

## Child Care Access Means Parents in School Program Frequently Asked Questions for Potential Applicants in FY 2009

This document reflects a compilation of the answers we have provided in response to questions received from potential applicants. Although the responses are grouped under specific headings, we urge you to read the entire document because questions may overlap. We hope this information is useful in assisting you to develop a successful CCAMPIS application.

### Funding

#### **Q1. How is the amount of funding for each grant determined?**

A. Title IV, Part A, Subpart 7, Sec. 419N of the Higher Education Act, as amended by Sec. 410 of the Higher Education Opportunity Act of 2008 (HEOA): *The amount of a grant awarded to an institution of higher education under this section for a fiscal year shall not exceed 1 percent of the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year (FY08). Except as provided in clause (b)(ii) a grant under this section shall be awarded in an amount that is not less than \$10,000.*

#### **Q2. Will current CCAMPIS grantees be allowed to request funding in this new competition based on their current Federal Pell Grant distribution?**

A. Yes. For the FY 2009 competition, an applicant should base its funding request on the amount of Federal Pell Grants it disbursed in the preceding fiscal year -- FY 2008.

#### **Q3. Our CCAMPIS Program grant ended in a prior fiscal year. May we request a new grant in FY 2009 to continue services that we had operated with prior CCAMPIS Program grant funds?**

A. IHEs that were recipients of CCAMPIS Program grants (although not currently funded) are defined as “new” child care programs. You would apply as a “new” child care program applicant.

#### **Q4. What is the duration of a grant?**

A. Each CCAMPIS Program grant is a period of up to four (4) years.

#### **Q5. When funds are awarded to an IHE, does the grantee need to request funds for subsequent years of the four-grant cycle?**

A. Funding for subsequent years is determined by proof of substantial progress by the grantee in meeting its approved project objectives and dependent upon Congressional funds appropriation.

**Q6. How will you distribute the FY 2009 monies between the current grantees and new grantees?**

A. The amount appropriated for CCAMPIS in FY 2009 is approximately \$15.8 million. Approximately \$5.1 million will be used to fund continuation awards to current grantees whose grants end in FY 2010. We will use approximately \$10.8 million to award new grants under the FY 2009 competition.

**Eligibility**

**Q7. Our organization operates a child care facility adjacent to two institutions of higher education (IHEs). May we establish a partnership with these IHEs, and submit a proposal from the partnership?**

A. Only individual IHEs are eligible to apply for a CCAMPIS Program grant. While your organization and the two IHEs may establish a partnership to provide child care services to low-income students, each IHE must submit an application for a grant, and each applicant IHE must have oversight authority of the child care facility.

**Q8. What does “oversight authority” mean?**

For CCAMPIS Program purposes, oversight authority of child care services means that the IHE must ensure that all funds used when contracting out child care services are appropriately spent and monitored according to the Department of Education's guidelines that all costs are allowable, allocable, and reasonable, in compliance with EDGAR, 34 CFR sections 74.27, 74.52, 75.700, and OMB Circular A-21 (C) & (J).

Oversight authority means that the IHE has the authority to inspect the premises, review the facility's financial, health, safety and employment records, and receive copies of all state and local licenses, certifications, approvals, registrations, and proof of accreditation. In addition the project director must obtain quarterly financial and performance reports, showing proportional costs from the service providers.

**Q9. Can an IHE with current TRIO Program grants apply for a CCAMPIS Program grant?**

A. Yes. Having a TRIO Program grant does not affect an IHE's eligibility for a CCAMPIS Program grant.

**Q10. If you have an early childhood center on campus, can you apply for the grant?**

A. Yes. An IHE with an existing child care program, as well as an IHE that wishes to establish a child care program, is eligible to apply for a CCAMPIS Program grant provided it meets the other eligibility criteria.

**Q11. Our IHE is composed of multiple small campuses. Some campuses qualify under your grant guidelines as “eligible” for CCAMPIS Program grants because campuses have eligible Federal Pell Grant students in the funding range of \$350,000 or more. Since we operate as a single institution, with 12,500 total students, may we apply for one grant that would include these six campuses? Or can each campus apply independently?**

A. [Only an IHE is eligible to apply for a CCAMPIS Program grant.] Applicants with multiple campuses may choose to apply as one single entity, based on total Federal Pell Grant assistance, for all campuses. In your application, you should detail where and how you will provide child care services to low-income students noting the name and address of each campus where you will provide the services. If you wish you can use the one facility you have as a model. You should note that you have existing child care services, and explain how you will use these to expand services to other campuses, or eligible campuses may choose to apply independently using aggregate Pell eligible data specific to the applicant campus.

**Q12. Can a current CCAMPIS Program grantee in its last year of the grant award, which ends in September 2009, apply under the FY 2009 competition for a new grant?**

A. Yes. IHEs that have CCAMPIS Program grants ending in either FY 2009 or FY 2010 are encouraged to apply under the FY 2009 grant competition as we do not plan to have a competition in 2010. Please read the Federal Register Notice Inviting Applications for the FY 2009 CCAMPIS Program competition carefully for definitive application information.

**Q13. Please define “new child care program” and “existing child care program.” We have never had a CCAMPIS Program grant, and would, if successful, be a first-time grantee. We have a child care program which is serving low-income students, and we want to increase our services to those students. Would this type of activity be a “new” program since we have never had a grant?**

A. “New” applicants are defined as IHEs that are not currently funded under the CCAMPIS Program and recipients of CCAMPIS Program grants not currently funded (See Q14). You would apply as a “new” child care program. An “existing” CCAMPIS program is one that is currently funded at the time of application.

**Q14. If we are awarded a CCAMPIS Program grant, must the child care facility be in existence prior to the receipt of funds?**

A. No. You may apply for funds to establish child care services. Please review the selection criteria, specifically the “Quality of Project Design,” for detailed guidance.

**Q15. We have instances where one low-income student-parent is enrolled in our IHE, and the other low-income student-parent is enrolled at a different IHE. If the child is served by our facility, may we count both parents in our Pell-eligible count?**

A. No. You may count only students who are enrolled in your institution.

**Q16. Is the primary purpose of the CCAMPIS Program to provide funds for scholarships to subsidize students' child care fees? Or, is the primary purpose to support the program to provide better services to the students and their children?**

A. The purpose of the CCAMPIS Program is to support the participation of low-income parents in postsecondary education through the provision of campus-based child care services. You may do so either by providing low cost child care or by expanding the types of child care services offered.

**Q17. Must the child care facility we use be licensed? What if that facility is located on our campus and the state and local authorities do not require licensing because we accept only our students' and employees' children?**

A. The authorizing law, Section 419N(c)(9) of the HEOA, requires that any child care facility assisted with CCAMPIS Program funds must meet applicable state or local government licensing, certification, approval or registration requirements. You should check with both the state and local governments to ensure that you have met all their requirements.

**Q18. What specific accreditation must a child care center have?**

A. The child care facility must meet all applicable state or local government licensing, certification, approval, or registration requirements. In addition, your application must contain a plan for child care facilities assisted under this program to become accredited within three (3) years of the date the institution receives funding under this section (Section 419N(c)(10) of the HEOA).

**Q19. What is the age range of students that can be served?**

A. There are no age limits for either the low-income students or for the children of these students.

### **Selection Criteria**

**Q20. Should personnel time commitments be included in the application?**

A. Yes. The "Quality of Management Plan" requests information on the total commitment of time for each key member of the project staff.

**Q21. How do we report in-kind contributions?**

A. In-kind contributions should be listed on the Department of Education (ED) Form 524 B, Budget Summary - Non-Federal Funds. You should also discuss this in your Budget Narrative which is a part of the "Adequacy of Resources" section of the selection criteria. You may wish to include a discussion of significant local or institutional resources in addressing the Competitive Preference Priority in the Program Narrative.

**Q22. How do you suggest we address the “Quality of Project Evaluation” selection criterion, particularly concerning the use of an external evaluator?**

A. You should develop a very thorough evaluation plan based on the goals and objectives that you propose. After reviewing your proposed budget, you should determine the funds that would be available to conduct an evaluation. Although an external evaluator is not required, you may find there are local and state child care service professionals available to conduct an evaluation at a modest fee.

**Q23. Who should be responsible for the financial management of the project?**

A. The financial management of the grant project should be a major responsibility of the project director.

**Q24. How should we present the information that we would use CCAMPIS Program funds to “expand” an existing child care center?**

A. You would explain that your IHE has an existing child care center, detail the services that you currently provide, and explain your plans for expansion of the services.

**Q25. Should we be conducting a needs assessment survey prior to completing the grant application? If so, where can we access the survey?**

A. In addressing the “Need for the Project” selection criteria, you should provide specifics. However, there is no standard needs assessment survey.

**Q26. Where should we address General Education Provision Act?**

A. You should address the GEPA requirements on the ED GEPA 427 Form.

**Q27. Can data be over three years old?**

A. Where possible data should not be over three-years old.

### **Allowable Costs**

**Q28. May we use CCAMPIS Program funds to serve international students and graduate students?**

A. No. The purpose of the CCAMPIS Program is to assist low-income students to obtain a postsecondary education. A low-income student is defined as a student eligible to receive a Federal Pell Grant. Since neither international nor graduate students are Pell Grant-eligible, they may not be assisted through CCAMPIS Program funds.

**Q29. Do most grantees establish an on-campus child care facility? Or do they use off-campus, independent facilities to provide child care services?**

A. Some IHEs have used CCAMPIS Program grant funds to establish child care services; while others either had existing facilities when they applied for the grant; or used grant funds to contract with independent, off-campus child care facilities. Please note: The IHE must have oversight authority over all facilities for which it uses grant funds to provide services.

**Q30. Please define "contracting out" child care services.**

A. The IHE may contract with a local child care facility to provide services, but the IHE must have oversight authority of the facility. If the IHE uses CCAMPIS Program grant funds to contract for services to low-income students, the facility must meet all state or local government licensing, certification, approval or registration requirements. In addition, there must be a plan for child care facilities assisted under this program to become accredited within three (3) years of the date the institution receives funding under this section (Section 419N(c)(10) of the HEOA).

**Q31. Our child care facility is located on campus property, but the facility is leased to an independent organization that has its own employees and provides all services. Our students receive a discount, but the facility does not give priority to or reserve spaces for our students' children. Is our IHE eligible for a CCAMPIS Program grant?**

A. Yes. Your IHE is eligible for a CCAMPIS Program grant, and you may use CCAMPIS Program funds to contract with the child care facility for services for your low-income students, provided the IHE has oversight authority of the facility. The facility does not have to reserve spaces for the students' children, but doing so would strengthen the application.

**Q32. Our institution has three campuses only one of which has an on-campus child care facility. May we use CCAMPIS Program grant funds to provide services at the two campuses without facilities by contracting or partnering with local community based child care facilities?**

A. Yes. CCAMPIS Program funds may be used either to directly provide child care services or contract for the provision of child care services. However, the IHE must have oversight authority over all facilities receiving grant funds.

**Q33. The CCAMPIS Program Web site states that one of the allowable activities is subsidizing the costs of the child care services for low-income students." Most of our students make arrangements for child care near their home, often with a home-based child care provider. We would like to provide our low-income students with child care vouchers or funds, which they could use to directly pay for child care. Is this an allowable activity for CCAMPIS Program funding?**

A. No. You may not distribute CCAMPIS Program funds directly to students, either in cash or by vouchers. You may use CCAMPIS Program grant funds to either directly provide services or contract for the provision of child care services for low-income students. However, all child care facilities with which you contract must meet all state or local government licensing, certification, approval, or registration requirements, and must contain a plan for child care facilities assisted under this program to become accredited within three (3) years of the date the institution receives funding under this section (Section 419N(c)(10) of the HEOA). In addition, the IHE must have oversight authority of all facilities receiving CCAMPIS Program funds.

**Q34. Are accreditation costs and materials allowable?**

A. Yes. Accreditation costs and materials are allowable costs.

**Q35. What type of construction is allowed?**

A. Construction is not an allowable cost. Only minor renovations or repairs required to meet applicable state or local health or safety requirements are allowed.

**Q36. Are playground construction and maintenance allowed?**

A. Construction is not allowed. Only minor repairs and renovations required to meet applicable state, local or health safety requirements are allowed.

**Q37. What costs are covered under “other?”**

A. These are typically direct costs that are not covered in categories elsewhere, such as costs for equipment rental, space rental, utilities, and printing. These costs should be described in the Budget Narrative.

**Q38. What indirect cost rate may we claim?**

A. The institution may claim up to 8% (maximum) rate for indirect costs.

**Q39. What is the difference between the negotiated rate and the 8% indirect cost rate allowed for the CCAMPIS Program? Can the difference be used as in kind?**

A. Indirect Cost Rate Agreements may be negotiated with a cognizant Federal Agency. However, the Department has established an indirect cost rate of 8%. Indirect costs in excess of 8% may not be charged directly, used to satisfy matching or cost-sharing requirements, or be charged to another Federal award (See EDGAR §75.564(d)).

**Q40. What costs are allowable?**

A. Please review the Budget Summary and Budget Narrative Guidance in the application booklet for some examples of costs that may be allowable.

**Q41. All of our funds are being used to provide child care “scholarships” for our low-income students to utilize our campus-based child care center. What budget line item should be used for that?**

A. If by “scholarships,” you mean payments to a child care center for the services provided to low-income students’ children, you should put those costs under the “contractual” line item.

**Q42. There are five IHEs in our community. Our institution has a child care center. May we use CCAMPIS Program grant funds for child care services for a low-income student that is attending one of the other four IHEs?**

A. No. CCAMPIS Program funds may be used only for services to low-income students enrolled at your institution.

### **Competitive Preference Priority**

**Q43. How or where do we describe our fee scales?**

A. You should provide information regarding the utilization of a sliding fee scale when responding to the Competitive Preference Priority,

**Q44. What must be included in a sliding fee scale?**

A. We do not dictate the format of a sliding fee scale so you can set your own guidelines. Generally, a sliding fee scale is based on the student-parent’s income. You may wish to check with local and state child care services to discuss this matter to find out what is typical in your area.

**Q45. Where should we address the Competitive Preference Priority?**

A. You should address the Competitive Preference Priority in Part III, Program Narrative, (after you address the Selection Criteria). The Competitive Preference Priority response is counted in the 45-page limit for the Program Narrative.

### **Other**

**Q46. When is the deadline for applying for the grant?**

A. The deadline will be announced in the Federal Register, Notice Inviting Applications. The Federal Register Notice will also contain the application closing date and other definitive application information.

**Q47. Are letters of support needed? Should we send them separately?**



A. No. Letters of support are not required and should not be sent. If you choose to submit letters as part of your application, they will count against the 45-page limit requirement for the Program Narrative.

**Q48. If we receive a grant, when will we receive our funds?**

A. Our goal is to announce the results of the competition by June 30, 2009. However funds will not be available for project use until October 1, 2009.

**Q49. Our institution is establishing a new campus-based early learning child care facility. We are in the process of approaching another college to partner with us in operating this facility. Based on the CCAMPIS Program law, our institution would be eligible for a grant of \$26,000. Since the child care center will be a new facility, may we use the first year grant (\$26,000) for operating expenses and equipment costs, including staff salaries and playground equipment? For the remaining grant cycle (years two through four), may we use the grant funds to assist our students with child care services at our facility or other day care establishments?**

A. There is nothing to prevent you from proposing to do this. However, proposing to use all year one grant funds for salaries and equipment may not be the most judicious use of grant funds, keeping in mind that the purpose of the CCAMPIS Program is “to support the participation of low-income parents in postsecondary education through the provision of campus-based child care services.” You may use CCAMPIS Program grant funds to directly provide child care services or contract out services, provided that your IHE has oversight authority over the facility.

**Q50. May Student Support Services (SSS) Program grant personnel author a CCAMPIS Program grant application since ED is encouraging IHEs with SSS Program grants to apply for a CCAMPIS Program grant?**

A. Anyone may write a CCAMPIS Program grant proposal for the IHE. However, SSS Program project staff may not do so while on SSS grant time. If SSS Program staff wishes to write the grant proposal, they must do so after normal business hours and without the use of any SSS Program equipment or supplies, and the IHE would have to pay for the work from non-SSS Program funds.

**Q51. Who is required to sign off on the application?**

A. The person who has signature authority at the institution is required to sign the application as the “authorized representative” of the applicant IHE. This could be the president or his/her designee who has authority to commit funds or resources of the IHE.

**Q52. Are programs that currently have CCAMPIS Program grants scored separately from new applicants? Do current grantees receive any priority or preference?**

A. No. All applicants are scored the same. All applicants have the opportunity to address the Competitive Preference Priority to potentially earn up to 10 additional points.

**Q53. Is it possible to obtain a listing of projects that are campus-based?**

A. The listing of current grantees is on our Web site. We do not have a breakout of campus-based facilities.

**Q54. Can you provide a listing of accrediting agencies?**

A. Please check with your state and local child care services agencies for accrediting associations in your area. There are also a number of national associations that accredit child care centers, such as the National Association for the Education of Young Children (NAEYC) and the National Association for Family Child Care (NAFCC).

**Annual Performance Report**

**Q55. What data should be included in “retention and graduation rates?”**

A. Retention and graduation rates must be measured by enrollment year. Retention rates should include students, receiving CCAMPIS Program funded child care services, who were able to remain enrolled for at least one academic year at your institution. Graduation rates should include students, receiving CCAMPIS Program funded child care services, who were able to complete their program of study at your institution. Graduation rates include students who transfer from a two-year IHE to a four-year IHE, obtain a terminal degree (Associate or Bachelor), or complete a two-year certificate program.

**Q56. In the evaluation, may we count students who transfer from our two-year institution to four-year IHEs as graduates? And may we count certificate recipients as graduates?**

A. Yes. You may include students who transfer to four-year IHEs in your graduation rates. You may also include two-year program certificate recipients as graduates.

**Q57. Can we assume that the current performance report will be used for applicants successful in the FY 2009 competition?**

A. No. A new annual performance report has been approved and will apply to all CCAMPIS grantees including FY 2009 grantees.