



NH DHHS ANNOUNCES THE NEW HAMPSHIRE CHILD CARE RECOVERY AND STABILIZATION PROGRAM (CCRSP) FUNDING OPPORTUNITY

ONLINE APPLICATION OPENS JUNE 4, 2020, 12:00 Noon

Dear Colleagues,

The New Hampshire Department of Health and Human Services (NH DHHS) is excited to announce the launch of the **NH DHHS Child Care Recovery and Stabilization Program (CCRSP)**. As of June 4, 2020 at 12:00 noon, the CCRSP Funding Application is available online and will close at 11:59 PM on June 11, 2020. Thanks to the invaluable input from providers representing center-based, family child care and multi-site programs with summer camps, the CCRSP Funding Application includes:

- **Customized Applications** - Application for Open, Re-Opening and Multi-site Programs are included, with unique layouts and questions specific to the program circumstances. Click on the link and complete the application that applies to your program as follows: [CCRSP Application for Open Programs Only](#); [CCRSP Application for Re-Opening by Sept 8 Programs Only](#); [CCRSP Application for Multi-site Open or Closed programs Only](#).
- **Streamlined questions** – Questions are designed to facilitate easy and fast responses.
- **Expanded financial information options** – Considering the 2019 tax filing extension and the wide variety of program types, the options for submitting financial information have been expanded to include available templates and existing documentation.
- **Extended submission time for financial documentation** – Once you submit your application, you have until Monday, June 15 at 11:59 PM to submit your financial documentation by email or mail. However, your application will not be processed until we receive this information.
- **Realistic reporting expectations and participation requirements** – With a focus on “need to know” and on moving from recovery to stabilization and finally, sustainability, the requirements will be presented in steps throughout the funding period, making them manageable and easy to fulfill.
- **Simplified invoicing and payment system** – Redesigned to align the payment type and schedule to the COVID-19-related needs of your program, with a focus on simplicity and efficiency. Whether you need a one-time payment to pay your back rent or ongoing payments for staff incentives, the process is simple and straightforward.

Once again, we thank you for your deep dedication to the children and families you serve and for your willingness to devote your time to help us shape this program to best meet the needs of New Hampshire’s child care community. From the conversations in the Emergency Child Care Program (ECCP) supply pick-up lines to the emails, calls and formal feedback, we have heard your voices on how the CCRSP can help programs, staff and families recover from the impact of the COVID-19 and get back on firm ground following a difficult spring. Experience has taught us that together we can face any challenge.

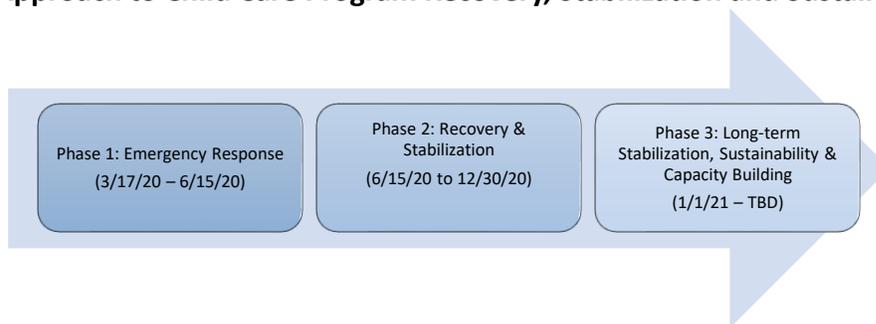
Our Best,

The DHHS ECCP TEAM

Overview of the CCRSP

As New Hampshire re-opens its economy, child care becomes even more essential as the foundation on which businesses, government, families, and communities will recover and rebuild. In this second of three phases for the DHHS Child Care COVID-19 response (shown in the figure below), providers may receive funding and resources through the NH Child Care Recovery and Stabilization Program (CCRSP) Program.

A Multi-Phase Approach to Child Care Program Recovery, Stabilization and Sustainability



The CCRSP is designed to:

- Assist providers/programs in offering healthy, safe and stable services as they transition from an emergency child care, or newly re-opening program, to adapt to a new environment;
- Help providers/programs to recover and stabilize from the impact of the pandemic by providing funding and resources to support operational, workforce, and health and safety costs and needs; and
- Connect parents and employers with healthy and safe child care options.

How much will be awarded for child care across the state?

The Governor's Office for Emergency Relief and Recovery (GOFERR) has allocated \$25 million in federal CARES Act funds for child care and after school programs/care. CCRSP includes \$20 million for providers and \$5 million to be held in reserve. The funds must be fully spent by December 30, 2020.

What are the eligibility criteria for CRSSP funding?

1. **The program is an Emergency Child Care Program (ECCPP) designated program. Register for ECCP designation is June 5, 2020 11:59 PM**
2. **Programs have a valid license, if applicable, including:**
 - Licensed Family Child Care Homes
 - Family Group Child Care Homes
 - Group Child Care Centers
 - Child Care Nurseries
 - School Age Programs Night Care Programs
 - License-Exempt Centers and,

License-Exempt Providers (Friend/Neighbor only)
Summer Day Camps,
Municipal Recreation Programs providing child care
Nursery school- private

License –Exempt Providers that are related to the children in their care are not eligible for this program.

3. Additional eligibility criteria:

- Have a program physically located in NH
- Provide services to NH children – at least 75% of children must be NH residents
- Be open or planning to reopen your program by Wednesday, **September 8, 2020**

Not sure if your program qualifies? Please see page 6 for contact information.

How much will each applicant receive?

Funding amounts will be determined by the overall need as identified by the program, and the final funding formula. The funding formula will consider: 1) the amount of funding requested by the program; 2) the area of the state the program provides services; 3) the number of children served; 4) the number of children the program anticipates serving; 5) the availability of other funding/resources to the program; and 6) the program’s capacity to serve children who are considered vulnerable.

How will funds be distributed?

CCRSP funding may include targeted assistance (e.g., to support programs to pay overdue bills related to COVID-19) and/or bi-weekly (twice per month) invoicing, based on the program’s needs. The funding notice for each program will indicate the amount of the award and the distribution method.

How may CCRSP funds be used?

Programs may use CCRSP funds for any purpose *directly related to COVID-19 recovery and stabilization*, including, *but not limited to*, the following examples:

- Recovering lost revenues due to COVID-19.
- Paying costs associated with adhering to health and safety guidelines.
- Paying the costs of holding spaces for vulnerable children who are expected to return to the program.
- Supporting operations (e.g., facilities, staff incentives/expansion, supplies, technology to increase efficiency; membership in shared services organizations to save money and increase purchasing power).
- Redesigning your program to meet the changing needs of employers and families.
- Expanding resources and strengthening your program by networking/collaborating with other programs and organizations. This could include other child care programs, public schools, family resource centers, local coalitions, businesses, etc., and using funds to pay for such costs as staff

extra hours, travel costs, meeting costs, sharing staff, jointly addressing the “summer slide” (lost skills and learning opportunities) for children who have not had the benefit of being in a program over several months, and participating in or becoming a “hub.”

- Supporting families (e.g., reducing tuition; providing information/education/resources).
- Paying for professional development activities in areas of immediate concern and/or interest to your program, such as trauma informed care for children and self-care for staff (e.g., paying staff extra hours to participate; hiring a coach).

What are the CCRSP accountability and reporting requirements?

As with all federal funding, the State of New Hampshire must satisfy requirements for monitoring and accountability of CARES Act funds. Equally as important, however, is the unprecedented opportunity to document the journey of our child care programs and system from disaster relief to building back even better and setting the stage for future funding and resources. DHHS proposes to accomplish both of these aims while simultaneously minimizing the burden on programs.

CCRSP recipients will be required to:

- Provide the data and information requested on DHHS invoices.
- Submit financial and other information in addition to what is required in the application, *only* if deemed essential to initial and ongoing funding decisions.
- Submit a brief final report online by January 31, 2021 on the outcomes and impacts of CCRSP funding on your program.
- In order to collect baseline information on programs’ financial stability and identify opportunities to assist programs to maximize their revenues and reduce their expenses, programs will be required to complete a financial/operational assessment tool in August 2020.

How do I apply?

IF YOU ARE NOT AN Emergency Child Care Provider (ECCP) DESIGNATED PROGRAM, you must submit your application by June 5, 2020 at 11:59 PM to be designated as an ECCP. Apply at: [ECCP Application](#).

After the ECCP application is submitted you are eligible to apply for the CCRSP funding.

IF YOU ARE ALREADY AN ECCP, you can apply for CCRSP funding by completing and submitting the NH CCRSP Funding Application beginning on June 4, 2020 at 12:00 noon and no later than June 11, 2020 at 11:59 PM.

Preparing To Complete the Application

Review, the application included in this communication to familiarize yourself with the questions.

Have on-hand the following information:

- 2019 Tax return/filing (2018 if 2019 is not ready)
- Enrollment and staffing numbers for the week of March 2 – 6, 2020, plus current or projected numbers depending whether you have re-opened your program
- 2020 Expense information to make an estimated gross income projection

Completing and Submitting the Application

1. Click on the application link that applies to your program at any time after Thursday, June 4 at 12:00 noon until June 11, 2020 at 11:59 PM:

Open: : [CCRSP Application for Open Programs Only](#)

Re-opening by September 8: [CCRSP Application for Re-Opening by Sept 8 Programs Only](#)

Multi-site Programs: [CCRSP Application for Multi-site Open or Closed programs Only](#)

Complete the application in its entirety.

An email with detailed instructions will be sent out from the eccp@dhhs.nh.gov email along with application link and instructions. In addition, the same information will be posted on the DHHS website, the Child Care Aware of NH (CCAoNH) website at <http://nh.childcareaware.org/> and other partner sites.

Funding is ***not on a first come, first serve basis***. All complete applications submitted by the deadline from programs meeting the eligibility criteria will be considered for funding.

2. When you submit your application, an automatic thank you note from the Survey Monkey site will pop up. In addition, an automatically generated email will be sent confirming receipt of your application. This receipt does not confirm if the application is complete and is not a guarantee of eligibility or funding. It is only a confirmation that DHHS has received your submission as you completed it.
3. If you have made an error on your application after submission, please notify us in writing before the June 11 deadline. Send that information to eccp@dhhs.nh.gov with the words “CCRSP Application change” in the subject line. Please do not call with this information.
4. To be considered for CCRSP funding, the application must be completed and submitted by 11:59 P.M. on Thursday, June 11, 2020. There are no exceptions to this deadline.
5. If you have questions about completing the application, please see page 6 for contact information (phone, live chat, email, webinar recording).

Application Review and Selection

After we receive your application, it will be reviewed to ensure that your program meets the eligibility criteria and all information has been included. If so, it will then be submitted to the CCRSP Review Committee. If information is missing, we may contact you to provide it.

The review process will include (but is not limited to) the following criteria:

- Demonstrated program needs for support due to COVID-19 (i.e., profit/loss)
- Plan to respond to changing employer/parent/community needs for child care
- Plan to sustain operations after funding ends
- Other supports/funding program received

How will programs be notified of funding decisions?

Notification of funding decisions will begin the week of June 22, 2020. Award letters will be sent via email.

If my program is approved for CCRSP funding, when can I begin to bill DHHS?

The date your program may begin billing depends on whether or not you are currently receiving ECCP Incentive funds, as follows:

- **Programs *not* receiving ECCP Incentive funds:** Programs may submit their first bill for the week ending June 19, 2020, which includes the billing period – June 15 – 19, 2020.
- **Programs currently receiving ECCP Incentive funds:** Programs may submit their first bill for the week ending July 3, 2020, which includes the billing period June 29 – July 3, 2020. There will be no break between ECCP and CCRSP funding.

CCRSP TIMELINE

June 1, 2020	Announcement of CCRSP Application Specifics
June 4, 2020	CCRSP Application online link active
June 5, 2020 – 11:59 PM	Final date to apply for ECCP designation , if NOT already designated
June 4 – 11, 2020	Formal Application Period
June 12 – 22 , 2020	Application Review Period begins
June 22, 2020	CCRSP Funding Notifications begin via email

What if I have questions about completing the CCRSP Funding Application?

For prompt assistance with your application questions, please contact us via:

Phone:

- Bureau of Child Development and Head Start Collaboration: 603-271-2175
- Child Care Aware of NH: 603-578-1386 ext 2532, 2528 or 2533

Live chat with CCAoNH staff at <http://nh.childcareaware.org/>.

Look in “Need Help?” box on lower left side for live chat option and available hours; or

Email:

- DHHS: eccp@dhhs.nh.gov (please write “CCRSP application” in the subject line)
- CCAoNH: ccrctraining@snhs.org please write “CCRSP application in the subject line).

You may also find it helpful to watch the informational webinar located on the CCAoNH website at <http://nh.childcareaware.org/recovery-stabilization/>.