



Step 5: Program Capacity Information and Step 6: Options for Use of Funds

This user guide shows how to complete *Step 5: Program Capacity Information* and *Step 6: Options for Use of Funds* in the *Invest in NY - Child Care Deserts Grant for Existing Providers* application. Step 5 will have different questions that appear depending on if the program is Component A or Component B eligible.

[Step 5: Enter planned capacity numbers](#)

[Step 5: New Infant Toddler Slots Entry \(Component B only\)](#)

[Step 5: Special Needs Slots Entry](#)

[Step 5: Non-traditional Hours Entry \(Component B only\)](#)

[Step 6: Options for Use of Funds](#)

Step 5: Enter planned capacity numbers

1. *Step 5: Program Capacity Information* section allows you to enter information for planned capacity, number of infant/toddler slots and non-traditional hours if applicable.
2. **For Component A** eligible programs, **type in the numeric proposed/anticipated capacity** of your program as noted on your license/registration permit. This field may be prepopulated for some applicants.

For Component B eligible programs, **enter the number of childcare slots** you intend on adding to your licensed capacity.



Step 5: New Infant/Toddler Slots (Component B only)

1. For Component B eligible programs, **select Yes or No** to the question “will you be providing new infant toddler slots under RFA Deserts 2 grant?”
2. If Yes, **enter the number** of proposed/anticipated slots for Infant / Toddler.

Will you be providing new infant toddler slots under RFA Desert 2 Grant?

Yes
 No

* What will be the proposed /anticipated slots for Infant Toddler?

Required

Step 5: Special Needs Slots Entry

1. **Select Yes or No** to the question “will you be providing special needs slots?” If you select Yes, you must **enter the number** of proposed / anticipated special needs slots.
2. Component B eligible programs may **click on the Save and Next** button. Component A eligible programs will proceed to answer the next question.

5: PROGRAM CAPACITY INFORMATION

6: OPTIONS FOR USE OF FUNDS

7: PAYMENT INFORMATION

8: VENDOR RESPONSIBILITY

* Will you be providing special needs slots?

Yes
 No

* What is or will be the proposed /anticipated special needs slots?

Step 5: Non-traditional Hours Entry (Component B only)

1. For Component B eligible programs, **select Yes or No** to the question, “will this program be providing childcare in non-traditional hours?”
2. If Yes, **check the box** next to the days of the week non-traditional hours will be entered, and click into each field to enter the anticipated operational hours.

Non-Traditional hours of care as defined in the RFA, must be provided a minimum of 15 hours per week for all modalities of care except for SACC. SACC must provide care during 75% of all school breaks and holiday breaks in accordance with the local school calendar. Summer program not included in this percentage.

Will this program be providing child care in non-traditional hours?

Yes
 No

Please enter operational hours below

Sunday

* From

* To

Required



3. After entering the operational hours **answer each of the following questions** for total hours of operation, Monday – Friday evening hours and how many children you will provide care to during the non-traditional hours.
4. **Click on the Save and Next button.**

*Total hours of operation over the weekend your program will provide?

*For the days of Monday through Friday. What are the total hours after 7pm and before 6am your program will provide care?

*How many children will you provide care to during these non-traditional hours?

Step 6: Options for Use of Funds

1. *Step 6: Options for Use of Funds* reviews the allowable uses of grant award funds. **Read through the information.**

- INSTRUCTIONS
- 1: ELIGIBILITY QUESTIONS
- 2: GENERAL APPLICANT INFORMATION
- 3: PROGRAM DETAILS
- 4: SELECT COMPONENT A OR COMPONENT B
- 5: PROGRAM CAPACITY INFORMATION
- 6: OPTIONS FOR USE OF FUNDS

6: OPTIONS FOR USE OF FUNDS

Application Number : A-30772 Exit

Asterisk (*) symbol indicates field is required.

For purposes allowed under the Federal guidelines and incurred from the date of the grant application submission, allowable uses of the Invest in NY grant award funds include:

- Program development costs and short-term program operating expenses, including but not limited to: Personnel costs, including payroll, salaries, similar employee compensation, employee benefits, retirement costs, educational costs, other child care business expenses; and supporting staff expenses in accessing COVID-19 vaccines; Rent (including under a lease agreement) or payment on any mortgage obligation, Utilities (heat, insurance, electricity). For home-based providers, expenses should align with their approved cost allocation methodology.
- Training and technical assistance expenses, including professional development, business trainings, and business services.

2. **Read the certifications and agreements and check the box next to the statement *I agree that I will use the grant as per above guidelines.***
3. **Click on the Save and Next button.**

Examples of Allowable Expenses include, but are not limited to, the list provided:
<https://ocfs.ny.gov/main/contracts/funding/RFA2/RFA2-Att-02-Allowable-Expenses.docx>

1. I certify that grant funds will be used in accordance with Federal guidelines with eligible expenses incurred since the date of grant application submission.
2. I certify that I understand the grant funds cannot be used for major renovations or capital expenses, per Federal CCDF guidelines. Support for renovations and contraction activities may be available through my Regional Economic Development Council and other sources.
3. I agree to report the use of funds received to OCFS or its agents upon request.
4. I must spend all Invest in NY Child Care funds by September 30, 2024.

I agree that I will use this grant as per above guidelines.