

Desert Grant Expense Report

Deserts Expense Reports

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.

Invest in NY: Child Care Deserts RFA #1 New York State has identified funding to build and expand child care capacity in areas of the state that qualify as child care deserts. Utilizing funding from the American Rescue Plan Act (ARPA), this funding represents an unprecedented opportunity and investment to build child care supply in the most needed parts of the state.	Status In Progress	Start Date 2022-02-01	End Date 2023-12-08	Apply / Review
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Invest in NY: Child Care Deserts RFA #2 New York State has identified funding to expand child care capacity in areas of the state that qualify as child care deserts. Utilizing funding from the American Rescue Plan Act (ARPA), this funding represents an unprecedented opportunity and investment to expand child care supply in the most needed parts of the state. RFA#2 for Existing child care providers seeks to expand the capacity and/or types of care currently available within licensed programs.	Status In Progress	Start Date 2022-06-01	End Date 2024-11-30	Apply / Review
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Deserts expense Reports

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

Provider Verification

Welcome to the OCFS Child Care grant application system! First, we need to verify you and your eligible facility to access the system. You can only complete one application at a time, per facility ID (license/registration number for NYS providers, permit number for NYC Article 47 Day Care Centers). Enter your facility ID or choose from an existing provider application. Make sure you are using the correct Facility ID appropriate for the grant program you are interested in.

OR

Start a new application [? Where can I find my license/registration number?](#)

NYS Provider NYC Provider

Enter your license/registration number

[New York State providers may look up license/registration number if unknown.](#)

Choose an existing application

Note: If you aren't already associated with a provider, you will need to Search for a provider

Deserts Expense Reports

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

Submitted Applications				
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 Application		Sustainability Plan Upload
	\$60,000.00			Desert 2 Expense Report 1

Deserts Expense Reports

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

Instructions

Instructions

This Report is to collect information from the Invest in NY Child Care Desert grant recipients on how funds were spent. All grant recipients are required to report to OCFS details on their use funds. If you have questions about this report, please contact your CCR&R. If you have questions about eligible expenses and recordkeeping, please visit <https://ocfs.ny.gov/main/contracts/funding/COVID-relief/childcare-stabilization/>

Grant Spending

You received \$8571.43 from the Invest in NY Child Care Desert grant thus far. This report is required to document that these funds have been spent on allowable expenses. OCFS will use this information to meet federal reporting requirements. Only report expenses that you are charging to the Invest in NY Child Care Desert grant fund. As a reminder, you cannot charge expenses to this grant if it has been covered by another dedicated funding source (Head Start/Early Head Start, UPK, disaster relief funding, CACFP, CARES grants, etc.) or by another federal grant program (for example, the Paycheck Protection Program (PPP), the Public Health and Social Services Emergency fund, or unemployment compensation).

* Are you currently open and providing care to children?

YES

YES, but I have relocated or changed modality

NO, temporarily closed

NO, permanently closed

Next

Deserts Expense Reports

If they select “No, permanently closed”, they must answer follow up questions 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?

* Were all desert funds expended prior to your closure?

Yes

No

Next

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

Next

Answering Spending Questions

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

CATEGORY	NEW EXPENSES	EXPENSE DESCRIPTION	RECORDS DESCRIPTION
Business Rent or Mortgage	\$0.00		
Facility Maintenance and Improvements	\$0.00		Edit
Payroll and Personnel	\$0.00		

Category
Business Rent or Mortgage

Allowable Expenses

- Rent or Mortgage expenses, based on provider cost allocation methodology

New Expenses
\$0.00

Expense Description ⓘ

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



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



Goods

Food served to children · Diapering and toileting · Safe sleep · Equipment and materials for playing and learning



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



Equipment and Supplies


Indoor and outdoor equipment and supplies · Technology upgrades needed to collect data and report to lead agencies · 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.

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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.

[Previous](#) [Submit](#)

Any questions or assistance needed, please let us know.

Brightside Up

(518) 426-7181

Kiersten Kennedy

X349

Jennifer Callaghan

X356