

**Superstorm Sandy**  
**Child Care Grants**  
**Frequently Asked Questions**

**Who is Eligible to apply?**

Licensed child care centers (for profit and not for profit) and registered family child care providers that were in operation at the time of Superstorm Sandy and are located in the nine most impacted counties (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union) that have suffered loss or damage to their program, as a result of Superstorm Sandy.

**Materials and Supplies Grant Applications**

**What type of materials and supplies can the grant be used for?**

Child care centers and registered family child care providers can submit a grant application to replace supplies, materials, toys, small equipment and furniture that was lost and/or sustained significant damage.

**What items are eligible for funding?**

Supplies, materials, toys, small equipment and furniture that was lost or damaged by Superstorm Sandy. The replacement of these items can't have been reimbursed from any other source of funding, including but not limited to other government or public grants, loans, contributions, and insurance.

**What is the maximum amount that can be requested?**

Up to \$3,000 for centers and up to \$1,500 for registered family child care providers.

**How does the reimbursement process work?**

There are two ways to be reimbursed.

1. If you are requesting to be reimbursed for items already purchased, you must submit receipts with your initial application.
2. If you have not replaced items that were lost and/or damaged, and you are requesting a grant to purchase items that are **not** covered by other public, charitable or insurance funds, upon review and approval of your application, you will receive an award letter granting approval to purchase authorized items. Reimbursement occurs after you purchase the items and submit itemized dated receipts.

**What paperwork is required or needed once the grant is approved?**

You will receive a letter indicating that your grant application has been approved. The letter will also refer you to the website that lists the documents required before payment can be made. The website is [http://www.state.nj.us/humanservices/dfd/info/dfd/cc\\_mats\\_sup.html](http://www.state.nj.us/humanservices/dfd/info/dfd/cc_mats_sup.html).

**It is anticipated that the following documents will be required:**

1. Two original signed copies of the Standard Language Document
2. W-9 Form for providers new to DFD
3. ACH--the authorization for automatic deposits
4. Certification of Suspension or Debarment
5. The checklist found on the website.

**How long will it typically take to receive the initial payment?**

Once the contract documents are received, the contract will be signed with a complete contract package returned to the provider. Payment will be made if the receipts were part of the grant application or if the provider qualifies for an advanced payment otherwise payment will be made upon receipt of the detailed, itemized, and dated proof of payment by the provider.

**For the final report submit:**

Copies of all invoices, dated receipts, and cancelled checks along with a completed Expenditure Report. In some cases the final Expenditure Report may have been completed and submitted with the application.

## Repairs and Renovations Grant Applications

### **What types of projects can the grant be used for?**

Repairs and Renovation grants for licensed child care centers which suffered damage (building and structural damage) to their facilities as a result of Superstorm Sandy.

### **What projects are eligible for funding?**

Unreimbursed repair and renovation projects that were the result of damage caused by Superstorm Sandy are eligible.

### **What is the maximum amount that can be requested?**

The maximum amount is \$50,000 for licensed child care centers.

### **What if the repairs are more than \$50,000?**

Before any SSBG funding is awarded, the total project financing must be secured and identified with documentation provided prior to the release of the initial payment.

### **How will grant payments be disbursed?**

1. The initial payment of 50% of the grant award will be issued after receipt of all required grant documents referenced in the award letter.
2. The final payment (remaining 50% of the grant award—not to exceed the total project costs) will be issued upon receipt, review and approval of the expenditure report (which must include actual receipts, invoices and cancelled checks) and after satisfactory completion of all other required grant terms and conditions including the site visits.

### **What paperwork is required or needed once the grant is approved?**

You will receive an award letter indicating that your grant application has been approved. The letter will also refer you to the website that lists the documents required before payment can be made. The website is [http://www.state.nj.us/humanservices/dfd/info/dfd/cc\\_renogrants.html](http://www.state.nj.us/humanservices/dfd/info/dfd/cc_renogrants.html).

### **It is anticipated that the following documents will be required:**

1. Two original signed copies of the Standard Language Document
2. Renovations Reimbursement Checklist
3. Certification of Suspension or Debarment
4. Federal Funding Accountability and Transparency Act (FFATA) worksheet, if applicable
5. W-9 Form for providers new to DFD
6. Promissory Note if additional funds are required
7. ACH--the authorization for automatic deposits
8. Certificate of Occupancy
9. Liability Insurance

### **Is there a priority by which grants are approved?**

Grants are reviewed and will be awarded on first come basis upon receipt of required documentation.

### **Am I obligated to pay back this grant?**

Only if a claim or other funds became available during the award for the same services and activities.

### **Key Federal and State Requirements**

1. Funds are only available to States directly impacted by Superstorm Sandy.
2. Appropriate funds are only to be used to address the necessary expenses directly resulting from Superstorm Sandy.
3. Grants are directed for child care centers and family child care providers that can demonstrate losses not totally covered by insurance or other grants and are located in the nine most impacted counties.
4. If, during the award, a claim is paid or grant awarded which provides duplication of benefits, the grantee will be required to return the funds back to the State.
5. Grant awards are subject to satisfactory on-site visits.

**Who should I contact for more information?**

Department of Human Services  
Division of Family Development  
Child Care Operations  
[childcare@dhs.state.nj.us](mailto:childcare@dhs.state.nj.us) or  
609-588-7406 or 609-588-7407

**How do I apply?**

Grant applications are available on the Division of Family Development (DFD) website:

<http://www.state.nj.us/humanservices/dfd/programs/child/ssccgrantsindex.html>

**An original plus two (2) complete copies must be mailed to:**

**New Jersey Department of Human Services**

**Division of Family Development, Child Care Operations—SSBG**

**PO Box 716**

**Trenton, NJ 08625**

**No faxes or emails will be accepted. Applicants are encouraged to apply immediately.**