



2024 COMMUNITY CARE SUMMER GRANT PROGRAM FACT SHEET

CONTENTS:

- I. PROGRAM INFORMATION
- II. APPLICATION FORM CRITERIA
- III. APPLICATION PROCESS
- IV. OTHER INFORMATION

I. PROGRAM INFORMATION

A. ELIGIBILITY

- Child Care providers **MUST BE** a registered *Child Care Development Fund (CCDF) School-Age Child Care Provider and possess the following:
 - An active Child Care Development Fund (“CCDF”) School-Age Child Care Provider Certification issued by the Department of Public Health and Social Services (“DPHSS”), Bureau of Child Care Services (“BCCS”)
 - Child Care program must be currently active at time of application.
 - Provider **MUST** be following current compliant regulations

B. *CONDITIONS & REQUIREMENTS

- Applicants cannot be in an active repayment process or the subject of an active investigation or enforcement action by DPHSS.
- Grant Awardees **shall not:**
 - Furlough or lay off employees
 - Use funds to pay taxes
 - Use funds for items that have already been paid for by federal, state, tribal or local public funds
 - Use funds for major renovations
 - Use funds for past expenses
 - Use funds to gain interest in a bank savings account
- Applicant’s current CCDF certification (If you do not have a Vendor Number)

See page 5 on how to become a CCDF
School-age certified provider

- EFT (Establishment Request Form), Voided Check or Deposit slip and Valid ID.
 - Submit to GEDA a Vendor Record/ GEDA will submit any new Vendor Record/ EFT on behalf of applicant.
- Funds **MUST** be utilized or encumbered for one or more of the following (1-5) no later than December 31, 2025.

1. Personnel Costs

- Wages and Benefits for the child care program personnel, including increases in compensation for any staff in a child care center or child care program: Health, Dental, and Vision insurance; Scholarships, paid sick or family leave and retirement contributors.

2. Rent, Utilities, & Facilities Maintenance

- Rent (including rent under a lease agreement), payments on any mortgage obligations, utilities, facilities maintenances or improvements. It may also include late fees or charges related to late payments.
- Allowable ******facility maintenance and improvements may include, but are not limited to:
 - Building or Upgrading Playgrounds
 - Renovating Bathrooms
 - Installing railings, ramps, or automatic doors to make facilities more accessible
 - Removing non-load bearing walls to create additional child care program space

**** All other facility maintenance and improvements are subject to request and justification and approval prior to project start.**

3. Sanitation & Other Health & Safety Requirements

- Cleaning supplies and sanitation services, or approved training and professional development related to health and safety practices.

4. Equipment, Supplies, Goods & Services

- This category includes purchases or upgrades to equipment and supplies that enhance child care services and program outcomes. These may include indoor and/or outdoor developmentally appropriate equipment and supplies that promote quality child care services.

5. Goods & Services

- Any material goods or services necessary for the operation or continuation of a child care program. Example of goods:
 - Materials and/or equipment to facilitate play, learning, eating, diapering/toileting or safe sleep practices.
- Examples of Services that are allowable include:
 - Business automation training & support services; shared services; Child Care management services; chartered transportation.

**** GEDA and DPHSS reserves the right to include any additional conditions and/or requirements**

II. APPLICATION FORM CRITERIA

1. Applicant Information
2. Previous Grants Received
3. Self-Certification
4. Use of Funds
5. Program Description
- 6.

III. APPLICATION INFORMATION

1. Download the grant application form found on the GEDA website at www.investguam.com OR pick up an application form at the GEDA office located on the 5th floor of the ITC building between the times of 8:00 a.m. – 5:00 p.m. Monday through Friday.
2. Submit the completed application form and all required documents via email to caps2024@investguam.com. However, if documents must be hand-delivered we ask that you **bring a copy of your application** to be stamped by our receptionist. *We will not be able to make copies.*
3. GEDA conducts reviews of applications submitted and assigns a unique application number to eligible applicants.
4. If the application is deemed eligible by both DPHSS and GEDA, a notice of grant approval will be issued and sent to the applicant advising of the amount to be awarded and confirming all contact information.
5. If an applicant is deemed ineligible, a notice of ineligibility will be issued and sent to the applicant stating the reasoning of ineligibility.

6. Regular payment requests will be sent to the Department of Administration for payment of grant awards. Grant award will be disbursed via Electronic Funds Transfer.

IV. AWARD AMOUNT:

- Department of Public Health and Social Services to provide grant awards based on Child Care Program capacity per entity as follows:
 - 1-25 pax: \$50,000.00
 - 26-49 pax: \$100,000.00
 - 50-99 pax: \$150,000.00
 - 100+ pax: \$200,000.00
- One grant award will be awarded per entity

V. OTHER INFORMATION

A. Grant Awards

- To support before and after school programs, community child care programs, such as summer camps offered by businesses, non-profit organizations and residential communities offering programs for children **ages 5 through 13 years old.**

B. Application Period

- Applications will be accepted via email to caps2024@investguam.com beginning, on June 11, 2024, at 8:00 a.m.
- Applications that are hand delivered to GEDA's office, **Monday through Friday from 8am to 4pm**, will be reviewed the following business day. (Example: If application is dropped off on Monday, it will be reviewed on Tuesday.)
- **Deadline is September 30, 2024, at 5:00 p.m.** and is subject to availability of funds.
- Any unused funds shall be returned and reallocated to other DPHSS, Division of Childrens Wellness, child care program initiatives.

***How to obtain CCDF School-Age Provider Certification**

Obtaining a CCDF School Age Child Care Provider Certification offers not only credibility and compliance with current regulations but will allow access to resources, professional development opportunities, and the potential for program growth and enhancement. Ultimately benefiting both childcare providers and the children they serve.

You may obtain a CCDF School Age Child Care Provider Certification by following the steps listed below.

- Fill out and obtain the required documents for all employees as necessary
 - Business License or Non-Profit organization Certificate
 - Staffing Pattern: Listing of all employees who would be providing care
 - Health Certificate Clearance application form
 - Police Clearance
 - Court Clearance
 - Consent for Disclosure Form (From BCCS)
 - Three Character References (ONLY for primary provider of your program)
 - Pediatric First Aid & CPR
 - Policies and Procedures
 - Schedule of Center Activities (start – end times)
 - Floor Plan/Emergency Preparedness Plan
 - DOA Vendor Number

For a seamless application process, please ensure that you submit all required documentation along with your completed application to the Bureau of Child Care Services at the Castle Mall Building, Suite 15, located in Mangilao. For additional information about CCDF School-Age Provider Certification please contact the Bureau of Child Care Services at 671-735-7256 or childcare@dphss.guam.gov or visit guamchildcare.com