Signature:	Date:
Amount being requested: \$	This amount is for: <b>Minor Renovation Only</b>

1. **RATIONALE:** How is the use of this grant amount intentionally planned? Describe your reasoning.
2. **QUALITY STANDARDS:** Which quality standards justify the projected use of grant award? Please describe here. (ERS Indicators, QRIS Standards, etc)
3. **OUTCOMES:** How will quality be improved as a result of this award? How will this be evaluated? Provide Specific examples and details.
4. **SPENDING PLAN:** How is the use of this incentive part of a long-term plan for improving quality?

**FORM B: Must attach Listing of Educational Materials purchased/to be purchased (Form B1)**

Total possible points. 20

Business Name:	Location:
Person Competing this Form and Signature:	Date:
Total Amount being requested: \$	This amount is for: <b>Purchase of Curriculum and related educational materials</b>

1. **RATIONALE:** How is the use of this grant amount intentionally planned? Describe your reasoning.

2. **QUALITY STANDARDS:** Which quality standards justify the projected use of grant award? Please describe here. (ERS Indicators, QRIS Standards, etc)

3. **OUTCOMES:** How will quality be improved as a result of this award? How will this be evaluated? Provide Specific examples and details.

4. **SPENDING PLAN:** How is the use of this incentive part of a long-term plan for improving quality?





**FORM C:**

**Total possible points: 20**

Business Name:	Location:
Person Competing this Form and Signature:	Date:
Amount being requested: \$	<b>This amount is for: Program Operations and Program Expenses Only</b>

1. **RATIONALE:** How is the use of this grant amount intentionally planned? Describe your reasoning.

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**FORM D : Must attach Form D1**

Total possible points. 20

Business Name:	Location:
Person Competing this Form and Signature:	Date:
Total Amount being requested: \$	This amount is for: <b>Cleaning Supplies, PPE's, Sanitation/Cleaning Services</b>

1. **RATIONALE:** How is the use of this grant amount intentionally planned? Describe your reasoning.
2. **QUALITY STANDARDS:** Which quality standards justify the projected use of grant award? Please describe here. (ERS Indicators, QRIS Standards, etc)
3. **OUTCOMES:** How will quality be improved as a result of this award? How will this be evaluated? Provide Specific examples and details.
4. **SPENDING PLAN:** How is the use of this incentive part of a long-term plan for improving quality?



<b>Business Name:</b>	<b>Location:</b>
<b>Person Competing this Form and Signature:</b>	<b>Date:</b>

**Terms and Conditions:**

1. To comply with this agreement and Federal, State, and local regulations, policies and procedures governing the CARES Act Fund including any changes made during the agreement period.
2. To comply with the non-discrimination provisions with federal law and Department of Health and Human Services (45 CFR § 80.3) and the requirements of Title VI of the Civil Rights Act of 1964, including provisions of the American Disabilities Act of 1990 and its amendments. The Child Care Provider must ensure that no person, on the grounds of race, color, national origin, age, sex or disability is denied benefits, or be otherwise subjected to discrimination under any program to which this part applies.
3. To expend grant award which complies and conforms to the CCDBG Act (42 U.S.C. 9857 et seq.) 45 CFR Parts 98 and 99; CARES Act as intended in the application for the grant.
4. To allow reasonable access to the establishment for Federal, CCDF, CCLP representatives to review and monitor the vendor for compliance with program requirements, and to cooperate with Federal and CCDF, CCLP program representatives during a monitoring visit. These visits maybe announced or unannounced.
5. To allow any duly authorized representatives of CCDF and CCLP or federal representative to inspect and audit, at reasonable times and upon reasonable notice, all records and documents relating to this award. CCDF reserves the right to request additional documentations related to this award when and if needed.
6. To maintain and retain for a period of not less than three (3) years, inventory records used for local and/or Federal tax reporting purposes and other records including invoices, and/or receipts of payments, purchase records, shelf price records, and gross sales receipts.
7. Upon request, the Child Care Provider must make readily available and provide to representatives of CCDF, CCLP, or the Office of the Administration of Children and Families, Office of Child Care, and the Comptroller General of the United States, at any reasonable time and place for inspection and audit, all Cares Act award on the vendor's possession and all program-related records relevant to the performance of this agreement. In addition, the Child Care Provider must maintain and provide the CCDF, CCLP program upon request documentation of annual total expenses, as well as invoices and receipts showing the source of Covid-19 related expenses.
8. To notify CCDF and CCLP of any change in child care ownership, facility location, or cessation of operations. The notification must be in writing and provided not less than 30 calendar days in advance of the effective date of the change in ownership or cessation of operation.
9. In the event that the child care provider ceases operation within 90 days from receipt of any Cares Act funding, total amount receipt must be returned to CCDF Program.
10. In the event that the child care provider ceases operation all equipment, items, educational materials and supplies above \$200.00 bought using Cares I funding must be returned to CCDF Program.
11. To refrain from charging parents or family's child care fees associated with existing enrollment.
12. To agree that all items, materials, supplies will be for the sole use of the provider's before and afterschool services and/or day care/child care services.



Business Name:	Location:
Person Competing this Form and Signature:	Date:

13. Provider agrees that if funds are for minor renovations that it must provide documentation that the provider will be in the specific area/location for not less than 3 years upon approval of the grant. Should provider cease operations before the end of the 3 years, provider agrees to return to CCDF Program the total amount awarded for the renovations under this grant.

### Declaration Under Penalty of Perjury

The undersigned being warned that willful false statements and the like are punishable by fine or imprisonment, or both under 18 U.S.C. 1001, and that such willful false statements and the like may jeopardize the validity of the application or document or any registration resulting therefrom declares that all statements made of his/her own knowledge on this application are true and all statements made on information and belief are believed to be true.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Completed Printed Name

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

<b>CCDF OFFICIAL USE ONLY: Grant Proposal</b>	
Approved	Score: _____ (minimum score total: 15/page per Form)
Denied	Score: _____ Other reasons: _____
_____ Joseph P. Deleon Guerrero DCCA Secretary	_____ Date