Early Childhood National Centers

National Center on Tribal Early Childhood Development

Construction and Major Renovation: Application Overview for Tribal CCDF Grantees Using FY 2018 or FY 2019 Funds

May 27, 2020

Welcome

Please introduce yourself by listing your Name and Tribe in the Chat Box.

Welcome and Introductions

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Welcome and Introductions

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Agenda

- Before you decided
- During the process
- After submission
- Resources

Program Instruction

- Tribal Construction or Major Renovation Program Instruction:
- https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No: CCDF-ACF-PI-2020-02	**2. Issuance Date:** 5/6/2020
	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF); Construction and Renovation Procedures for Indian Tribes	

To	Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act and other interested parties.
References	Section 658O(c)(6) of the CCDBG Act, 42 U.S.C. § 9858m(c)(6). 45 C.F.R. §§ 98.2, 98.83(g), and 98.84. ACYF-PIQ-CC-99-01.
Subject	Procedures for Requests from Tribal Lead Agencies to Use Child Care and Development Fund (CCDF) Funds for Construction or Major Renovation of Child Care Facilities
Background	The CCDBG Act allows Tribal Lead Agencies to use CCDF funds for construction or renovation of child care facilities. A Tribal Lead Agency must first request and receive approval from the Administration for Children and Families (ACF) before using CCDF funds for construction or major renovation. Under the law, ACF must develop and implement uniform procedures for the solicitation and consideration of such requests. This Program Instruction sets forth the uniform procedures.

This Program Instruction supersedes CCDF-ACF-PI-2016-05 (issued November 29, 2016). The revised procedures contained in this new Program Instruction update the construction and renovation procedures by:

- Incorporated technical changes regarding the official title of Pub L. 102-477 to reflect as the Indian Employment, Training and Related Services Consolidation Act of 2017; including the correct contact for submission of SF-429 information and updated OMB circular references.
- Clarified the process for disposition and included information regarding access to grantsolution.gov.
- Added language regarding submission of the SF-429 cover page and Attachment C Encumbrance Request and support documentation into grantsolutions.gov.

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Program Instruction Updates

- Incorporating technical changes regarding the official title of Pub L. 102-477 to reflect as the Indian Employment, Training and Related Services Consolidation Act of 2017; including the correct contact for submission of SF-429 information and updated OMB circular references. *(III. Fiscal Procedures)*

- Clarifying the process for disposition and included information regarding access to grantsolutions.gov *(IX. Disposition Property #4)*

- Adding language regarding submission of the SF-429 cover page and Attachment C Encumbrance Request and support documentation into grantsolutions.gov. *(IX. Disposition Property #4)*

Construction & Major Renovation Application Process At-a-Glance

Before	During	After

• Review of the Program Instruction (PI)
• Pre-Application Activities
  • Planning costs
  • Internal & external partners
• Contact Regional Program Specialist
	• Complete Application
	  • Complete application checklist
	  • Attach required documents
	• Partial Application (if necessary)
	  • Tribal leader letter
	  • Architect, engineer, planner or other consultants
	• Submit by July 1, 2020
		• OCC review application
		  • Adjustments made by Tribe
		• OCC sends Notice of Grant Award
		• OCC sends approval of the project
		• Tribe begins the project
		• Tribe completes reporting requirements

Before

Pre-Application Activities

Before At-a-Glance

Before	Tribal Lead Agency	Office of Child Care

• Review of the Program Instruction (PI)
• Pre-Application Activities
  • Planning costs
  • Internal & external partners
• Contact Regional Program Specialist
	• Reading through the Program Instruction for understanding
	• Project planning (for example: hiring a project manager, meeting with external partners to develop a plan, deciding how much money to set aside, etc.)
	• Will draft a letter to request the construction set aside
		• OCC will provide an informational webinar for apply to set-aside funds for construction or major renovation.
		• Regional Office will be available to answer any questions grantees may have.

Child Care Facilities

- Tribal Lead Agencies may use CCDF funds to make payments for construction or major renovation of child care facilities.
- Tribal Lead Agencies, including P.L. 102-477 grantees, must **first request and receive approval before using CCDF funds for construction or major renovation.**

Note: Tribal Lead Agencies may expend funds for minor renovation, without requesting approval.

Source: Child Care and Development Fund, 45 C.F.R. § 98.84 (2016).

Definitions

- **Construction:**
  - Building of a child care facility that does not currently exist.

✓ Application Required

- **Major Renovation:**
  - 1) Structural changes to the foundation, roof, floor, exterior or load bearing walls of a facility, or the extension of a facility to increase its floor area; or
  - 2) Extensive alterations of a facility that significantly change its function and purpose, even if such renovation does not include any structural changes.

✓ Application Required

- **Minor Renovation:**
  - All renovations other than major renovation or construction, as defined above.

✕ Application NOT Required

Source: Child Care and Development Fund, 45 C.F.R. § § 98.2, 98.84 (2016).

Pre- Application Activities for Construction and Major Renovation

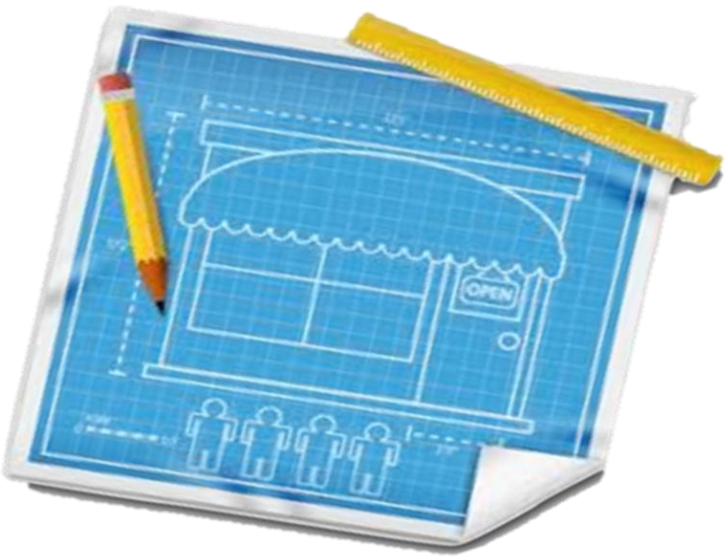
- Community needs assessment (required)
  - Assessing the current facilities
  - Examine the current needs of child care
  - Project the future needs of child care
  - Determine the best location
  - Determine the size of the facility
  - Estimate start-up and operating costs

- Discussions with OCC Regional Office

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Additional Pre-Application Activities

- Preparing application components
- Developing plans and specifications
- Reasonable and necessary planning and consultant costs



Note: Tribal Lead Agencies may use CCDF funds for reasonable and necessary planning and consultant costs without prior approval.

Collaboration

- Statement of whether there is a Head Start (HS) or Early Head Start (EHS) program in the service area.
- The Tribal Lead Agency must describe:
  - Partnership grants
  - Use of the facility
  - Cost allocation of funds that HS/EHS will pay for construction and major renovation cost

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Question

- Do you have someone assisting you in the planning and development of your construction or major renovation project?

- *Respond by pressing *6 to take yourself off mute or by typing your answer into the chat box*.

Process for P.L. 102-477

- Tribes with approved Plans under P.L. 102-477 must request and receive ACF approval in accordance with the Program Instruction.
- ACF will notify the U.S. Department of Interior upon approving a 102-477 grantee's construction or renovation application.
- Grantees with approved plans under P.L. 102-477 cannot use CCDF funds for construction or renovation until the Department of Interior notifies the grantee that the scope of work has been modified to include the approved construction or renovation project.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Multiple Facilities

- Approval is required for **each** project *(even if the projects use identical plans and specifications.)*
- A <u>single application</u> can be submitted for more than one project, as long as all required information is provided for each project.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Timelines for Planning Projects

Single Year Funded Project					
Using funds from FY 2018	FY 2018 Funds	Lay the Foundation, Build the Structure, and Complete the Project	Project must be completed before 9/30/2020		
Multi-Year Funded Project					
Using funds from FY 2018, 2019, 2020	FY 2018 Funds	Lay the Foundation	By 9/30/2020		
	FY 2019 Funds		Build the Structure	By 9/30/2022	
	FY 2020 Funds			Complete the Project	By 9/30/2023
Amount of CCDF Funds Per FY Year		$200,000			
			$500,000		
				$150,000	

Share

- What is the timeline for completion of your current project?

Poll Question

- Have you outsourced any of these project planning activities?
  - Consultant Cost
  - Architect/ Project Planner
  - Purchase of Modular Unit
  - New and Ongoing projects
  - All the above

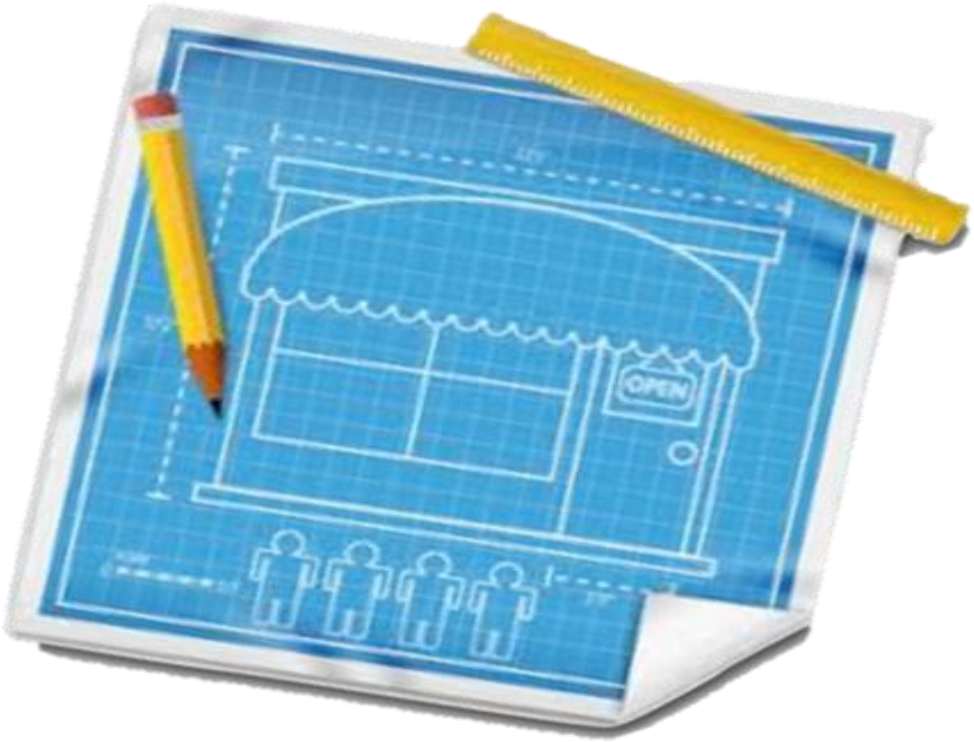
Poll Questions

- What CCDF Funds did you request to set aside?
  - Mandatory
  - Discretionary
  - Both
- What fiscal year(s) did your program identify to set aside CCDF funds?
  - FY 2018
  - FY 2019
  - Both

Poll Questions

- Has your program received a Notice of Grant Award Letter for Construction and Major Renovation:
  - Yes
  - No
- Have you started your Construction or Major Renovation Project(s)?
  - Yes
  - No

Questions?



During

Completing and Submitting Application

During At-a-Glance

During	Tribal Lead Agencies	Office of Child Care

• Complete Application
  • Complete application checklist
  • Attach required documents
• Partial Application(if necessary)
  • Tribal leader letter
  • Architect, engineer, planner or other consultants
• Submit by July 1, 2020
	• Request letter completed
	• Will continue to consult with partners to complete the checklist
	• Checklist items completed and supporting documents compiled
	• Application is submitted to the Regional Office
	• Adjustments made to application as requested
		• Regional Office staff available for support and questions
		• Review of submitted application
		• Suggest changes as needed

Poll Questions

- Have you started writing your Construction or Major Renovation application?
  - Yes
  - No
- If yes, how far along are you in completing the application?
  - 25% or less
  - 50%
  - 75%
  - 99.9%

Complete Application Components

- Complete form SF-429
- A signed cover letter from Tribal leadership
- Completed items listed in the application checklist

SF-429 Components Required for Application

- Real Property Standard Form SF-429 cover page
- SF-429-B Request to Acquire, Improve, or Furnish (Attachment B)
- Program Instruction: *Electronic Submission of Real Property Standard Form (SF)-429 and Attachments* *(CCDF-ACF-PI-2017-06)*
- Submitted in the On-Line Data Collection (OLDC) system

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2017). *Electronic submission of Real Property Standard Form (SF)-429 and attachments* (Program Instruction CCDF-ACF-PI-2017-06). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2017-06.

Application Checklist

- Attachment D
- Located Child Care and Development Fund (CCDF) Construction and Renovation Procedures for Indian Tribes (CCDF-ACF-PI-2020-02) May 5, 2020

Attachment D

CCDF Tribal Construction/Major Renovation Application Checklist

Tribe		**State**	
Date			

Three Requirements:

1) 429 (paper copy until the system is fixed)

The Tribal Lead Agency proposing to use CCDF funds for construction or major renovation must submit

☐ The Real **Property Status Report SF-429** cover page and

☐ **SF 429** Attachment B

They are available at: https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2017-06-attachment-a

2) Cover Letter

In addition, the Tribal Lead Agency must submit a supplemental written application **signed by the Tribal Chairperson or his/her designee** that contains the following information:

3) Application Package:

(1) The **Tribal** name and the name of the **Tribal Lead Agency** responsible for administering the CCDF.	
Tribal name	
Tribal Lead Agency name	
Contact person's name, address, phone number, fax number, and e-mail address.	
Name	
Address	
Phone number	
Fax number	
E-mail address	
(2) A description of **existing child care facilities located within a 50 mile** radius of the proposed facility that are currently used by the Tribal Lead Agency to carry out CCDF activities. Include the **number of each type of facility** (e.g., homes, centers) and a **brief description of each center** (i.e., size, type of structure, condition, number of children served, and ages of children served).	

Contact Information and Description of Existing Facilities

- (1) The Tribal name and Tribal Lead Agency name.
- (2) A description of child care facilities that are:
  - located within a 50 mile radius of the facility that will be constructed or renovated; and
  - **currently used by the Tribal Lead Agency** for CCDF activities.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Application Package – Question 2

(2) A description of **existing child care facilities located within a 50 mile** radius of the proposed facility that are currently used by the Tribal Lead Agency to carry out CCDF activities. Include the **number of each type of facility** (e.g., homes, centers) and a **brief description of each center** (i.e., size, type of structure, condition, number of children served, and ages of children served).

Example: The nearest facility is located 61 miles away in the community of Happy Lake and is owned and operated by the ABCD Indian Tribe. 46 children, ages 6 weeks to 5 years are served in a classroom style located within the Happy Lake Elementary School complex. The condition of the building is quite adequate as it was newly constructed and renovated within the past 10 years.

Note - there are no existing child care facilities within 50 miles - applicant described the nearest facility that is located 61 miles away.

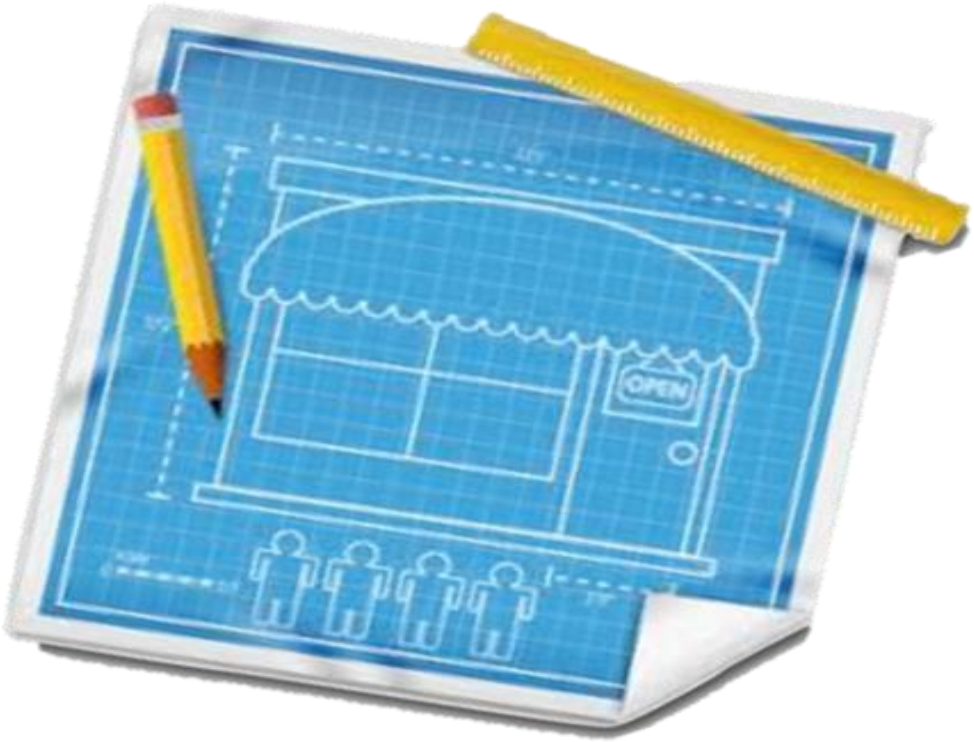
Explanation of Need

- (3) An explanation of why current facilities are not sufficient to carry out CCDF activities.

- (4) A statement that adequate facilities are not otherwise available.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Questions?



Level of Services

- (5)(a) The following written assurance: *"The use of CCDF funds for construction or renovation will not result in a decrease in the level of child care services provided by the Tribal Lead Agency, as compared to the level of services provided in the preceding fiscal year".*

- (5)(b) A comparison of the current fiscal year's level of child care services to the previous fiscal year's level of services.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Level of Services: Waiver

- (5)(c) The Tribal Lead Agency may seek a waiver from the requirement to maintain the level of child care services while using CCDF funds for construction or renovation, if the Lead Agency:
  - Submits a written assurance that “the decrease in the level of child care services is temporary”.
  - Describes the current fiscal year’s level of child care services, the projected decrease as a result of the construction or renovation, and how long the decrease will last.
  - Describes how child care services will improve after the completion of the construction or renovation.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Application Package – Question 5

(5)
(a) The following written assurance: "The use of CCDF funds for construction or renovation will not result in a decrease in the level of child care services provided by the Tribal Lead Agency, as compared to the level of services provided in the preceding fiscal year."

Example: The use of CCDF funds for construction will not result in the level of child care services provided by the ABCD Tribe's Child Care Assistance Program, as compared to the level of services provided in the preceding fiscal year.

- *FY 16 Total Grant spent on Direct Services = $3,941,870*
  ACF 700 Report verifies children served = 1,147
- *FY 15 Total Grant spent on Direct Services = $3,294,408*
  ACF 700 Report verifies children served = 1,100

Proposed Location

- (6)(a) A description and map of proposed location for construction and renovation, and explanation of the appropriateness of the location for the service area.

- (6)(b) A description of the impact of the location on:
  - the transportation of children to the program;
  - collaboration with other child care, Head Start, Early Head Start, social services, and health providers; and
  - all other program activities and services.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Poll Question

- Have you secured land to build your facility?
  - Yes
  - No
  - Not sure

Plans and Specifications

- (7)(a) The plans and specifications for the proposed construction or renovation, including architectural designs.
  - Drafts may be accepted if they meet certain criteria.
- (7)(b) A description of the facility once the construction or renovation is complete.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Plans and Specifications (continued)

- (7)(c) Aspects of the building and physical premises that will ensure children's **health and safety.**

- (7)(d) Elements of the facility that will help create a **developmentally-appropriate learning space.**

- (7)(e) **Culturally significant elements**, if any, in the facility's design or renovation.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

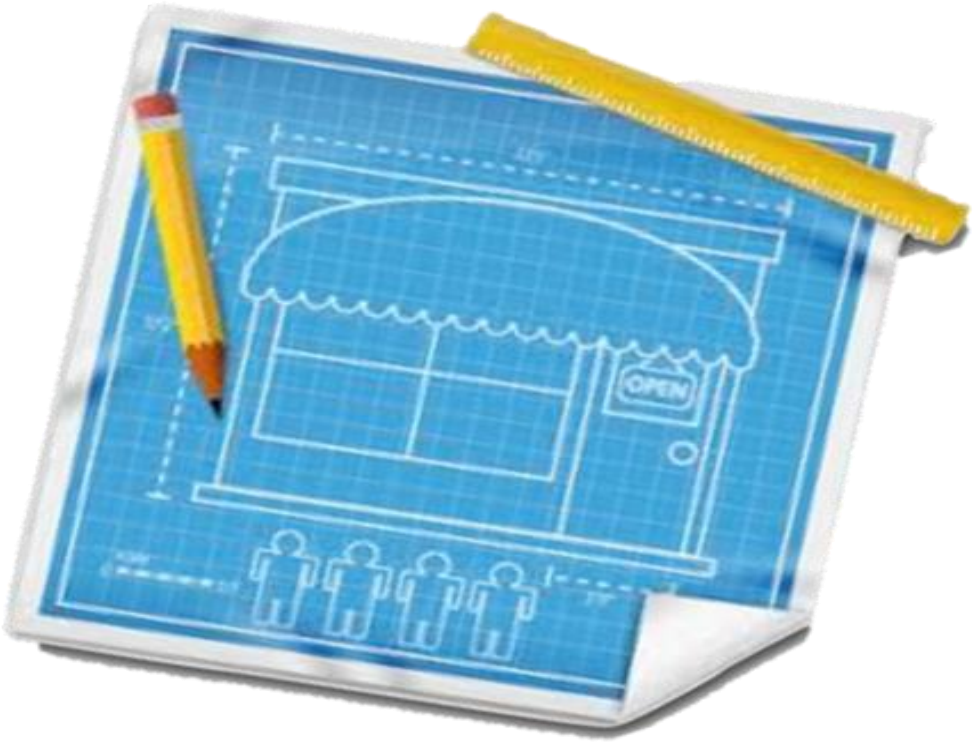
Application Package – Question 7 (d)

(d) Explain the elements of the facility that will help create a developmentally-appropriate learning space (e.g. child-sized plumbing fixtures, low windows for children to look out, sufficient play space, etc.).

NOTE: The Tribal Lead Agency is encouraged to hire an architect or other expert who has experience in designing spaces for infants, toddlers, and children.

Example: The center will contain larger classrooms that allows children to explore the environment in safe and comfortable surroundings, children be provided opportunities to develop in ***all areas—physical, social, creative, emotional, and cognitive****. Expanded opportunity (use of gymnasium) will allow year-round physical development, an area we are currently lacking in, due to our severe winters. The cafeteria will provide an environment for children to share meals and socialize with their peers and caregivers, There is space allocated for family engagement activities to assist parents in their efforts of preparing their children for school readiness.*

Questions?



Timeline

- (8) A proposed time schedule for each major activity of the construction or renovation and occupancy of the facility.

Project Name	Schedule Start Date	Area	Square Footage	Scheduled Completion Date
Early Learning Center Renovation	The occupancy of this facility is 120 children and 40 providers.			
	January 15, 2019	Renovation of kitchen	850	April 30, 2019
	February 15, 2019	Renovation of library	585	June 30, 2019
	August 30, 2019	Renovation of classroom #1 infant and toddler area	1,010	December 15, 2019

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Intended Use

- (9) A description of the intended use of the facility that will be constructed or renovated, including:
  - The percentage of floor space that will be used to provide direct services to children.
  - Portion of the facility that will be used for purposes other than the child care program (if applicable).

The facility must be used principally to provide direct services to children.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Funding and Loans

- (10)(a) Documentation of sources of non-CCDF funds and how they will be used for the proposed construction or renovation.
  - Includes a cost allocation plan for any facility that is shared with other programs.
- (10)(b) Terms of any proposed or existing loan(s) related to the construction or renovation.
  - Includes the repayment plan.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Cost Estimate

- (11) An estimate of the total cost of the proposed construction or major renovation.
  - Must provide a break down by major cost category.

Must be a copy of written documentation, such as a written estimate prepared by a licensed architect or engineer, to support the cost estimate.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Cost Estimate (continued)

(11)(a) Estimated **one-time** costs, such as the costs of planning, labor and materials, equipment, down payment, professional fees, site preparation, etc.

(11)(b) An estimate of **ongoing costs,** such as staffing costs, supplies, insurance premiums, maintenance costs, property taxes, and any other operating costs for the facility or the child care program.

CCDF funds that are approved for construction or renovation and transferred to the separate grant award may not be used for ongoing operation costs.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Application Package – Question 11

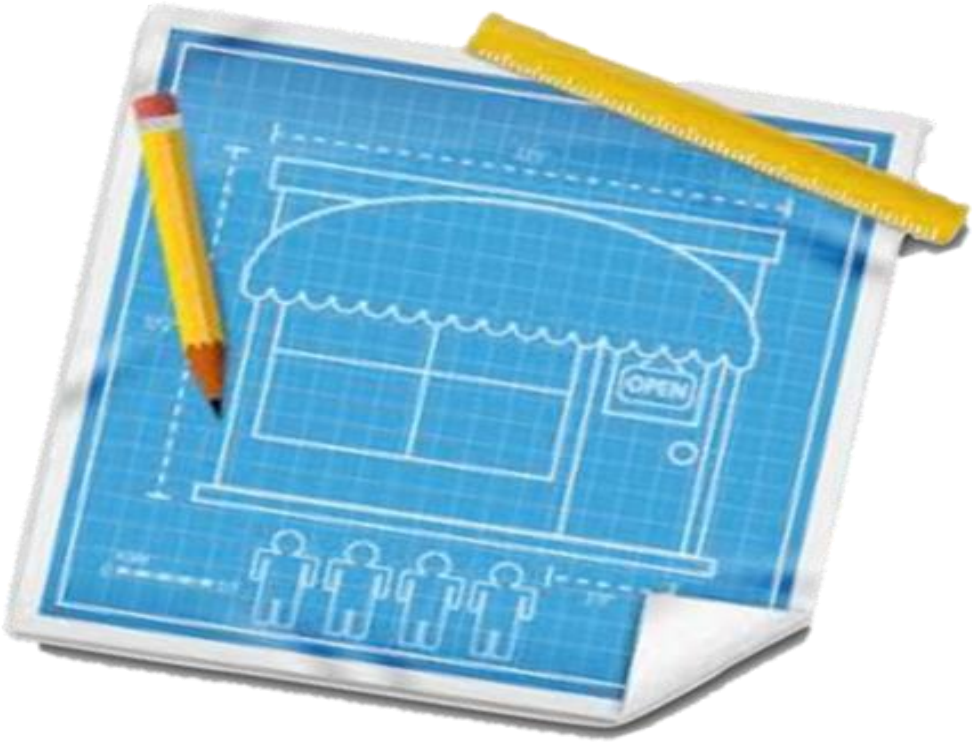
(11) An estimate of the total cost of the proposed construction or major renovation. The estimate must provide a break down **by major cost category**, such as: demolition and removal; site work; general construction/renovation; plumbing; heating, ventilation and air conditioning; electrical; equipment; architectural and engineering fees.

Provide a copy of written documentation, such as a written estimate prepared by a licensed architect or engineer, to support the cost estimate.

Example:

F. Contractual				
Demolition and Removal (n/a, new constuction, no existing strucutres)			$	-
ventilation, HVAC)			$	300,000
Foundation (poured concrete)			$	40,000
Site Work/Earthwork: utilites preparation, grading, backfill, playground			$	50,000
Sewer Connection (725 Linear Feet Connection to Sewer Main)			$	139,805
On-Site Utilies			$	25,000
Paving			$	50,000
Fencing			$	25,000
Playground			$	30,000
Security	0	0	$	10,000
Contractor General Conditions			$	100,000
Contingency			$	50,000
A&E Services			$	50,000
TOTAL CONTRACTUAL			$	869,806

Questions?



Amount Paid with CCDF Funds

- (12) A statement of the amount of construction or major renovation costs that will be paid for with CCDF funds.
  - Identify the grant year award.
  - Indicate whether the funds should be transferred from mandatory or discretionary funds (can be both or just one).

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Collaboration

- (13) Statement of whether there is a Head Start (HS) or Early Head Start (EHS) program in the service area.
  - If there is a HS or EHS program, the Tribal Lead Agency must describe collaboration efforts.

The Tribal Lead Agency must demonstrate collaboration if there are HS or EHS programs within the service area.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Land Ownership

- (14) A statement regarding who owns the land where the facility is located or will be located.
  - If the land is not owned by the Tribal Lead Agency, the Tribal Lead Agency must describe and provide a copy of the easement, right of way, or land lease.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Facility Ownership (Major Renovation ONLY)

- (15) Indicate whether the Lead Agency owns the facility that will be renovated.

- If the Tribal Lead Agency does not own the facility, the Tribal Lead Agency must provide information about the owner, a copy of written permission allowing the proposed renovation, and a copy of the lease for the facility.

The Tribal Lead Agency must demonstrate a secured lease with access to the facility for a reasonable period of time (usually a minimum of 5 years).

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Oversight and Inspection

- (16)(a) A written assurance that the Tribal Lead Agency will provide oversight and inspection during all phases of the project.

- (16)(b) A description of specific steps for oversight and inspection, including personnel qualifications.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Written Assurance of Compliance

- (17)(a) Licensing and code requirements to ensure health and safety
- (17)(b) Access requirements under the Americans with Disabilities Act* (P.L. 101-336)
- (17)(c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794)
- (17)(d)The Flood Disaster Protection Act of 1973* (P.L. 93-234)
- (17)(e) The Earthquake Hazards Reduction Act of 1977* (P.L. 95-124)

**If applicable*

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Impact on Environment

- (18)(a) An assessment of the impact of the proposed construction and renovation on the human environment.
  - Significant change in land use.
  - National Environmental Policy Act (NEPA) of 1969.

Attachment B of the Program Instruction provides additional guidance regarding NEPA.

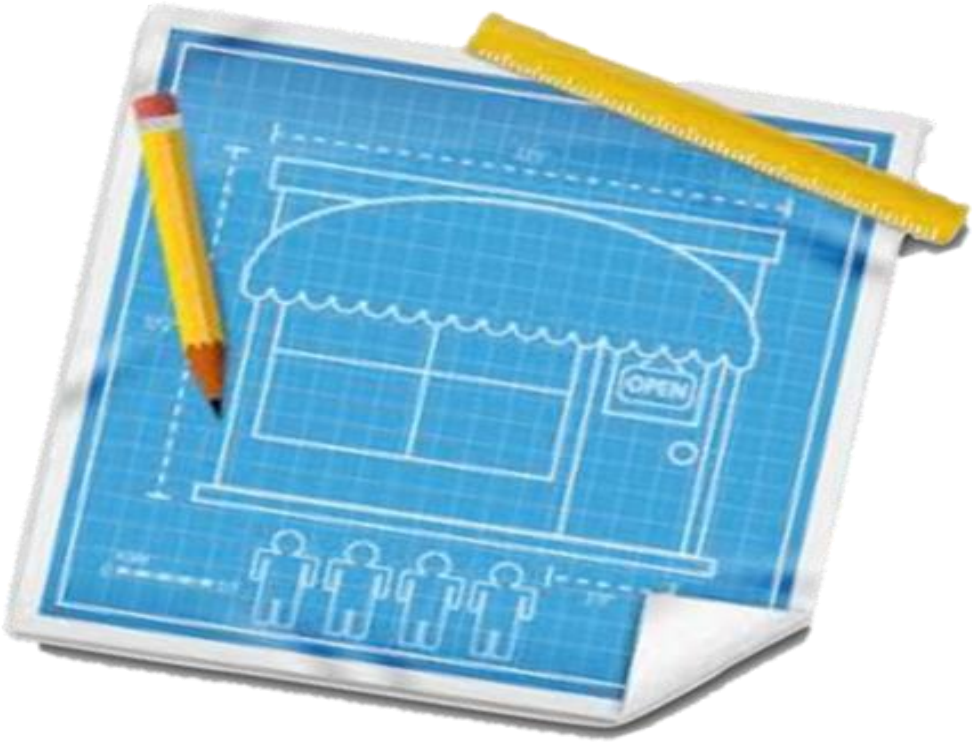
- (18)(b) Report of the results of tests for environmental hazards.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Poll Question

- What are the areas in the Construction and Major Renovation application that you are having the most difficulty completing?
  - Assessing the need for construction or major renovation
  - Developing a construction or major renovation budget
  - Designing the facility or purchasing a modular building
  - Environmental impact study
  - Coordination or collaboration with other agencies

Questions?



Tips for Writing

Writing Tips

- Make sure your responses accurately reflect your Tribe's CCDF program information
- Keep descriptions simple by focusing on **what you do and how you plan on doing the project**
- Work together with Tribal staff and partners
- Contact your OCC Regional Office with questions

Descriptions or Explanations Statements

- What is the focus for this question?
- What impact will this have on your project?
- What impact will this have on your CCDF program?
- What resources or information do you need to accurately state the required information?
- Who will be involved in the application process?

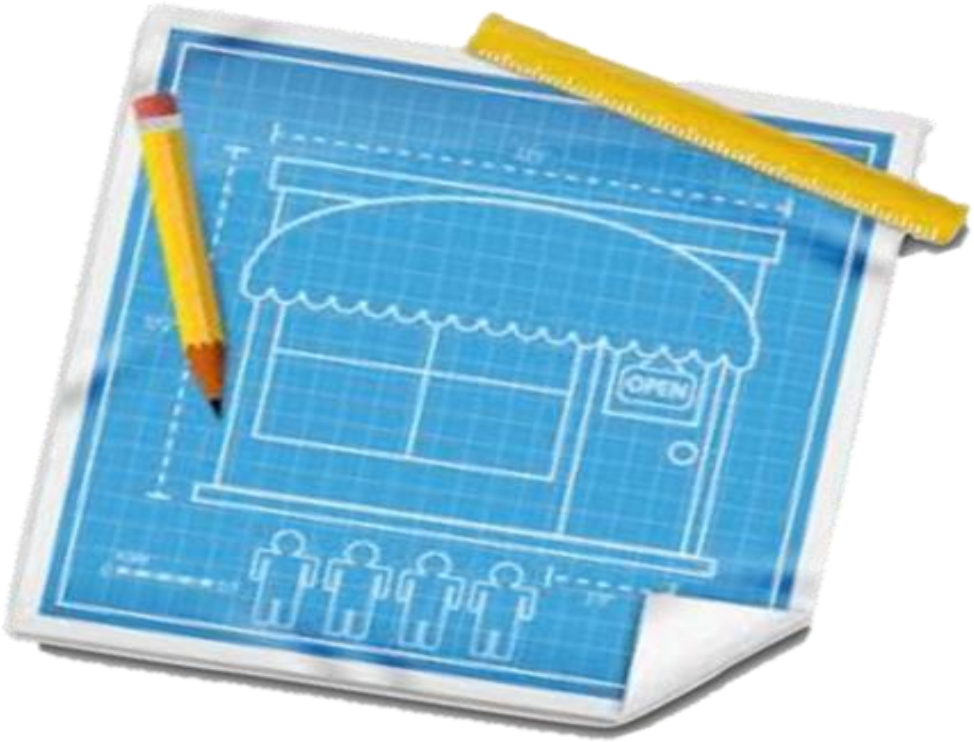
Partial Application/Request for Set-Aside

- The Tribal Lead Agency should submit as much information as possible prior to the July 1 deadline. At an absolute minimum, Tribal Lead Agencies must provide complete responses to:
  - Item 1 – Tribal Lead Agency Information
  - Item 12 – Amount of CCDF Funds to be transfer for this project (Tribal Mandatory or Discretionary Funds or both)
- Tribes should move expeditiously in completing their application.

Poll Question

- Where could a Tribal Lead Agency go for help?
  - TA Specialist from NCTECD
  - Regional Office
  - Program Instruction (PI)
  - Grantsolutions.gov
  - All of the above

Questions?



After

Submission, Review, and Notification

After At-a-Glance

After	Tribal Lead Agency	Office of Child Care
• OCC review application • Adjustments made by Tribe • OCC sends Notice of Grant Award • OCC sends approval of the project • Tribe begins the project • Tribe completes reporting requirements	• Tribe hires a contractor • Tribe begins the construction or major renovations of the facility • Tribe identifies needed changes • Tribe draws funds down to pay for expenses • Tribe gathers information for the final reporting • Tribe completes the final reports	• Regional Office is answer questions from the Tribal Lead Agency • OCC is reviewing changes submitted by the Tribal Lead Agency • OCC is approving changes submitted by the Tribal Lead Agency • OCC reviews the final reports

Submission

- Send completed application to:
  - Regional Office
  - Addressed to the Director of Office of Child Care

- Grantees with approved Plans under P.L. 102-477 must also submit to:

  - Chief, Division of Workforce Development, Office of Indian Services, U.S. Department of the Interior

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Review

- OCC Regional Offices (RO) review application.
- The RO will contact the grantee for information if the application is incomplete.
- Time for review process will vary, depending on the level of detail provided, and other factors.
  - Generally, review will be complete within 30 days.
  - If more time is needed, the RO will contact the Tribal Lead Agency.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Notification

- OCC will notify the Tribal Lead Agency in writing whether or not the request has been approved.
- The notice will specify the specific amount of CCDF funds that can be used for construction and renovation, based on the Tribal Lead Agency's application.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

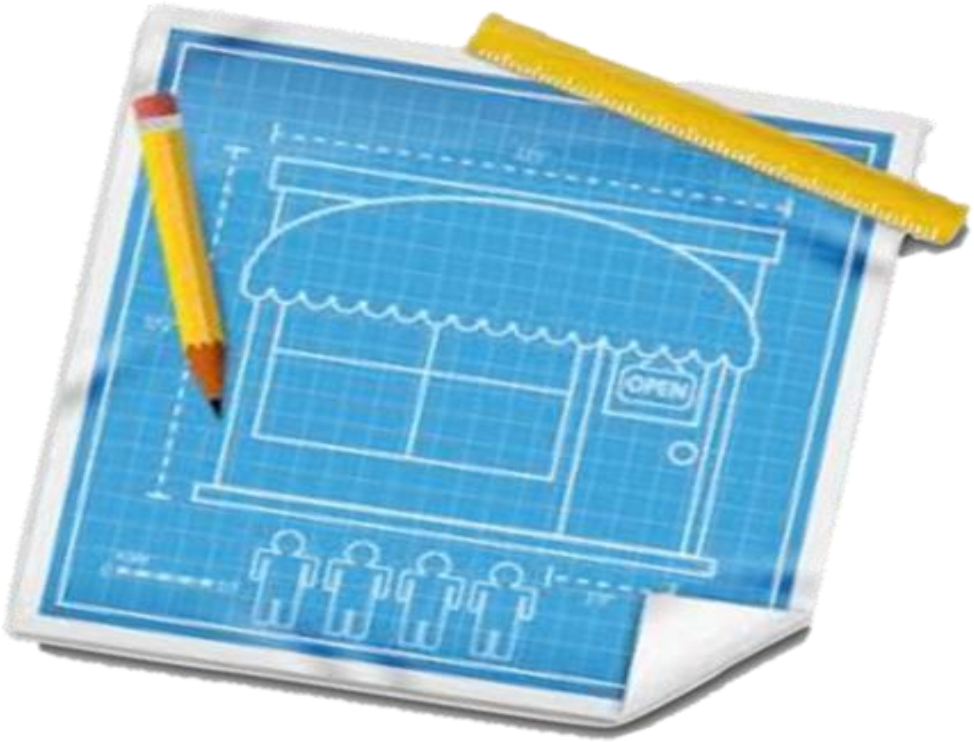
Approval and Award of Funds

- ACF provides a separate grant with its own grant number.
- A notice of grant award letter is issued to notify the transfer.
- Funds in this separate grant award can only be used for construction or renovation activities (unless ACF authorizes the Tribal Lead Agency to use the funds for other CCDF activities).

For Tribes with approved Plans under P.L. 102-477, construction or renovation funds will not be transferred to a separate grant award. These Tribes cannot use CCDF funds for construction or renovation until the Department of Interior notifies the Tribe.

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2020). *Procedures for Requests to Use CCDF Funds for Construction or Major Renovation of Child Care Facilities* (Program Instruction CCDF-ACF-PI-2020-02). Retrieved from https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02.

Questions?



Poll Question

- Would you be interested in attending Office Hours to allow for questions and answers for additional support?
  - Yes
  - No

Poll Question

- When do you plan on sending your <u>completed</u> application?
  - Before July 1
  - In 3-months
  - Within 6 months
  - More than 6 months

Share

- What are your next steps?

  Please share in the chat box

Resources

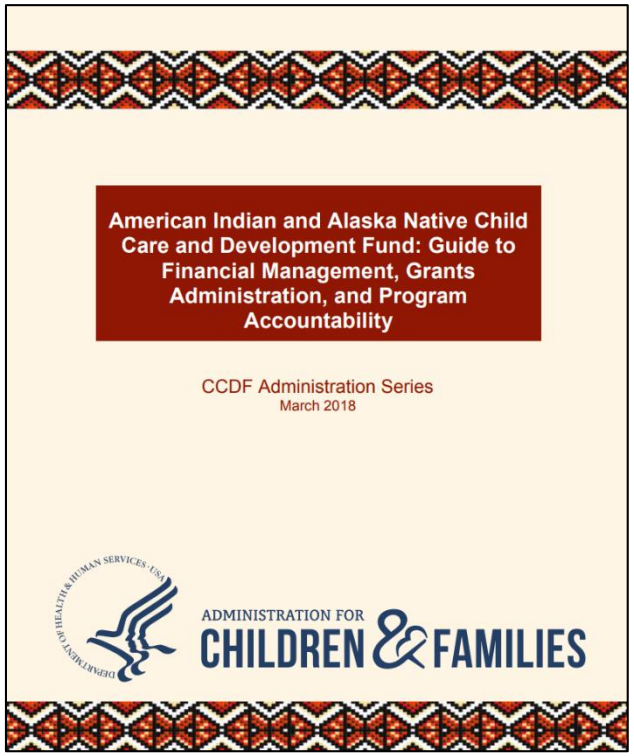
Program Instructions

Number	Description
Program Instruction: https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-02 May 06, 2020	This program instruction is to provide procedures for requests from Tribal Lead Agencies to use CCDF monies for **construction or major renovation** of child care facilities.
Policy Interpretation Question (PIQ): ACYF-PIQ-CC-99-01 February 24, 1999	This Policy Interpretation Question answers questions that have arisen concerning the Program Instruction.
Program Instruction: CCDF-ACF-2017-05 October 11, 2017	This Program Instruction is a reminder to CCDF Tribal Lead Agencies of the annual financial reporting requirements (i.e., ACF-696T), consistent with the terms and conditions of the CCDF program.
Program Instruction: CCDF-ACF-PI-2017-06 December 12, 2017	This Program Instruction provides information on Electronic Submission of Real Property Standard Form (SF)-429 and Attachments.

American Indian and Alaska Native Child Care and Development Fund: Guide to Financial Management, Grants Administration, and Program Accountability

- Updated in 2018

- Available at: https://childcareta.acf.hhs.gov/resource/american-indian-and-alaska-native-child-care-and-development-fund-guide-financial



We appreciate your feedback!

https://www.surveymonkey.com/r/KRBKNDV

Contact Us

- National Center on Tribal Early Childhood Development
  - Phone: 877-296-2401
  - Email: nctecd@ecetta.info
  - Website: https://childcareta.acf.hhs.gov/centers/national-center-tribal-early-childhood-development
  - Newsletter: http://eepurl.com/cs6Osv

National Center on Tribal Early Childhood Development,
A Service of the Office of Child Care

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