



**STATE OF NEW HAMPSHIRE**  
**OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

April 18, 2020

Lori Shibinette  
Commissioner  
New Hampshire Department of Health and Human Services  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

Pursuant to my authority under RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, I have approved your written request, in attachment, to take the following actions related to CARES Act emergency relief funds:

1. Accept and expend Child Care Development Program funds under the Coronavirus Aid, Relief, and Economic Security Act in the amount of \$6,999,268 through June 30, 2021. (100% Federal)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Chitoh T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF ECONOMIC & HOUSING STABILITY**

Lori A. Shibinette  
 Commissioner  
 Christine L. Santaniello  
 Director

129 PLEASANT STREET, CONCORD, NH 03301  
 603-271-9474 1-800-852-3345 Ext. 9474  
 Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 18, 2020

His Excellency, Governor Christopher T. Sununu  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION UNDER RSA 21-P:43, RSA 4:45, RSA 4:47 & EXECUTIVE ORDER 2020-04**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, Bureau of Child Development and Head Start Collaboration, to accept and expend Child Care Development Program funds under the Coronavirus Aid Relief and Economic Security Act in the amount of \$6,999,268, effective upon date of your approval through June 30, 2021, and further authorize the allocation of these funds in the accounts below. 100% Federal Funds.

**05-95-042-421110-29770000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES, CHILD DEVOPMENT CHILD DEVELOPMENT PROGRAM**

Class/Object	Class Title	SFY 20 Budget	Increase (Decrease) Amount	Revised Budget
<b>SFY20</b>				
000-403979	Federal Funds	\$ 21,849,173	\$ 6,999,268	\$ 28,848,441
	General Funds	\$ 14,027,326	\$ -	\$ 14,027,326
	<b>TOTAL REVENUE</b>	<b>\$ 35,876,499</b>	<b>\$ 6,999,268</b>	<b>\$ 42,875,767</b>
020 - 500200	Current Expenses	\$ 1	\$ -	\$ 1
038 - 500177	Technology - Software	\$ 430,000	\$ -	\$ 430,000
041 - 500801	Audit Fund Set Aside	\$ 23,048	\$ 6,999	\$ 30,047
046 - 500465	Consultants	\$ 700,000	\$ -	\$ 700,000
536 - 500377	Employment Related Child Care	\$ 31,723,450	\$ 6,992,269	\$ 38,715,719
564 - 500916	Child Care Prevent & Protect	\$ 3,000,000	\$ -	\$ 3,000,000
	<b>TOTAL EXPENSES</b>	<b>\$ 35,876,499</b>	<b>\$ 6,999,268</b>	<b>\$ 42,875,767</b>

**EXPLANATION**

This request is being made to accept the additional grant funds available for SFY 2020 to administer the Child Care Development Fund Program under the Coronavirus Aid, Relief, and Economic Security Act

*The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.*

His Excellency, Governor Christopher T. Sununu

April 18, 2020

Page 2 of 2

or the "CARES Act" (Public Law 116-136) passed into law on March 27, 2020. These funds are discretionary, with no General Funds match required. The notice of additional funds awarded was received in April 2020.

Funds are being budgeted in Class 536 (Employment Related Child Care) to continue payments and assist child care providers in the case of decreased enrollment or closures, and to assure the providers are able to remain open or reopen to prevent, prepare for, and respond to coronavirus. Funds are being budgeted for Audit costs (Class 041) per state requirements.

Area served: Statewide

Source of funds: These funds are 100% Federal from the Administration for Children & Families, Child Care and Development Block Grant.

In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori Shibinette". The signature is written in a cursive, flowing style with a large initial "L".

Lori A. Shibinette  
Commissioner



**Recipient Information**

- 1. Recipient Name  
New Hampshire  
129 Pleasant Drive  
  
CONCORD, NEW HAMPSHIRE 03301 6505
- 2. Congressional District of Recipient  
\*See Remarks
- 3. Payment Account Number and Type  
\*See Remarks
- 4. Employer Identification Number (EIN)  
XXXXXXXXXXXX
- 5. Data Universal Numbering System (DUNS)  
011040545
- 6. Recipient's Unique Entity Identifier  
\*See Remarks
- 7. Project Director or Principal Investigator  
Grant Administrator
- 8. Authorized Official  
\*See Remarks

**Federal Agency Information**

- 9. Awarding Agency Contact Information  
Christopher Felton  
Grants Management Officer  
christopher.felton@acf.hhs.gov  
617-565-2443
- 10. Program Official Contact Information  
Shannon Christian  
Program Authorizing Official  
Office of Child Care  
MGM\_Grantor@grantsolutions.gov  
111-111-1111

**Federal Award Information**

- 11. Award Number  
2001NHCCC3
- 12. Unique Federal Award Identification Number (FAIN)  
2001NHCCC3
- 13. Statutory Authority  
Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]
- 14. Federal Award Project Title  
\*See Remarks
- 15. Catalog of Federal Domestic Assistance (CFDA) Number  
93.575
- 16. CFDA Program Title  
Child Care and Development Block Grant
- 17. Award Action Type  
New
- 18. Is the Award R&D?  
\*See Remarks

**Summary Federal Award**

- 19. Budget Period Start Date 03-27-2020
- 20. Total Amount of Federal Funds Obligated by this Action  
20a. Direct Cost Amount  
20b. Indirect Cost Amount Administrative Offset
- 21. Authorized Carryover
- 22. Offset
- 23. Total Amount of Federal Funds Obligated this budget period
- 24. Total Approved Cost Sharing or Matching, where applicable
- 25. Total Federal and Non-Federal Approved
- 26. Project Period Start Date 03-27-2020 -
- 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching

**Financial Information**

- End Date 09-30-2023
- \$6,999,268.00
- \*See Remarks
- \*See Remarks
- \*See Remarks
- \*See Remarks
- \$6,999,268.00
- \*See Remarks
- \*See Remarks
- End Date 09-30-2023
- \*See Remarks

- 28. Authorized Treatment of Program Income  
\*See Remarks
- 29. Grants Management Officer – Signature

  
Christopher Felton

**Footnotes**

Grants Management Officer



Department of Health and Human Services  
Administration for Children and Families

Notice of Award  
Award # 2001NHCCC3  
FAIN# 2001NHCCC3  
Federal Award Date: April 13, 2020

**Recipient Information**

New Hampshire  
129 Pleasant Drive  
CONCORD, NEW HAMPSHIRE 03301 6505  
**Employer Identification Number (EIN):** XXXXXXXXXXXXX  
**Data Universal Numbering System (DUNS):** 011040545  
**Recipient's Unique Entity Identifier:** \*See Remarks  
**Object Class:** 41.15

**Financial Information**

<u>Appropriation</u>	<u>CAN</u>	<u>Allotment</u>	<u>Award this action</u>	<u>Cumulative Grant Award to Date</u>	<u>Document Number</u>	<u>Funding Type</u>
75-2021-1515	2020,G990919		\$6,999,268.00	\$6,999,268.00	2001NHCCC3	Discretionary

**Terms and Conditions**



Department of Health and Human Services  
Administration for Children and Families

Notice of Award  
Award # 2001NHCCC3  
FAIN# 2001NHCCC3  
Federal Award Date: April 13, 2020

CHILD CARE

SUPPLEMENTAL FUNDS UNDER THE

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES ACT)

ACF/Office of Child Care (OCC)

Child Care and Development Fund Grants

SUPPLEMENTAL TERMS and CONDITIONS

The General Terms and Conditions apply to all mandatory grant programs and can be found at <https://www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants>. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

By acceptance of awards for this program, the Lead Agency grantee agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

The administration of this program is subject to:

Statutory requirements of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) (<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf>).

Child Care and Development Block Grant (CCDBG) Act of 2014 (effective November 29, 2016) and related regulations

(<https://www.federalregister.gov/documents/2016/09/30/2016-22986/child-care-and-development-fund-ccdf-program>). The CCDBG Act is codified at 42 U.S.C. §9857 et seq., amended;

Provisions of the current approved CCDF State, Territory, or Tribal plan, as applicable, including all approved amendments or revisions.

As noted in the Information Memorandum on CCDF supplemental funds available under the CARES Act (available on the OCC website at

[hhs.gov/occdand](https://www.acf.hhs.gov/coronavirus) at the centralized ACF coronavirus resource website at <https://www.acf.hhs.gov/coronavirus>), these funds are subject to all CCDF

Discretionary requirements, except as noted, and may be used for:

Continued payments and assistance to child care providers in the case of decreased enrollment or closures, and to assure the providers are able to remain open or reopen;

Cleaning and sanitation, and other activities necessary to maintain or resume the operation of programs due to the coronavirus – funds under this activity are available to child care providers, even if such providers were not previously receiving CCDF assistance;

Providing child care assistance to health care sector employees, emergency responders, sanitation workers, and other workers deemed essential during the response to the coronavirus, without regard to the income eligibility requirements; and;

Any other allowable CCDF uses.

These funds can be used for allowable obligations incurred prior to the enactment of the CARES Act to prevent, prepare for, and respond to coronavirus.

Additional applicable regulations and requirements can be found in the General Terms and Conditions.

Exceptions from the General Terms and Conditions.

In accordance with 45 CFR 75.101(d), only limited portions of Federal regulations at \*45 CFR Part 75\* are applicable to the CCDF programs.

Subpart A, "Acronyms and Definitions," remains applicable

Subpart B, "General Provisions," remains applicable

Subpart C, "Pre-Award Requirements," Not Applicable except §75.202 remains applicable to the Federal awarding agency.

Subpart D, "Post-Award Requirements" Not Applicable except §§75.351, 75.352 and 75.353 remain applicable.

Subpart E, "Cost Principles." \*\* Not Applicable in its entirety.

Subpart F, "Audit Requirements," remains applicable (replaces the provisions of OMB Circular A-133).

In accordance with 45 CFR 87.2(b), the provisions of Federal regulations at \*45 CFR Part 87\* are not applicable to the CCDF programs in their entirety.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

Funds for this program are awarded with a \*100 percent\* Federal Financial Participation (FFP) rate for program costs, so there is no non-federal cost share required for this program.



Department of Health and Human Services  
Administration for Children and Families

Notice of Award  
Award # 2001NHCCC3  
FAIN# 2001NHCCC3  
Federal Award Date: April 13, 2020

These grant funds may not be used to meet the matching requirements of other Federal grant programs.

**FINANCIAL REQUIREMENTS**

Federal funds awarded under these grants must be expended for the purposes for which they were awarded to prevent, prepare for, and respond to coronavirus, domestically or internationally, by supplementing, not supplanting State, Territory, and Tribal general revenue funds for child care assistance for low-income families within the United States (including territories).

Each grantee's fiscal and accounting procedures must be sufficient to permit the preparation of required reports and the tracing of expenditures to a level necessary to establish that Federal funds have not been used in violation of the terms and conditions.

**Administrative cost cap.**

States and Territories, administrative costs cannot exceed 5 percent of the total, aggregate of Federal and non-Federal shares of CCDF expenditures (CARES Act and other CCDF funding combined) each fiscal year. This includes any amount transferred to CCDF from TANF.

Tribes, administrative costs cannot exceed 15 percent of the aggregate amount of Federal funds (CARES Act and other CCDF funding combined) awarded for each fiscal year. The CCDF base amount awarded as discretionary funds are not included in the calculation of the aggregate amount subject to this administrative cost cap.

Quality spending requirements (at 658G of the CCDBG Act; 45 CFR 98.53) and direct services spending requirements (at 658E(c)(3)(D) and (E) of the CCDBG Act; 45 CFR 98.50(f) and (g)) do not apply to CARES Act funds.

**FINANCIAL REPORTING**

**Obligation/Liquidation Deadline.** CARES Act funds must be obligated by September 30, 2022, and liquidated by September 30, 2023. Any Federal funds from this award not obligated or liquidated by the deadlines cited above will be recouped by ACF.

These funds are subject to government-wide and CCDF-specific reporting requirements. OCC will provide additional guidance on reporting requirements on its website at [acf.hhs.gov/occand](http://acf.hhs.gov/occand) at the centralized ACF coronavirus resource website at <https://www.acf.hhs.gov/coronavirus>.

**EFFECTIVE PERIOD**

These program-specific Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed.

**POINTS OF CONTACT**

Points of contact for additional information or questions concerning either the operation of the program or related financial or grant matters may be found on the Notice of Award.

**Remarks**

\* This field is intended to be included in the standardized Notice of Award and will be displayed in subsequent quarters.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**CHILD CARE**  
**SUPPLEMENTAL FUNDS UNDER THE**  
**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES ACT)**

**ACF/Office of Child Care (OCC)**  
**Child Care and Development Fund Grants**

**SUPPLEMENTAL TERMS and CONDITIONS**

The **General Terms and Conditions** apply to all mandatory grant programs and can be found at <https://www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants>. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

By acceptance of awards for this program, the Lead Agency grantee agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The administration of this program is subject to:
  - Statutory requirements of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) (<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf>).
  - Child Care and Development Block Grant (CCDBG) Act of 2014 (effective November 29, 2016) and related regulations (<https://www.federalregister.gov/documents/2016/09/30/2016-22986/child-care-and-development-fund-ccdf-program>). The CCDBG Act is codified at 42 U.S.C. §9857 et seq., amended;
  - Provisions of the current approved CCDF State, Territory, or Tribal plan, as applicable, including all approved amendments or revisions.
2. As noted in the Information Memorandum on CCDF supplemental funds available under the CARES Act (available on the OCC website at [www.acf.hhs.gov/occ](http://www.acf.hhs.gov/occ) and at the centralized ACF coronavirus resource website at <https://www.acf.hhs.gov/coronavirus>), these funds are subject to all CCDF Discretionary requirements, except as noted, and may be used for:
  - Continued payments and assistance to child care providers in the case of decreased enrollment or closures, and to assure the providers are able to remain open or reopen;
  - Cleaning and sanitation, and other activities necessary to maintain or resume the operation of programs due to the coronavirus – funds under this activity are available to child care providers, even if such providers were not previously receiving CCDF assistance;
  - Providing child care assistance to health care sector employees, emergency responders, sanitation workers, and other workers deemed essential during the response to the coronavirus, *without regard to the income eligibility requirements*; and;
  - Any other allowable CCDF uses.
3. These funds can be used for allowable obligations incurred prior to the enactment of the CARES Act to prevent, prepare for, and respond to coronavirus.
4. Additional applicable regulations and requirements can be found in the General Terms and Conditions.
5. Exceptions from the General Terms and Conditions.
  - In accordance with 45 CFR 75.101(d), only limited portions of Federal regulations at 45 CFR Part 75 are applicable to the CCDF programs.
    - **Subpart A**, "Acronyms and Definitions," *remains applicable*
    - **Subpart B**, "General Provisions," *remains applicable*



- **Subpart C**, “Pre-Award Requirements,” *Not Applicable* except §75.202 remains applicable to the Federal awarding agency.
  - **Subpart D**, “Post-Award Requirements” *Not Applicable* except §§75.351, 75.352 and 75.353 remain applicable.
  - **Subpart E**, “Cost Principles,” *Not Applicable* in its entirety.
  - **Subpart F**, “Audit Requirements,” *remains applicable* (replaces the provisions of OMB Circular A-133).
- In accordance with 45 CFR 87.2(b), the provisions of Federal regulations at **45 CFR Part 87** are not applicable to the CCDF programs in their entirety.

### **COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING**

6. Funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs, so there is no non-federal cost share required for this program.
7. These grant funds may not be used to meet the matching requirements of other Federal grant programs.

### **FINANCIAL REQUIREMENTS**

8. Federal funds awarded under these grants must be expended for the purposes for which they were awarded to prevent, prepare for, and respond to coronavirus, domestically or internationally, by supplementing, not supplanting State, Territory, and Tribal general revenue funds for child care assistance for low-income families within the United States (including territories).
9. Each grantee’s fiscal and accounting procedures must be sufficient to permit the preparation of required reports and the tracing of expenditures to a level necessary to establish that Federal funds have not been used in violation of the terms and conditions.
10. Administrative cost cap.
  - **States and Territories**, administrative costs cannot exceed 5 percent of the total, aggregate of Federal and non-Federal shares of CCDF expenditures (CARES Act and other CCDF funding combined) each fiscal year. This includes any amount transferred to CCDF from TANF.
  - **Tribes**, administrative costs cannot exceed 15 percent of the aggregate amount of Federal funds (CARES Act and other CCDF funding combined) awarded for each fiscal year. The CCDF base amount awarded as discretionary funds are not included in the calculation of the aggregate amount subject to this administrative cost cap.
11. Quality spending requirements (at 658G of the CCDBG Act; 45 CFR 98.53) and direct services spending requirements (at 658E(c)(3)(D) and (E) of the CCDBG Act; 45 CFR 98.50(f) and (g)) do not apply to CARES Act funds.

### **FINANCIAL REPORTING**

12. **Obligation/Liquidation Deadline**. CARES Act funds must be obligated by September 30, 2022, and liquidated by September 30, 2023. Any Federal funds from this award not obligated or liquidated by the deadlines cited above will be recouped by ACF.
13. **Reporting**. These funds are subject to government-wide and CCDF-specific reporting requirements. OCC will provide additional guidance on reporting requirements on its website at [www.acf.hhs.gov/occ](http://www.acf.hhs.gov/occ) and at the centralized ACF coronavirus resource website at <https://www.acf.hhs.gov/coronavirus>.

### **EFFECTIVE PERIOD**

14. These program-specific Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed.

### **POINTS OF CONTACT**

15. Points of contact for additional information or questions concerning either the operation of the program or related financial or grant matters may be found on the Notice of Award.