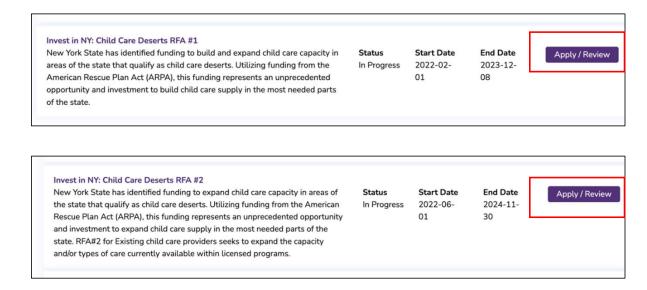
Desert Grant Expense Report

- 1. Log into the NYS OCFS portal
- 2. On the Grant Opportunities homepage locate the Child Care Deserts RFA you would like to complete and expense report for and click on the Apply/Review button.



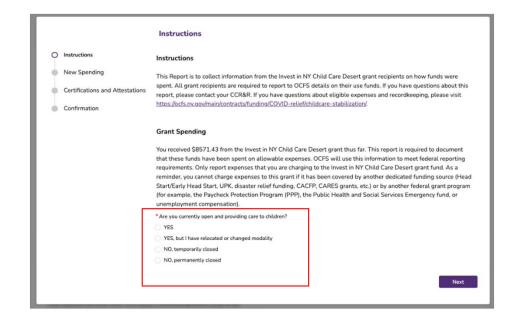
3. Under Provider Verification, click on the Choose an existing application dropdown menu and click on your submitted and approved grant application. Then select Next.

choose from an existing provider application. Make s	OR	
Start a new application Where can 1 find license/registratic number?		hoose an existing application
NYS Provider NYC Provider		
Enter your license/registration number		ite: If you aren't already associated with a provider, you will ed to Search for a provider
New York State providers may look up license/registration numbe	μ	
New York State providers may look up license/registration numbe unknown.	Ĭ	

4. Under Submitted Applications look under the Actions section and click on the Desert Expense Report 1 or Desert 2 Expense Report 1 link.

Funding Program	Application ID	Status	Applied On	Actions
Child Care Deserts Grant 2	A-31157	Approved	10/04/2022	Disbursement Details
Submitted By	Amount	🛃 Download Ap	plication	Sustainability Plan Upload
,	\$60,000.00			Desert 2 Expense Report 1

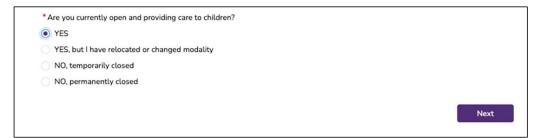
5. Providers will then read the instructions and answer the question, "Are you currently open and providing care to children?"



If they select "No, permanently closed", they must answer follow up questions proceed.

If they select any of the other options, they will click on the Next button to proceed.

* Are you currently open and providing care to children?	
YES	
YES, but I have relocated or changed modality	
NO, temporarily closed	
NO, permanently closed	
* What was the last date you were open and provided care?	
	苗
*Were all desert funds expended prior to your closure?	
Yes	
○ No	
	Next



Answering Spending Questions

6. Next provider will enter their expenses for all relevant categories.

CATEGORY	NEW EXPENSES	EXPENSE	RECORDS	
Business Rent or Mortgage	\$0.00			•
Facility Maintenance and Improvements	\$0.00			<u>Edit</u>
Payroll and Personnel	\$0.00			*

Category				
Business Rent or Mortgage				
Allowable Expenses Rent or Mortgage expenses, based or 	on provider cost allocatio	n methodology		
New Expenses				
\$0.00				
Expense Description 0				
Records Description				
			Cancel	Save

Types of Allowable Expenses

	Payroll and Personnel	Payroll · Payroll taxes and fringe benefits · Retirement costs and contributions · Paid sick or family leave · Professional development, education, and training costs · Recruitment expenses · Retention bonuses
	Business Rent or Mortgage	Rent or Mortgage expenses, based on provider cost allocation methodology
-) Č	Business Utilities	Heat · Electricity · Telephone · Wi-Fi Service
×	Facility Maintenance and Improvements*	 Minor renovations to: Create a welcoming environment for children and families Comply with safety guidance related to providing developmentally appropriate practices Make child care programs inclusive and accessible to children and families with disabilities

*Funds cannot be used for construction or major renovations such as structural changes, extension of a facility to increase floor area, or extensive alteration of the facility.

Types of Allowable Expenses

Ŭ	Goods	Food served to children \cdot Diapering and toileting \cdot Safe sleep \cdot Equipment and materials for playing and learning
Å	Services	Trainers · Child care management services · Business automation training and support services · Food services · Janitorial or cleaning services · Tax and Bookkeeping services
	Fees and other Expenses	Costs related to Statewide Central Register for Child Abuse and Maltreatment (or SCR) Online Clearance System requests · Staff recruitment
Ę,	Equipment and Supplies	Indoor and outdoor equipment and supplies \cdot Technology upgrades needed to collect data and report to lead agencies \cdot Office equipment and supplies

Answering Spending Questions

A summary of expenses will display at the bottom of the page. **Note: Total Expenses cannot exceed the Sum of Disbursement.**

TOTAL EXPENSES	\$4,534.25				
SUM OF PAID DISBURSEMENT	\$8,571.43				
FUNDS REMAINING	\$4,037.18				
The total reported expenses does not match your total awarded amount. OCFS will request another expense report in the future to account for unreported funds. If you have additional fund use to report now, you still can do so by editing the lines above.					
	Previous	Next			

Certifications and Attestations

7. Read each attestation and click the corresponding checkbox to affirm their understanding and compliance of the grant. Then they will click Submit.

Certifications and Attestations

Please select all checkboxes

Child care providers must certify they will meet regulatory and other grant requirements for the duration of the time they are receiving grant payments. Providers must attest in their application to all statements in order to be considered for award and to receive quarterly payments under the grant.

As a recipient of the Invest in Child Care grant, I attest that I will:

- Meet all grant requirements for the duration of the time I am receiving grant payments.
- Will apply or have already applied to become an OCFS licensed day care program, or have already applied to be a NYC permitted group day care (as defined in Article 47 of the New York City Health Code).
- Accept families receiving child care subsidy, as space permits.
- Will develop a sustainability plan for after the grant term date to encourage long term success, within the first six months of the grant.
- Commit to meeting all workplan deliverables and providing any necessary documentation regarding deliverables.
- Will participate in annual meetings for Invest in NY Child Care awardees, focusing on technical assistance and support for programs, in addition to any regional awardee meetings for the duration of the grant term. These meetings, with OCFS, Council on Children and Families (CCF) and other partners, will be scheduled in advance with enough notice to all providers.
- Within 30 days of being issued a license or registration, I will join the Aspire Registry and apply to Start with Stars.

- I certify that grant funds will be used in accordance with Federal guidelines with eligible expenses incurred since the date of grant application submission.
- 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.
- Applicants will sign and attest in the grant application portal that all information is true and accurate to the best of their knowledge.
- Applicants will attest in the grant application portal that they have read and agree to the terms and conditions and are an authorized person to submit this application.



Any questions or assistance needed, please let us know.

Brightside Up (518) 426-7181

Kiersten Kennedy X349 Jennifer Callaghan X356