

## Final Attestation Terms and Conditions and Audit & Monitoring Requirements

This user guide lists the Final Attestations and Terms and Conditions and the Audit and Monitoring Requirements for the *Invest in New York - Child Care Deserts Grant for Existing Programs* application.

### Final Attestation Terms and Conditions:

As an applicant of the *Invest in NY – Child Care Deserts Grant for Existing Programs*, I attest that I will:

- Meet all grant requirements for the duration of the time I am receiving grant payments.
- Have contacted the OCFS assigned regulator about any necessary changes to program license and initiated the process for updating program license to reflect capacity or other changes by the application date. Or, for NYCDOH/MH permitted Article 47 day care centers, have contacted their borough office regarding any changes.
- 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 the final grant award, I will join the Aspire Registry and apply to QUALITYstarsNY.
- I will notify the Office of Children and Family Services (OCFS) within seven (7) days of any changes to information provided in this application, including, but not limited to, the closure of my child care program, change in the active status of my program including but not limited to enforcement action and voluntary inactive status.
- I understand that if my child care program permanently closes during the grant period, I must return all unspent funds and am no longer eligible to receive any additional grant payments. I understand that funding can be used until 9/30/24 as long as the program is open and serving children.



- I agree that my program will comply with all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene regulations if applicable, and maintain good standing (as defined in this RFA) and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>).
- I understand that I cannot displace existing children currently receiving care to accomplish the requirements of this grant award.
- If a Component B eligible program, I understand that to continue to receive award payments, the program must enroll new: Infant/Toddler, or special needs child(ren) by six months after the date of their pre-approval letter. If this has not occurred, I realize the program will not receive payment for the third quarter nor until enrollment is achieved for the months enrollment was achieved.
- If I am a Component A eligible program receiving the Infant/Toddler or Special Needs bonus funding, I commit to ensuring those funded slots have children enrolled by six months after the date of their pre-approval letter to these children.

### **Audit and Monitoring Requirements:**

To comply with all audit and monitoring requirements of this grant and project, as a recipient of this grant, I understand and agree to the following statements:

- OCFS or its agents may monitor this application and use of funds to ensure the accuracy of the information that I have provided and the proper use of funds.
- I understand that at any time, I may be asked to produce records for verification including receipts and proof of payment purposes upon audit of any Invest in NY Child Care funds.
- I agree to provide information and supporting documents as requested.
- I agree to provide, for audit purposes, access to the child care facility for which this application is submitted, information and documentation related to the application and use of funds, and access to interview child care staff members in connection with this application and the use of funds received.
- I must retain supporting documentation for a period of six (6) years following the last quarter for which funding was provided and promptly submit it to OCFS upon request.
- I understand that providing false or inaccurate information on this application or improper use of funds will result in the return or repayment of funds. I agree to repay funds as required by OCFS.
- I agree to report the use of funds received to OCFS or its agents upon request.
- I agree I will not reduce salary or benefits to employees of my child care program for the duration of the grant term. For each employee of the child care program, I agree to pay at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable) for the duration of this grant.



- I agree to prevent any involuntarily furlough of employees from the date of application submission through the duration of the grant period, to the extent possible.
- I agree to provide relief from copayments and tuition payments for the families enrolled in my child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.
- I agree that I cannot use Invest in NY Child Care funds to pay for expenses expressly covered by another external source or grant, e.g., the Child Care Stabilization grant, the Paycheck Protection Program (PPP), or to supplant other federal or state funds.
- I must spend all Invest in NY Child Care funds by September 30, 2024.
- 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 construction activities may be available through my Regional Economic Development Council and other sources.
- I attest that all information is true and accurate to the best of my knowledge.
- I attest that I have read and agree to the terms and conditions and am an authorized person to submit this application.