

Oregon Family Day Care Home (FDCH) State Administrative Funds

What are these funds for?

The funding was passed by the Oregon Legislators as a part of Senate Bill 5701. The intention of the FDCH Administrative Assistance Funds is to strengthen the Oregon CACFP FDCH Program for sponsors and providers. Administrative Assistance funds may be used to increase participation among eligible providers and increase resources of sponsors to maintain staff and recruit eligible providers.

These funds are not meant to supplant administrative expenses routinely incurred by FDCH sponsors operating the program, but are meant to improve access for provider participation, aide sponsors to recruit and maintain monitoring staff, and support infrastructure needed for FDCH sponsorships to maintain and grow their sponsorships.

How much funding is our organization eligible to receive?

Level 1— first year sponsors who are in the application period and first year of operations.

\$120,000/performance period

Level 2—returning Sponsoring Organizations in subsequent years of operations as a FDCH Sponsor.

\$50,000/performance period

Each funding level will receive 50% allocation upon the execution of the agreement, and the other half after the first report is received and reviewed.

State FDCH Budget

The ODE State FDCH Budget must be submitted and approved by ODE CNP prior to the expenditure of the funds.

Submit the budget form to ode.communitynutrition@ode.oregon.gov.

The budget may be submitted in advance of the executed agreement to ensure that once the agreement is executed funds can be expended right away.

Insurance Requirements

Part of the requirement when signing state funding agreements with ODE for is to verify that the sponsor has the appropriate kind and level of insurance for the work being performed as a part of the funding. The required insurances include:

- Worker's Compensation and Employer's Liability
- Commercial General Liability
- Automobile Liability Insurance
- Professional Liability
- Directors, Officers and Organization Liability
- Crime Protection Coverage: Employee Dishonesty or Fidelity Bond

A combination of primary and Excess/Umbrella Insurance may be used to meet the required limits of insurance.

Per the agreement, Grantees are required to submit Certificates and Proof of Insurance to ODE's Procurement Office upon request.



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Accounting of Funds

State funds have to be expended by the end of the performance period. No state funds can be considered carry over, and any funds that are unspent, must be returned to ODE within the required time frame set forth.

Allowable Costs

(Not an exhaustive list)

- **Labor**
 - Additional Monitoring Positions
 - Other positions directly supporting monitoring duties
 - Increase in hourly wage of monitoring positions
- **Fringe Benefits**
 - May use funds to cover the employee portion of the medical and dental insurance
 - Offer an additional fringe benefit
- **Training for both staff and providers**
 - Attend National conferences
 - ICN Training opportunities
 - KidKare Training
 - Implement in-person training opportunities for providers
 - Purchase of training tools to increase compliance
- **Travel**
 - Increase mileage reimbursement over the Federal GSA Rate
- **Contracted Services**
 - Cover increase costs of KidKare software due to increase in providers
 - Other contracted services that your organization needs to strengthen CACFP operations.
 - Interpreter services
- **Other**
 - Materials and supplies to advertise, recruit, train and eligible providers
 - Support daycare licensing standard costs—up to \$300.00

Reporting

All Grantee's are required to submit two reports during the grant performance period.

- The initial report is due prior the second allocation of funds. Second allocation of funds is set to be released in January 2025.
- Final report is due two weeks from the end of the performance period.

Reports may include:

- Progress report detailing use of funds
- Expense documentation
- Progress of work in recruiting FDCH Providers and building the CACFP Program
- How the program benefitted from the use of these funds.
- ODE CNP may request or require additional information from the Grantee prior to the payment of additional funds.

Unallowable Costs

(Not an exhaustive list)

- Costs that do not meet cost principles identified; allowable, necessary and reasonable for proper and efficient administration of the program.
- Costs that do not receive prior approval or are not included on the approved budget
- Costs that are not supported by invoices, receipts, and other documentation that identifies the date of purchase, proof of delivery, unit cost and number of units, etc.
- Mileage reimbursement that is not supported by mileage logs per FNS 796 2 Rev 4 (VIII I 39 c)
- Any source documentation that does not clearly identify the costs incurred for the use of these funds separately from other funds
- Indirect costs that exceed the Grantee's federally approved rate or 15% which ever is less at the time the cost is incurred.
- Allocated costs without specific prior written approval of the method and amount to be charged
- Costs incurred after the performance period.

