



Office of Children and Family Services

Title: Solicitation of Interest, New York Forward Child Care Incentive: Reopening/Restructuring and Temporary Operating Assistance Grants

Agency: New York State Children and Family Services, Office of Bureau of Contract Management

Date of Issue: 9/25/2020
Amended 12/01/2020

Due Date/Time: Rolling Acceptance with Final Deadline 12/31/2020 by 5:00 PM Eastern Standard Time for On-line Applications and all required documentation

Paper Applications and all required documentation must be postmarked by 12/31/2020

Location: Statewide

Counties: All NYS Regions

Background

Through this solicitation of interest, the New York State Office of Children and Family Services (OCFS) is accepting applications for two separate grants available through NYS with funding from the federal CARES Act related to the COVID-19 pandemic. This solicitation of interest is for the Reopening/Restructuring and Temporary Operating Assistance Grants.

OCFS will make available \$48.6 million in the third installment of the federal CARES funding to support child care programs and the families who need child care services. The grants will incentivize reopening of closed programs, restructuring of programs to support remote learning and expansion of child care program capacity. All modalities are eligible to apply.

The funds are made available through two grants. In an effort to streamline and simplify the application process for programs, programs apply for both grants through a single online application. Supporting documents required for each grant differ. All required supporting documents must be submitted at the time of completion of the application. There is more information on these requirements below.

The available grants are:

1. \$20 million to assist reopening and restructuring by providing materials and activities to support a more socially distant model, and/or for supplies associated with remote learning to support programs to continue operations.
2. \$28.6 million in Temporary Operating Assistance for opening additional classrooms (does not include capital improvements to property).

Upon review and approval of the application by OCFS, programs may receive the grant amount designated for their modality under the reopening/restructuring grant.

Upon review and approval of the application by OCFS, programs may also receive at least a portion of the maximum grant amount for their modality under the temporary operating assistance grant for month one. These funds are designed to reimburse providers for restructuring/re-opening costs, or reimburse for operating costs if eligible.

Proportional amounts of grant funds are designated by region of the state for distribution to qualifying programs based on modality of care. All modalities of care may apply for these grants including Day Care Center (DCC), Family Day Care (FDC), Group Family Day Care (GFDC), School Age Child Care (SACC), Small Day Care Center (SDCC), Legally Exempt (LE) and NYC DOHMH licensed DCC.

SACC providers who are displaced from a school building cannot claim rental assistance under this grant, but should apply to the Rental Assistance grant available [here](#).¹ Programs must have an approved emergency relocation waiver from OCFS for the alternate site, unless the alternate space is currently approved for care.

OCFS will contract with a fiscal agent, which will distribute funding to successful applicants, consistent with the OCFS-approved applications.

Definitions for This Grant Opportunity

Closed on Application Submission Date – means that the program was not providing child care services on the date the program submitted the application to OCFS and that such closure was due to COVID-19. Programs should be listed as closed in the Child Care Facility System (CCFS) or have notified their regulator of their closure. Programs that closed operationally but failed to notify their regulator or CCFS do NOT meet the definition of closed on application submission date.

Open on Application Submission Date – means that the program has been in operation providing child care services on the date the program submitted the application to OCFS. If a program is closed on the application submission date solely due to planned vacation days or other planned break, the program does meet the definition of open on application submission date.

\$20M for Reopening/Restructuring Materials, Activities, and Supplies grants

Under this grant, CARES funding may only be used for materials, activities, and supplies that will help programs transition to a more socially distant model and support remote learning. Allowable uses of this funding include, but are not limited to, the following:

- Partitions or room dividers for classrooms
- Short-term rental assistance for additional space (which is limited to 50% of the total cost of the rental/mortgage for home-based day care providers; center-based providers may submit for the full cost of rent).

¹ https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5-jBuZc_gOJlpXOBTce6_YZUN1NDTUo2MDVIMEtPWkg1SjdWVZZMIRFRS4u

- Cost for training additional staff to increase or meet teacher/student ratios
- Additional supplies to support socially distancing (separate art materials, etc.)
- Supplies for cleaning/sanitation for programs (including legally exempt²)
- Wi-fi or broadband access for the program space (which is limited to 50% of the total cost of the Wi-fi or broadband access for home-based day care providers; center-based providers may submit for the full cost of Wi-fi or broadband)

Modality	Total Programs	Maximum Grants
DCC	2,052	\$1,600
FDC	3,311	\$1,000
GFDC	7,998	\$1,250
SACC	2,837	\$1,600
SDCC	1	\$1,200
LE	8,000	\$300
NYC DCC	2,232	\$1,600

KEY: DCC=Day Care Center, FDC=Family Day Care, GFDC=Group Family Day Care, SACC=School-Age Child Care, SDCC=Small Day Care Center, LE=Legally exempt, NYCDCC=NYC Day Care Center

These are grants for programs reopening or restructuring to serve children appropriately under restrictions due to COVID-19 and specifically to allow better social distancing in the program. The maximum grant amount will be limited by the modality, according to the chart above.

The following expenses are examples of non-allowable expenses and include, but are not limited to:

- Structural changes to the foundation, roof, floor exterior or load-bearing walls of a facility
- Extension of a facility to increase its floor area
- Alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change
- The purchase or improvement of land, or for the purchase, construction, or permanent improvement
- Items that are not used in the classroom being opened
- Items that do not meet social distance standards
- Administrative expenses

Advance

There is no advance available for these grant funds. Receipts must be submitted to obtain reimbursement.

Funding Methodology for Grants for Reopening/Restructuring Materials, Activities, and Supplies

² Legally exempt programs will be eligible for amounts that cover supplies and classroom materials only, based on their smaller capacity limits.

1. Awards will be made to programs that meet the eligibility requirements, submit a completed application, including attestations and required supporting documentation, based on modality as indicated in the chart above on a first-come, first-served basis, based on the date of submission of a completed application, for the relevant region in which the program operates. Grant funds are apportioned regionally as designated in the chart below. There will be a ten percent set-aside of all regional allocations specifically for paper applications.

NYS Region	TOTAL of YOUTH AGE 0-14	Percent of Children	Regional Allocation of \$20 million
Capital District	175,477	5%	\$958,790
Central NY	136,330	4%	\$744,894
Finger Lakes	208,971	6%	\$1,141,798
Hudson Valley	438,197	13%	\$2,394,266
Long Island	508,322	15%	\$2,777,423
Mohawk Valley	82,920	2%	\$453,067
North Country	74,271	2%	\$405,810
New York City	1,513,541	44%	\$8,269,843
Southern Tier	103,935	3%	\$567,891
Western NY	235,403	7%	\$1,286,219
Total (including admin)	3,477,367	100%	\$20,000,000

*Please see appendix A for list of counties by region.

**Out-of-state legally exempt informal providers will be assigned to their closest region based on address.

2. If, after the application due, date funds are still available in the paper application set-aside after all applicants are awarded, funding will be moved to the online application pot. Similarly, if after the application deadline, funds remain in the online application pot after all awards are made, funding will be moved to the paper application pot.
3. After the application deadline, any funds not allocated within a region will be awarded to applicants in other regions where there were insufficient funds to provide grants to all eligible applicants.

Eligibility Requirements:

1. To be eligible for receipt of the reopening/restructuring grant a program must
 - a. be licensed or /registered or legally exempt enrolled, and
 - b. be closed as of date of application submission, and open within two weeks of the OCFS application award letter. Example: Provider closed September 25th, 2020; submits an application on September 25th, 2020; OCFS sends an award letter with approval on October 9, 2020; the program must open by October 23rd.

OR

- c. be open on the date of submission and increasing the number of children attending care compared to September 1, 2020. Example: There were 10 kids in care, but the program is licensed for 20. The program can apply for grants that would support their ability (through room dividers, etc.) to have 20 students.
- OR
- d. be open on the date of submission and would benefit from access to materials and supplies to adhere to reduced capacity under state guidelines, are eligible to apply, but only for the one-time restructuring grants.
2. Applicants that were awarded CARES 2 funds will be asked to certify that they are applying for different items than were awarded in CARES 2, with the exception of disposable/consumable items.
 3. Important Note: Licensed, registered providers must remain open for six months following receipt of their reopening/restructuring grant or they may have to return a prorated share of the grant funds. This does not include programs temporarily closed due to public health concerns.

Application Submission Requirements: Reopening/Restructuring Materials, Activities, and Supplies Grants:

Programs must submit an application to OCFS detailing the purposes for such funds as directed below.

- The online application and required rental agreement/mortgage statement (if applicable) must be submitted between September 25, 2020 and December 31, 2020 by 5:00 PM Eastern Standard Time. Online applications are available [here](#).³ Applications will be processed and awarded on a first-come, first-served basis, so it is advisable to submit the application as early as possible for the best chance of receiving an award.
- Paper applications may be requested using the phone number available at <https://ocfs.ny.gov/programs/childcare/>

Important Notes:

You will receive an email after your application is submitted that will request that you submit the required documentation listed below, so we recommend you submit your application no later than December 30, 2020 to allow time for submission of the required documentation below.

Applications will not be considered completed until the applicable required documents listed below are submitted.

- For child care programs requesting rental or mortgage assistance, a copy of the rental agreement or mortgage statement is required.

³ https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5-jBuZc_gOJlpXOBTce6_YZUMzI0SEJTVjVDSFc4WFdINTbBVjlzQkdPMY4u

- An application is not considered complete unless completed accurately and all necessary supporting documentation is received.
- Paper applications will be reviewed and awarded on a first-come, first-served basis determined by post-mark date, and must be post-marked no later than December 31, 2020. Providers are encouraged to apply online.

Once applications are reviewed and approved by OCFS, programs will be notified of their award via letter from OCFS. Programs that are closed due to COVID-19 at the time of application submission, must open within two weeks of the OCFS application award letter.

Programs whose application is determined to be incomplete or otherwise not eligible for grant funds will be notified by OCFS in a letter emailed upon completion of the application review.

In order to continue to be eligible for funds, programs must report to OCFS, via a weekly survey, the number of children in care and the number of children on waiting lists. The survey is available at <https://www.surveymonkey.com/r/BVFB76K>. In addition, programs must be willing to work with OCFS regulatory staff on creative solutions to maintain capacity. Programs shall also discuss how they will maintain or expand capacity as social distancing guidelines change.

Important Notes:

- One application must be completed and submitted for each eligible program applying and must be used to apply for both grants, if eligible.
- **Applicants must complete and submit the applicable online or paper OCFS application and any required documentation to be considered for award.**

Provider Reimbursement Documentation Submission Requirements: (Amended 12/01/2020)

In order to claim reimbursement, awardees must:

- Complete a provider request for reimbursement form for approved OCFS items purchased and submit with required documentation.
- Submit complete original vendor detailed invoices (not summaries, purchase orders or order history). These invoices must include an invoice date, a description of the item ordered, quantity ordered, and total amount paid.
- Proof of **purchase payment** for the item must be included.
- Purchases made using a credit card require an itemized receipt identifying items purchased. ~~and proof of payment for the associated costs on the credit card used (a copy of a canceled check or a bank statement showing the funds taken out).~~

Programs must submit the required documentation above for purchases made no later than three months after the OCFS award letter date. Expenses eligible for reimbursement must be **paid for purchased** between **August 1, 2020** ~~the date of application submission~~ and no later than three months after the date on the provider's OCFS award letter. Providers will only be reimbursed for the items that were included in the application approved by OCFS up to the approved grant award.

Attestations for Licensed/Registered Programs:

- I agree that my program will follow all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene regulations, as applicable, and that my program license/registration is not surrendered or revoked.
- I intend my program to be operating for six months following receipt of my program's Reopening/Restructuring Grant (Example: If grant award letter date is October 1, providers must remain open at least until March 31, 2020). I understand I may be required to return a proration of the funding if that does not occur.
- I will use funds for allowable purposes, as specified in the grant or as approved by OCFS, and for no other purposes.
- I have submitted all required documentation.
- I will report to OCFS on a weekly basis, as requested by the agency, the number of children in care by age group.
- I understand that, regardless of my eligibility, the New York Forward Child Care Grant for Reopening/Restructuring is contingent on the availability of funds to support it.
- I understand that this is a reimbursement process, and that all required reimbursement documentation must be submitted in order for me to be reimbursed for approved expenditures.
- I understand that I may not claim reimbursement of items/expenses with CARES 3 funds, that were awarded or approved for reimbursement with CARES 2 funds.
- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld relevant information.

Attestations for Legally exempt Programs

By signing this document, I agree to the following:

- I agree to follow all Office of Children and Family Services regulations and New York State Department of Health guidance.
- I will use funds for allowable purposes, as specified in the grant, or as prior approved by OCFS and for no other purposes.
- I have submitted all required documentation.
- I understand that, regardless of my eligibility, the New York Forward Child Care Grant for Reopening/Restructuring is contingent on the availability of funds to support it.
- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld relevant information.
- I understand that this is a reimbursement process, and that all required reimbursement documentation must be submitted in order for me to be reimbursed for approved expenditures.
- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld any relevant information.

\$28.6M for Temporary Operating Assistance Grants

Under this grant opportunity, CARES funding may only be used for transitional operating assistance for programs that are reopening from a closed status, or for programs that are expanding the number of classrooms/groups being operated. Temporary Operating Assistance Grants will reimburse for a portion of total classroom/group expenses for every new classroom that is brought back into operation during the fall of 2020.

Programs must submit their enrollment numbers from March 1, 2020 (pre-pandemic enrollment), their enrollment at application submission, and their projected enrollment for the month following submission of the application.

All licensed and registered programs that are expanding the number of children served to the extent that a new classroom or group must be added, including those that are open as of the date of application submission and those that are closed as of the date of application submission, are eligible to apply.

Reopening Example

A program is currently closed. If open, it would be able to serve 10 children. There are three children whose parents are interested in returning them to care ASAP; however, the program does not break even financially until at least eight children are in care. This grant would help close the gap so that operators can open, and the three families can have a place to care for their child.

Expansion Example

A program is currently open and serving its 10 toddlers in one classroom, but would like to serve an additional 10 toddlers, by re-opening a second classroom (within their licensed capacity).

For both expansion and reopening examples, the Temporary Operating Assistance Grant will support up to a maximum of 50 percent of the cost of that classroom (maximum grant amount of \$6,000 for the first month of operation) as an incentive to open the classroom. The first month for an applicant will be determined by the date it is required to open. As applicants are required to open two weeks after the date of their OCFS award letter, month 1 will be the month in which they are required to open. For example, a provider submits an application on September 25th, 2020; OCFS sends an award letter with approval on October 9, 2020; the program must open by October 23rd, 2020; so, month one is October. A provider who submits an application on December 31, 2020, and is sent an OCFS award letter on January 14, 2020, would have January as their first month.

In month two of the program, the Temporary Operating Assistance Grant would pay up to a maximum of 30 percent of the cost of the classroom. Grants would support up to a maximum of 15 percent of the cost of the classroom in the third and final month contingent on funding availability. These grant application funding parameters are set forth in the chart below by modality.

	DCC	SACC	GFDC	FDC	SDCC	NYCDCC
Month one (maximum)	\$6,000	\$5,000	\$6,000	\$3,000	\$5,000	\$6,000
Month two (maximum)	\$3,600	\$3,000	\$3,600	\$1,800	\$3,000	\$3,600
Month three (maximum)	\$1,800	\$1,500	\$1,800	\$900	\$1,500	\$1,800

If the programs reach capacity at the start of the second or third month, the Temporary Operating Assistance Grants would no longer be required to support the program, and the amount will be prorated down or eliminated. Awardees are required to report the number of children in care to OCFS on a weekly basis. The survey is available at <https://www.surveymonkey.com/r/BVFB76K>.

OCFS-awarded applicants will be eligible to receive their month one grant in the month in which they open (or their first month of expansion with additional slots) as indicated on their application. For example, if they apply in September and they will open or expand in September, their month one award will be in September. If they apply in September and indicate they will be open or expand in October, their month one award will be October. OCFS recognizes that providers may have already purchased items that they are submitting for OCFS approval in the budget template.

The following expenses are examples of allowable expenses and include, but are not limited to:

- Teacher/staff salaries
- Rent/Utilities (up to 50% for home-based providers, up to full amount for center-based providers) S ACC providers who are displaced from a school building cannot claim rental assistance under this grant, but should apply to the Rental Assistance grant available at [here](#)⁴
- Cleaning supplies, equipment, and services
- Personal Protective Equipment
- Day care insurance
- Food/Milk for Children

The following expenses are examples of non-allowable expenses and include, but are not limited to:

- Structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility
- Extension of a facility to increase its floor area
- Alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change
- The purchase or improvement of land, or for the purchase, construction, or permanent improvement
- Items that are not used in the classroom being opened
- Items that do not meet social distance standards
- Administrative expenses

In order to continue to be eligible for funds, as of the date of application submission, programs must report to OCFS, via a weekly survey, the number of children in care and the number of children on waiting lists. The survey is available at <https://www.surveymonkey.com/r/BVFB76K>. In addition, programs must be willing to work with OCFS regulatory staff on creative solutions to maintain capacity. Programs shall also discuss how they will maintain or expand capacity as social distancing guidelines change.

⁴ https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5-iBuZc_gOJpXOBTce6_YZUN1NDTUo2MDVIMEtPWkg1SjdWVVZZMIRFRS4u

Advance

There is no advance available for these grant funds. Receipts must be submitted to obtain reimbursement.

Temporary Operating Assistance Grant Funding Methodology

Funding will be distributed in the order set forth below.

1. All licensed/registered programs that meet the eligibility requirements, submit a completed application, including attestations and required supporting documentation, will be considered for their maximum award amount as indicated in the chart below for month one.

	DCC	SACC	GFDC	FDC	SDCC	NYCDCC
Month one (maximum)	\$6,000	\$5,000	\$6,000	\$3,000	\$5,000	\$6,000
Month two (maximum)	\$3,600	\$3,000	\$3,600	\$1,800	\$3,000	\$3,600
Month three (maximum)	\$1,800	\$1,500	\$1,800	\$900	\$1,500	\$1,800

2. Awards will be made on a first-come, first-served basis, based on the date of submission of a completed application. Grant funds are apportioned regionally as designated in the chart below.

NYS Regions	TOTAL YOUTH AGE 0-14	Percent of Children	Regional Allocation
Capital Region	175,477	5%	\$1,371,069
Central NY	136,330	4%	\$1,065,198
Finger Lakes	208,971	6%	\$1,632,770
Hudson Valley	438,197	13%	\$3,423,801
Long Island	508,322	15%	\$3,971,714
Mohawk Valley	82,920	2%	\$647,886
North Country	74,271	2%	\$580,308
New York City	1,513,541	44%	\$11,825,875
Southern Tier	103,935	3%	\$812,084
Western NY	235,403	7%	\$1,839,294
Total (including admin)	3,477,367	100%	\$28,600,000

3. If after the application due date, funds are still available in the paper application set-aside after all applicants are awarded, funding will be moved to the online application pot. Similarly, if after the application deadline, funds remain in the online application pot after all awards are made, funding will be moved to the paper application pot.
4. After the application deadline, any funds not allocated within a region will be awarded to applicants in other regions where there were insufficient funds to provide grants to all eligible applicants.

Eligibility:

1. To be eligible for receipt of the temporary operating grant a program must
 - a. be a licensed or /registered, or enrolled legally exempt provider and
 - b. be closed as of the date of application submission, and open within two weeks of the OCFS application award letter. Example: Provider is closed on September 25th, 2020; submits an application on September 25th, 2020; OCFS sends an award letter with approval on October 9, 2020; the program must open by October 23rd

OR

 - c. be open on the date of submission and increasing the number of children attending care compared to September 1, 2020 to the extent that an additional classroom/group/adults is required by regulation. Example 1: The program is currently serving 5 children, is licensed for 16. To serve 16 children, they would need to restore a second group. Example 2: A DCC is serving 8 infants but is licensed to serve 16 infants. This grant would help support re-opening the second infant room. If both infant rooms were already open, they would not be eligible for temporary operating assistance.
2. Applicants that were awarded CARES 2 funds will be asked to certify that they are applying for different classroom expansion(s) than were awarded in CARES 2, with the exception of disposable/consumable items.
3. Important Note: Licensed and registered providers must remain open for six months following receipt of their reopening/restructuring grant or may have to return a prorated share of the grant funds. This does not include programs temporarily closed due to public health concerns.

Application Submission Requirements for Reopening and Expansion Temporary Operating Assistance

Programs must submit an application to OCFS detailing the purposes for such funds as directed below.

- The online application and required rental agreement/mortgage statement (if applicable) must be submitted any time after September 25, 2020 and no later than December 31, 2020 by 5:00 PM Eastern Standard Time. Online applications are available at <https://ocfs.ny.gov/programs/childcare/nycare>). Applications will be processed and awarded on a first-come, first-served basis, so it is advisable to submit the application as early as possible for the best chance of receiving an award.
- Paper applications may be requested using the phone number available at <https://ocfs.ny.gov/programs/childcare/nycare>

Important Notes:

You will receive an email after your application is submitted that will request that you submit the required documentation listed below, so we recommend you submit your application no later than December 30, 2020 to allow time for submission of the required documentation below.

Applications will not be considered completed until the applicable required documents below are submitted.

- For child care programs requesting rental or mortgage assistance, a copy of the rental agreement or mortgage statement will be required.
- An application is not considered complete unless it is completed accurately and until all supporting documentation is received.
- Paper applications will be reviewed and awarded on a first-come, first-served basis determined by post-mark date, and must be post-marked no later than December 31, 2020. Providers are encouraged to apply online.
- Providers are encouraged to apply online.

Once applications are approved by OCFS, programs will be notified of their award via letter from OCFS. Programs that are closed due to COVID-19 at the time of application submission, must open within two weeks of the OCFS application award letter.

Programs whose application is determined to be incomplete or otherwise not eligible for grant funds will be notified by OCFS in a letter emailed upon completion of the application review.

In order to continue to be eligible for funds, programs must report to OCFS, via a weekly survey, the number of children in care and the number of children on waiting lists. The survey is available at <https://www.surveymonkey.com/r/BVFB76K>. In addition, programs must be willing to work with OCFS regulatory staff on creative solutions to maintain capacity. Programs shall also discuss how they will maintain or expand capacity as social distancing guidelines change.

Important Notes:

- **The maximum number of classrooms a program can apply for is three classrooms. CARES 2 Temporary Operating Assistance Awardees must propose to open a new classroom/group to be eligible for funding.**
- **One application must be completed and submitted for each eligible program applying and must be used to apply for both grants, if eligible.**
- **Applicants must complete and submit the applicable online or paper OCFS application and any required documentation to be considered for award.**

Provider Reimbursement Documentation Submission Requirements:
(Amended 12/01/2020)

In order to claim reimbursement, awardees must:

- Complete a provider request for reimbursement form for approved OCFS items purchased and submit with required documentation.
- Submit complete original vendor detailed invoices (not summaries, purchase orders or order history) are required. These invoices must include an invoice date, a description of the item ordered, quantity ordered, and total amount paid.
- Include proof of **purchase payment** for the item.
- Purchases made using a credit card require an itemized receipt identifying items purchased. ~~and proof of payment for the associated costs on the credit card used (a copy of a canceled check or a bank statement showing the funds taken out).~~

Programs must submit the required documentation above for purchases no later than three months of the OCFS award letter date. Expenses eligible for reimbursement must be **paid for purchased** between **August 1, 2020** ~~the date of application submission~~ and no later than three months of the date on the provider's OCFS award letter. Providers will only be reimbursed for the items that were included in the application approved by OCFS up to the approved grant award.

Attestations:

- I agree that my program will follow all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene regulations, as applicable and that my program license/registration is not surrendered or revoked.
- I intend my program to be operating for six months following receipt of my program's first month of Reopening and Expansion Temporary Operating Assistance grant (example: If month one is October, providers must remain open on March 31, 2020). I understand that I may be required to return a proration of the funding if it does not occur.
- I will use funds for allowable purposes as specified in the grant or as approved by OCFS, and for no other purposes.
- I have submitted all required documentation.
- I will report to OCFS on a weekly basis, as requested by the agency, the number of children in care by age group.
- I understand that, regardless of my eligibility, the New York Forward Child Care Expansion Incentive Temporary Operating Assistance is contingent on the availability of funds to support it.
- I understand that this is a reimbursement process, and that all required reimbursement documentation must be submitted in order to be reimbursed for approved expenditures.
- I understand that the funds provided by this grant are temporary funds. I will develop and maintain on file a sustainability plan outlining how the program will be supported once grant funding ends.

- I certify that the information provided in this application is true and correct to the best of my knowledge, and that I have not withheld relevant information.

Appendix A: Region by County

COUNTY	Region
Albany	Capital
Allegany	Western NY
Broome	Southern Tier
Cattaraugus	Western NY
Cayuga	Central
Chautauqua	Western NY
Chemung	Southern Tier
Chenango	Southern Tier
Clinton	North Country
Columbia	Capital
Cortland	Central
Delaware	Southern Tier
Dutchess	Hudson
Erie	Western NY
Essex	North Country
Franklin	North Country
Fulton	Mohawk
Genesee	Finger Lakes
Greene	Capital
Hamilton	North Country
Herkimer	Mohawk
Jefferson	North Country
Lewis	North Country
Livingston	Finger Lakes
Madison	Central
Monroe	Finger Lakes
Montgomery	Mohawk
Nassau	Long Island
Niagara	Western NY

New York City	NYC
Oneida	Mohawk
Onondaga	Central
Ontario	Finger Lakes
Orange	Hudson
Orleans	Finger Lakes
Oswego	Central
Otsego	Mohawk
Putnam	Hudson
Rensselaer	Capital
Rockland	Hudson
St Lawrence	North Country
Saratoga	Capital
Schenectady	Capital
Schoharie	Mohawk
Schuyler	Southern Tier
Seneca	Finger Lakes
Steuben	Southern Tier
Suffolk	Long Island
Sullivan	Hudson
Tioga	Southern Tier
Tompkins	Southern Tier
Ulster	Hudson
Warren	Capital
Washington	Capital
Wayne	Finger Lakes
Westchester	Hudson
Wyoming	Finger Lakes
Yates	Finger Lakes