

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
EXTENDED LEARNING
SCHOOL AGE COMMUNITY (SAC) GRANT

PROGRAM GUIDANCE/REQUIREMENTS

2011-2012

Application must be received (not post marked) in our office by Tuesday, June 28, 2011.

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INTRODUCTION

Research indicates a safe, well supervised, and enriching School Age Community Program's (SAC) environment can greatly enhance the social, emotional, cognitive, and physical development of children. Afterschool programs are not intended to extend the direct instruction of the classroom by using "right answer" materials and textbooks. However, parents, regular school staff, and most financial stakeholders including legislators want and need to know that academic support is taking place. All afterschool programs can support the academic development of participants by maximizing a variety of "teachable" moments to promote the cognitive, social, and recreational health of students. School Age Community (SAC) programs can also reduce the negative effects many children experience from being in self-care (i.e., negative peer pressure, loneliness, boredom, fear, accidents, and poor school performance).

School Age Community Programs are those school-based programs offering services to all children, including children with disabilities, from ages 5 up to 13. School Age Community Programs can be provided to children enrolled during non-school hours, after their daily class sessions or during other non-school hours (i.e., breaks, holidays, or weekends, etc.). School Age Community Programs incorporate a strong sense of school, family, and community members that collaboratively contribute to the growth of students as they mature into caring, competent, and responsible adults. Additionally, School Age Community Programs should also try and meet the needs of working parent(s) during non-school days.

The Department of Elementary and Secondary Education (DESE) receives SAC funding from the Child Care Development Fund (CCDF) Grant that originates from the Federal Health and Human Services Agency. The money is distributed to Missouri's Department of Social Services (DSS) and is subcontracted to the DESE to administer certain portions (i.e., SAC Grant).

Definitions

Center: The name of the overall program that may consist of a single site or multiple sites.

Site: One specific building in which a program is located in which students receive services. A site must be a school building (elementary, middle, or senior high) and owned by the school district or sub-contracted with a not-for-profit agency in a school building that serves children from ages 5 up to 13.

Awardees/Grantees: Award recipient.

Partnership: One or more organizations (Local Education Agency, Community Based Organization, etc.) deciding to work together and cement that working relationship via Letters of Commitment/Action.

Supplanting: (Definition for use in this Grant) Using SAC award monies on an already publicly funded program.

Special Needs Child: A special needs child is a child that requires special educational services in order to develop to maximum capacity because of a mental, physical, emotional, or learning problem.

ELIGIBILITY

Only applications submitted by public educational institutions will be considered for SAC grant awards. Public educational institutions may submit an application for a SAC Program administered by a not-for-profit organization that is utilizing school facilities, such as the YMCA, YWCA, 4-H Youth Development, PTA or other not-for-profit organization. The public educational institution shall agree and understand that the DESE shall have complete and total approval authority of the public educational institution's activity plan or any part thereof and shall have expressed right to modify, change, or delete all or any part of the plan at any time.

SAC funds may be used to expand and/or enhance current afterschool programs, whether supported by public or private funds. For example, a grantee may use funds to align activities to help students meet local and state academic standards if those services are not part of the current afterschool program. Again, applicants must

bear in mind that SAC Program funds can be used only to supplement and not supplant any Federal or non-Federal funds used to support current programs.

Those that just completed a 3 year SAC grant (funding ending in June 2011) will need to clearly demonstrate expansion of this grant from previous grants. This is not a continuation of the same program previously funded, but rather a true enhancement. Applicants are cautioned that their past activities and purchases will be reviewed to assist in the determination of this possible grant award.

If site will be funded by a 21st Century Community Learning Center (CCLC) grant during the 2011-2012 year, then that site is not eligible for this grant.

Applications for the SAC grant must be identified as one of the following:

New Services: Implementing a new program where no such service is presently being operated. The program must be new to the district or new to the school site.

Existing Services: Improving and/or expanding an existing program to serve more children than are presently being served or to improve the quality of the program.

Competitive priority will be given to eligible applicants that:

Propose to start a new program

State Licensed and/or Accredited

Program operates year round (summer)

Applicants with a lower priority level status and greater implementation of strategies that align with the department's goals.

AWARD PERIOD

The Missouri SAC awards cannot exceed three (3) years. Upon receiving the initial award, grants may be renewed in one (1) year increments for a total of two (2) additional years, provided availability of funds and the following criteria and deliverables are met:

- demonstration that substantial progress has been made towards meeting the goals and objectives of the program as outlined in the original award.
- Successful completion of all required forms submitted completely and on time.
- Updated documentation and plan for sustainability.
- Evidence of the program's licensure status.
- Evidence of the program's accreditation or of the progress in working towards it for returning grantees.

FUNDING

Districts seeking funding for more than one site must submit individualized applications for each site/building as required by this document. Awards cannot exceed \$30,000 per site and \$60,000 per district, pending funding availability.

Funding for a SAC grant is limited to one award per funding year, per SAC site/school building. Funding will be awarded on a competitive basis pending availability of funding from the Department of Social Services. Grants are awarded for a 3-year cycle. Please note renewal grant applications must be completed for years two and three. Grants may be renewed pending availability of funds AND the successful completion of all deliverables AND upon submission of complete and accurate end-of-year required reports AND the use of the data management system. All SAC funds for the 2011-2012 grant year must be expended no later than June 30, 2012.

Unless otherwise specified herein, the public education institution shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

Budget Categories

Salaries and Benefits: Payment of salaries and benefits will be allowed for people who provide services related to the SAC program. However, this is not considered a priority area. Applicants must demonstrate that other funding areas (e.g., materials and supplies, equipment, and professional development needs) have been adequately met.

Travel and Transportation: The cost of travel related to the SAC program is allowable for program personnel on trips related to the project. This cost must be justified in the proposal. Transportation for students in a program for field trips or program trips may also be included in this category.

Material and Supplies: Materials and supplies to be purchased from these funds are limited to items which are either consumed in use, have a useful life of less than **one year**, and are more feasibly replaced than repaired. Materials and supplies are allowable if needed to implement the project so that programs can begin with a variety of age appropriate materials for the daily program activities (e.g. paper, arts and crafts supplies, office supplies, etc.). All materials and supplies purchased with this grant must be listed and maintained on an inventory form so that the DESE can validate its use for SAC programs.

Equipment: Equipment is distinguishable from supplies in that items have a useful life of at least one year or more and have a value of \$1,000 or more and are more feasibly replaced than repaired. Purchases of items greater than \$1,000 or items which have the potential to be shared with regular school day activities must have written approval from the DESE prior to purchase. Such items include SmartBoards, projectors, iPods, iPads, computers, software, software licenses, fitness equipment, etc. Other costly items such as printers, VCRs/DVD players, cameras, camcorders, and other computer hardware must be discussed with and approved by the DESE prior to purchase.

Equipment to be purchased from these funds is limited to items for the direct service component of the program (e.g., microscopes for students) rather than equipment for the administration of the program (e.g., a computer for a secretary, laminating machine, etc.). Programs located in school buildings are expected to have access to equipment ordinarily available in schools: student desks, chairs, tables, audiovisual equipment, playground and activity equipment, computer and science labs, media centers, etc. Allowable costs may include purchasing or temporary leasing of equipment needed to implement the project which is not available in the school.

All equipment and furniture purchased with this grant must be listed and maintained on an inventory form so that the Department can validate its use for SAC Programs.

Professional Development: Professional Development costs may be used to cover the cost for SAC program personnel to attend trainings that are relevant to the SAC program.

Purchased Services: Allowable purchased services include: personnel services rendered by persons not employed by applicant, their travel and related expenses, and all other contracted services including travel by employees. Time and Effort Logs/Detailed contracts must be kept on personnel receiving stipends or salaries. The authorized representative of the funded organization must sign this log. Logs must reflect the dates, length of time and actual hours worked. The person performing the duties and the authorized representative of the funded district shall sign it.

Accreditation: May budget up to \$600 total for accreditation during the three year grant cycle.

Indirect Costs: Are expenses incurred by a school district, community based organization or other entity in administering or providing program services. Claims for indirect costs are determined in accordance with applicable federal cost principles. A grantee must have, or must establish, an indirect cost rate agreement to

charge indirect costs to a grant. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. These costs benefit more than one federal award and cannot be readily and specifically identified with a particular final federal award. These costs may include electricity, water, internal functions (e.g., accounting, IT, etc.) and must be excluded from the direct costs charge to the award, not including equipment costs. Equipment must first be reduced from direct costs before the calculation of indirect costs.

Indirect cost rates for schools must not exceed the certified indirect cost rates as established with the School Finance Section of the Missouri Department of Elementary and Secondary Education. For the list of approved rates, please refer to their website at <http://www.dese.mo.gov/divadm/finance/indirect/>. For purposes of this grant, you must use the 2010-2011 Indirect Cost Calculation list (you must refer to the unrestricted rates column).

Please note: You do not have to request indirect costs for purposes of this grant.

Spending Guidelines (not all inclusive)

Unacceptable

1. Trailers
2. Vehicles
3. Buses
4. Motorized golf carts
5. Daily snacks
6. T-shirts
7. Permanent playground equipment
8. Permanent construction
9. Capital improvements
10. Parking lots
11. Installation
12. Signs (i.e. marquee & electronic)
13. Any supplanting of current items or funds
14. Student stipends to attend program
15. Fundraising with grant money
16. Advertising not directly related to CCLC programming
17. Website creation/maintenance not directly related to CCLC programming
18. Rental of building/facility
19. Student and/or child tuition fees, scholarships
20. Cannot be used for matching funds for other state or federal grants
21. Purchases made, services performed either before date of award or after conclusion of each award year
22. Purchases/services not related to or not approved for the awarded afterschool program
23. Game tables (i.e. fuse ball, ping-pong, air hockey, pool)
24. Cell phone data plans
25. Cell phone plan use for personal use
26. Materials not age appropriate to the ages served in grant
27. Car seats

Questionable

Questionable may not necessarily mean unacceptable, but appropriate cost share will be required.

1. Office furniture/equipment/supplies
2. Purchasing incentives
3. Field trips
4. Sheds
5. Large fitness equipment (i.e. elliptical, treadmills)
6. Smart boards
7. Servers
8. Excessive electronic purchases (i.e. computer carts, iPads, video equipment, digital cameras, video game consoles)
9. Large software packages

MINIMUM STANDARDS

According to the U.S. Department of Education's publication *Working for Children and Families: Safe and Smart Afterschool Programs*, there are nine components present in high-quality afterschool programs. These include:

- Goal setting, strong management, and sustainability;
- Quality afterschool staffing;
- High academic standards;
- Attention to safety, health, and nutrition issues;
- Effective partnerships with community-based organizations, juvenile justice agencies, law enforcement, and youth groups;
- Strong involvement of families;
- Enriching learning opportunities;
- Linkages between school-day and afterschool personnel; and
- Evaluation of program progress and effectiveness.

In addition to the aforementioned nine components, the following are specific areas that should be found in a quality afterschool program:

- Remedial education activities;
- Mathematics and reading/language arts education activities;
- Science, arts, and music education activities;
- Entrepreneurial education programs;
- Tutoring services (including those provided by senior citizen volunteers) and mentoring programs;
- Programs that provide after school activities for limited English proficient students that emphasize language skills and academic achievement;
- Recreational activities;
- Telecommunications and technology education programs;
- Expanded library service hours;
- Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement; and
- Drug and violence education.

Additionally, an applicant must provide at a minimum the following two components:

- Program is designed to meet the needs of working parents in the same geographical area; and
- Innovative, creative, and/or providing services beyond the traditional SAC afterschool program (e.g., parent involvement, parent education, intergenerational, and other programs).

PROGRAM REQUIREMENTS

Need for the Program

Applicants shall determine and summarize the *need* for SAC afterschool programming in their community by conducting needs assessment surveys. Needs assessment surveys should include information based on; but, not limited to interviews with community members, parents, teachers, and students. Applicants shall detail their programs need on **ATTACHMENT FOUR**. In addition, programs shall attach a copy of their needs assessment survey or aggregate results as Appendix E.

Program Goals

Goals and objectives are the backbone of your proposal. Goals must be clear and measurable, address your needs; and are key to forming your budget. Goals convey the broad intent of the program—what will be accomplished, not how (example: “Increase academic achievement among participating students”). Objectives are statements of intended outcomes that must be measurable (example: “45 percent of participating students will show improvement in reading grades”). For the purpose of this grant application you must provide at least three (3) goals and measurable objectives on **ATTACHMENT SIX**.

A measurable objective statement typically includes the answers to the following questions:

1. What will you do?
2. How will it be done?
3. Who will do it?
4. With whom will it be done?
5. When/how often will it be done (what period of time)?
6. Where will it be done?
7. What will the change be?
8. To what degree of change?
9. How will you measure the impact?
10. What instrument will you use to measure the change?

Example: Youth development professionals will provide homework assistance to fifty-five students at the Lincoln Elementary Afterschool Program for thirty minutes each afternoon to increase 60% of students grades by 5% as measured by the student report cards.

Department Goals

The DESE has established four (4) primary goals for Missouri's system of education and recipients of funds through this grant shall ensure that funded activities shall be in support of these goals or in those circumstances when one or more of the goals may not be applicable to the funded project or program, the recipient assures that no action or activity will conflict with the goals(s) on ATTACHMENT SEVEN. For the purposes of this grant you will only be required to write to goal one and three.

The four goals are:

1. All Missouri students will graduate college and career ready.
2. All Missouri children will enter kindergarten prepared to be successful in school.
3. Missouri will prepare, develop and support effective educators.
4. The Missouri Department of Elementary and Secondary Education will improve departmental efficiency, operational effectiveness.

Program Operation

For SAC Programs, the hours and days of operation must be reflective and accommodating to the families participating in the program, especially parents working outside the home, i.e. 7:00 a.m. to 6:00 p.m., as well as, Monday through Friday; year round including summer months, breaks and holidays (except legal holidays); inclement weather; teacher conferences; etc. Please note that summer, breaks, inclement weather, and teacher conference programming is not required for this grant. In an effort to ensure that all goals and objectives of the grant are met, SAC awardees must offer at a minimum programming no less than 4 days per week and no less than 14 hours per week.

Facility

Any SAC afterschool facility must be accessible for children with disabilities. Usable space must consist of both primary and auxiliary space. The following areas may be included as auxiliary space: gym, media centers, multipurpose rooms, libraries, industrial arts rooms, arts and crafts rooms, kitchens, community center, activity rooms, and cafeterias. Park areas within walking distance of no more than one-quarter mile from the program site can be considered outdoor play space for SAC children. The site must also adhere to all of the requirements set forth in the Americans with Disabilities Act.

Staff Qualifications

Staff working with children must have a minimum of a high school diploma or equivalent and must have education and/or training in early and middle child development, recreation, elementary education, or other child-related fields. Programs are strongly encouraged to aim for the highest level of education and training possible, specifically when looking at academic subjects to be taught. The DESE encourages the program to plan and provide for continuous

professional staff development. No person shall be employed who has been convicted of a crime against children. All programs are required to meet state laws regarding screening of childcare providers. All staff must be adults (age 18 or older). All permanent staff members working with children must be trained in CPR, first aid, and emergency procedures by an appropriate certified trainer. Due to licensing, other staff qualifications may be required.

Section 168.133, RSMo, requires all individuals hired after January 1, 2005, whose job involves contact with students, to have an FBI fingerprint background check. This includes teachers and substitute teachers (certified staff) and aides, custodians, secretaries, or cooks (non-certified staff). Two fingerprint cards must be submitted along with the necessary fee. The information portion of the fingerprint cards shall be completed by the applicant. It is up to the district/organization to decide if they want their volunteers to complete the FBI Fingerprint Background check. Call IBT at 866-522-7067 or visit them on the web at www.IBTFingerprint.com for more information. This law also requires a family care safety registry check. You can find more information about this check at www.dhss.mo.gov/FCSR.

Awardees will notify the DESE of any changes in key program staff (program coordinator, site coordinator, site director, or other such similar titles/responsibilities).

Licensing

Licensing reviews the basic health, safety, supervision, and records of children and staff within the program. The DESE receives SAC funds through a contract with the Department of Health and Senior Services (DHSS). In this contract it states that all entities awarded SAC funds must become licensed within one year of the date of award. If awarded the SAC grant, you must contact the DHSS within 30 days of date of award to start this process. If your program is already licensed, you must submit a copy of your current license with the application as Appendix B. If your program had funding ending in June 2011, as a requirement of that grant you were to be licensed. If for some reason you were unable to fulfill this requirement, then you must fully explain why in Appendix B. If you have questions regarding the licensing process, please contact the DHSS-Child Care Section at P.O. Box 570 Jefferson City, MO 65102-0570 or call them at 573-751-2450. The DESE suggests contacting the DHSS prior to applying for this grant to get more specifics on your program's licensing requirements.

Technical Assistance

All SAC awardees will be assigned an Afterschool Regional Educator (ARE) from the Afterschool Resource Center which is part of the Missouri Afterschool State Network (MASN). The duties of the AREs include, but are not limited to, training and technical assistance through site visits during the grant year.

Additionally, as part of the MASN Quality Improvement Process, there will be a program self-assessment tool that all SAC awardees will be required to complete at the beginning of the school year (to be distributed by AREs at the required Director's Meeting). AREs will use this tool (at a minimum) as a platform to provide technical assistance where needed to programs throughout the grant year. A year-end assessment may also be conducted. The DESE and MASN realize that some programs may already be using a self-assessment tool, in which case those should be used *in addition* to the uniform statewide tool distributed by the AREs. Please note that this assessment tool is merely a tool used by the AREs to provide technical assistance to you – it in **NO** way impacts your grant status. Every program is different and their desired outcomes and goals are also different; therefore, there is no right or wrong response in the assessment tool – this tool will only be used by the AREs to help programs identify where they want their program to be and to help them get there. It is important for you to realize that these AREs are there to **assist** you and they should not be viewed as “police”, but rather as a resource to maximize all of the opportunities for your program.

Training

Programs must send at least one staff person, but no more than three staff members with grant funds to the required trainings listed below unless otherwise instructed (with the exception being the ARE regional Directors' Meeting – only the program director/coordinator is required to attend). The DESE may request that staff participate in additional training activities throughout the year. All programs that are approved for the grant will be required to attend (*at a minimum*):

- One regional training (to be offered periodically throughout the school year by the Missouri Afterschool State Network AREs).
- One state conference (must select either MAACCE or MOSAC2 conference).
- One Kids Care Center Training (for more information please see page 10).
- All staff must complete the required training hours as required by licensing. This does not include the required CPR and First Aid Training.

Professional Development and Personal Achievement Recognition System (PARS)

Awardees should offer opportunities for appropriate professional development for those staff and volunteers working directly with students on a daily basis beyond the required training for this grant.

Grantees will be required to collect data through a database system that collects and verifies early childhood, school-age/afterschool and youth development professionals' education, and training information. PARS was created to recognize the critical service early childhood teachers, afterschool professionals, youth workers, and directors provide to Missouri's children and youth as outlined in the contract with the Missouri Department of Social Services.

In the future, trainers and trainings will need to be authorized/approved by the Missouri Department of Health and Senior Services-Section for Child Care Regulation (SCCR) in order for trainings to be counted toward the clock hour requirements for licensing purposes.

This includes the assurance of trainer qualifications, content approval, and the electronic access to training records for individuals, directors, technical assistance providers (e.g., AREs), funders (e.g. DESE staff), and licensing specialists. Individuals will need to sign up for training as outlined in the contract with the Missouri Department of Social Services

Data Management (Kids Care Center)

All grantees **MUST** use the free web-based data management system called Kids Care Center (KCC) supplied by the DESE. Grantees will be required to enter identified program data on a regular submission. Free training for KCC will be provided regionally and in Jefferson City throughout the grant cycle.

DESE Portal for Afterschool Programs

The primary grant contact person is **required** to access the DESE Portal for Afterschool Programs **once per week minimum** concerning their awarded/approved grant. The DESE will not send mass e-mail messages regarding this type of information. This can be found at: <http://portal.kidscarecenter.com/sites/DESEPortal/default.aspx>.

On the home tab of the DESE Portal for Afterschool Programs, grantees will find a brief overview/description of the content found within each tab of the DESE Portal for Afterschool Programs. Additionally, all the DESE grant reporting forms are located in the DESE Portal and updated periodically; therefore, grantees must download each form from the DESE Portal for Afterschool Programs each time one is to be completed and submitted.

Advisory Councils

Each grantee shall form an advisory council that is actively engaged in the development and implementation of the afterschool program(s). Council membership should include, but is not limited to parents, educators, citizen members, members of civic/service organizations (e.g., Chamber of Commerce, Kiwanis, Lions, Jr. League), members of the business community, state and local government representatives (e.g., Parks and Recreation, city council, mayor's office), and others with relevant and demonstrated expertise (such as medical, mental health, and law enforcement professionals). It is a requirement of this grant to keep a list of the council members' names, copies of the meeting agendas, and minutes.

Partnerships

Partnerships play a vital role in the sustainability efforts of your SAC afterschool program. Potential partners are located throughout your community and can include local businesses, not-for-profit agencies and civic

organizations to name a few. Take the time to solidify partnerships in your initial program planning phase. Through collaboration with your partners you can find additional funds, resources and volunteer assistance to keep your afterschool program in operation when SAC funding expires.

Sustainability

In an effort to build long-term sustainable programs, sites must show that by the end of the third year of the grant cycle, they will be able to sustain the program. Applicants must include an action plan describing how to sustain the program beyond the award period (it is not adequate to say “our sustainability plan is to look for more funds”). You must demonstrate a well thought out and systematic plan for sustainability. Descriptions must include plans for maintaining important components of a high quality program (such as staff retention, resources, academic enrichment activities, etc.).

Applicants are cautioned that for each renewal year of the awarded SAC grant, they must address the success of their sustainability plan and specifically identify resources and partnerships that have been secured. Failure to identify secured plans for sustainability may result in applicants not being approved for renewal of current SAC funds. Additionally, such applicants may be in jeopardy of not receiving future awards for any Afterschool program offered by the DESE.

Information and material on sustainability can be found at, but not limited to, the following sites:

- The Finance Project (www.financeproject.org)
- Afterschool Alliance (www.afterschoolalliance.org)
- National Afterschool Association (www.naaweb.org)
- Missouri AfterSchool Network (www.moasn.org)

Accreditation

The goal of this procedure is to ensure quality Afterschool programs by using standards and procedures outlined by Missouri Accreditation (MOA) and/or the Council of Accreditation (COA). If planning on seeking accreditation, grant applicants MUST indicate which school age accreditation they intend to seek. If they are currently accredited by either organization, they must so indicate on the application form and submit a copy of the current accreditation certificate.

New Applicants (never had a SAC grant before): Accreditation is optional.

Existing Applicants (SAC grant ended June 2011): Accreditation is required. You must work towards and become accredited by June 30th of your third year. The DESE is accepting the following two organizations' accreditation: Missouri Accreditation (MOA) or the Council of Accreditation (COA).

If your program seeks accreditation, then you may use up to \$600 total throughout the grant cycle for accreditation. Applicants who are currently accredited through MOA, COA, or NAA shall not budget any funds towards continuing their accreditation. Applicants who are accredited will receive competitive priority consideration.

Programs that receive a grant, yet do not submit the necessary school age accreditation information to the appropriate accreditation organization by the specified deadlines will be in jeopardy of not receiving final grant reimbursements or renewal funding. The DESE will have access to accreditation information to track a program's progress in the accreditation process. Should a grantee not complete all the requirements for accreditation within the time frames listed by their chosen accreditation organization, then that program will be in jeopardy of not being eligible for future funding. If you are having trouble attaining accreditation, please notify the DESE at 573-522-2627.

Inventory

Awardees must maintain an accurate and up-to-date inventory for items purchased with grant funds.

Equipment/Inventory Protocol:

1. Inventory of grant purchased equipment must be maintained and up-to-date. Grantees must have controls/safeguards in place to prevent loss, damage, or theft of grant purchased equipment. Inventory records must include the following:
 - Description of the equipment
 - Serial number, model number, or other identification number
 - The funding source and percentage under which the equipment was acquired.
 - Acquisition date and cost
 - The present location, use, condition of the equipment, and date the information was reported.
 - All pertinent information on the final transfer, replacement, or disposition of the equipment (including the date of disposal and sale price of the equipment).
2. Inventory must be updated as equipment items are purged or new purchases are made.
3. Equipment items purchased with Federal funds are to be identified and physically marked as such.
4. Adequate safeguards must be in place related to the loss, damage, or theft of the equipment. Any loss, damage, or theft should be investigated and fully documented.
5. Adequate maintenance procedures should be implemented to keep the equipment in good condition.
6. A physical inventory of equipment items must be taken and the results reconciled with the inventory records at least once every two years.

The following items are subject to inventory management and control requirements:

1. Equipment items with a per unit cost of \$1,000 or more and
2. Items with a per unit cost under \$1,000 which are considered attractive or easily pilfered. These “sensitive” items may include, but not limited to, audio-visual equipment, PDAs, digital cameras, computers, laptops, net books, tablets, computer accessories, television sets, DVD players, VCRs, e-Readers, MP3 players, video games, equipment, and power tools.

Other Program Requirement

The following items must be readily available upon request by THE DESE:

- Menus must meet USDA guidelines.
- Copies of current immunization records for children enrolled must be on site.
- Evidence of monthly fire and tornado drills.
- Evidence of monthly activities and/or speakers related to health and safety issues for children and/or families.

Reporting Requirements

The awardee must submit the reports identified hereinafter to the DESE for review and approval. All forms will be located on the DESE Portal and should be downloaded prior to completion for any updated or revised copies.

Primary Grant Contact Person – Information Sheet

Awardees must designate one **primary** grant contact person for their approved/awarded renewal. This individual will be the primary point of contact between the DESE and awardee and will also be responsible for viewing information posted in the DESE Portal no less than once per week. If this individual is replaced or contact information changes at anytime throughout the year, a new “primary grant contact person-information sheet” must be filled out in the DESE Portal “on-line reporting to DESE” tab. Failure to keep the DESE updated on pertinent contact information may result in delayed grant reimbursements or in missing important grant related updates/revisions.

Budget Amendment Form (if necessary)

Allows for the movement of funds from one budget category to another pending prior review and approval from the DESE. Response time from the DESE will be one (1) week from submission (excluding weekends, legal and state holidays). Do not spend amended monies in new categories until approval from the DESE has been received.

Request For Reimbursement Form(s)

Form requesting reimbursement of appropriate and verifiable expenditures. Due no later than the 15th of the month. Any Request for Reimbursement arriving after the due date will be held until the next month's reimbursement cycle. The last day to submit a Request for Reimbursement form is July 15th. NO EXCEPTIONS will be made!

Mid-Year Report

One for each awarded grant showing progress toward activity plan and the meeting of goals and objectives due January 31st.

Final Expenditure Report

This form demonstrates the entire approved or amended award amount has been expended; must be submitted no later than July 15th. Submission of this form does not constitute a request for reimbursement.

Final Program Report

This form demonstrates the outcomes of the program's goals and objectives; due no later than July 15th.

Kids Care Center

Grantees must enter data on the following into Kids Care Center which you will be trained on:

- **Goals/Objectives:** Will be inputted and you must review these goals/objectives and update their status on an ongoing basis. You must get prior approval from the DESE to add, delete, and revise any goals/objectives -- programs should not alter the scope of the program as described in the awarded/approved grant.
- **Event Tracking:** You must track Advisory Council Meetings (required) and any Lights on Afterschool Events (if applicable) in Kids Care Center; additionally, you may use this feature to track one time only or irregular events such as field trips, guest speakers, family nights, etc.
- **Site Inventory:** You *may* use this feature to track items purchased with grant funds for your program; **inventory is required**, but tracking in Kids Care Center is *optional* at this time.
- **Activities:** You must enter all activities, to reflect what is happening in your program (preferably an academic activity if applicable). Programs should not alter the scope of the program as described in the awarded/approved grant.
- **Attendance:** Daily program attendance must be entered; additionally, attendance must be inputted for one activity, at a minimum, you chose to list (this means that you have to go through attendance more than once).
Important Attendance Note: Attendance must be taken daily in your program and must be entered into Kids Care Center at least on a monthly basis -- attendance data entry must be inputted within 15 days of the following month (i.e., September attendance must be inputted by October 15).
- **Personnel/Staff:** All regular staff must be entered. Regular staff is defined as: If they worked at the center according to a defined schedule on an ongoing basis and had a defined function or role to perform during the periods in which they were staffing the center. Individuals who only worked at special, non-recurring, or episodic events, field trips, or programming should **not** be entered. Additionally, staff-classify outcome must be completed for each staff person; enter staff (either paid or volunteer). The staff-classify outcome includes: when staff worked (school year, summer, or both); paid/volunteer status; type of staff (school day teacher, center administrator, parent, etc.).
- **The DESE Demographics:** Free/Reduced Lunch, Title I, Limited English Proficient and Special Needs - this is done twice each year, once in the fall and in April, (for all students regardless of attendance).
- **Partners/Resources:** You will be required to enter all partners previously identified in your awarded/approved grant. Additionally, resources (financial and in-kind) will be tracked in Kids Care Center.
- **Tentative due dates for required data entry completion in Kids Care Center:**
 - September 15: Hours of operation, weeks of operation, days of operation, site profile information.

- September 30: Setup program, schedules, enroll students, set-up activities, and enroll students in activities.
- September 20: Partners as specifically listed in approved/awarded grant.
- October 31: Program personnel/staff.
- November 30: The DESE demographics (which includes: Free/Reduced Lunch, Limited English Proficient, special needs and Title I). These must be entered after October 1 because Free/Reduced Lunch data is not available until October.
- April 30: Goals/objectives year-end status; partners and resources 2nd half of year.
- May 1: events (minimum of required advisory councils and Lights On).
- Due by the 15th of each month: Attendance.

Any other form and/or materials required by the DESE.

OTHER GRANT REQUIREMENTS

Records

All records related to the SAC grant must be maintained and retained for three years after the completion of the three year grant cycle. All information contained within in the grant, as well as documentation required of the SAC programs, is considered public information and will be included in the programs permanent file and is subject to Open Records request(s).

Monitoring

The awarded SAC program agrees to permit the DESE or it's authorized representatives to observe and evaluate the delivery or performance of the contracted services. This includes access to any books, documents, papers and records of the contractor that are related to the SAC program.

Timesheets

All employees in the afterschool program who receive afterschool program salaries from grant money are required to maintain time sheets (i.e. time distribution sheets) as required by Office of Management and Budget (OMB A-122). The time and effort documentation must:

- 1) reflect an after-the-fact distribution of the actual activity of the employee,
- 2) account for the total activity for which the employee is compensated,
- 3) be signed by the employee, or by a responsible supervisory official having firsthand knowledge of the activities performed by the employee,
- 4) be prepared at least monthly and coincide with one or more pay periods.

FINANCIAL REQUIREMENTS

The awardee must maintain financial and accounting records and evidence pertaining to the award in accordance with generally accepted cost accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the DESE and/or its designees during the award. All records must be kept on file for five (5) years from the date of final reimbursement on the award.

All school administrators and/or regular day teachers who are also employed in the Afterschool program and receive Afterschool program salaries from grant money are required to maintain time sheets (i.e. time distribution sheets) as required by Office of Management and Budget (OMB) A-87. These time sheets must indicate the number of hours worked in the Afterschool program for each day separate from the amount of hours worked as school administrator and/or regular day teacher. In addition, the time distribution sheets must be signed by the employee, reviewed, and signed by the supervisor, prepared monthly, and reviewed quarterly to ensure the accuracy of the report. Therefore, any employee of the district who is working in the Afterschool program and being paid from two funding streams must complete monthly distribution sheets to support amounts paid. Programs must keep time distribution sheets on file for review by auditors or state level administrators according to record keeping procedures as identified in the grant guidelines. If program staff are just receiving a stipend to only work in the Afterschool program (with no regular school day work), then a

contract must be in place for such individuals outlining the payment structure. Planned expenditures must be reasonable, allocable, allowable, and abide by OMB Circular A-87, http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html.

Cash Management Improvement Act: The applicant ensures that they are in compliance with the Cash Management Improvement Act (CMIA). This act requires bidders to demonstrate that when receiving federal funds, they have either already spent the funds or will spend the funds within three days of receipt. To consider the funds "spent", the transactions should be recorded in your accounting system **and** the funds delivered to the intended recipients. CMIA is a part of our monitoring process and in the event programs fail to comply with this rule, they will be required to return the amount of interest earned to the feds (see EDGAR 80.20 and 80.21 for calculation method to determine interest refund); you cannot earn interest from federal money.

The awardee must permit governmental auditors and authorized representatives of the state to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the awardee's recording receipts and disbursements of any of the funds made available to the awardee under the award at any reasonable time. The awardee further agrees that any audit exception noted by governmental auditors must not be paid by the DESE and must be the sole responsibility of the awardee, provided that it may contest any such exception by any legal procedure it deems appropriate, and that the DESE will pay the awardee all amounts which may ultimately be held entitled to receive as a result of any such legal action.

All applicants awarded a SAC grant by the DESE must ensure that records directly associated with the program's funding are available for viewing by members of the public upon request.

The awardee must agree and understand that the state of Missouri does not make advanced payments to the awardee for any services performed or goods purchased or provided.

- A. The awardee must ensure that all services have been provided or obligated prior to submitting a Request for Reimbursement form to the DESE for reimbursement.
- B. The awardee must agree and understand that any amount funded per the award is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by executive order and/or by administrative policy of the DESE when deemed in the best interest of the DESE. Therefore, the DESE does not guarantee that any amount of funds will be spent in accordance with the award.

OTHER CONTRACTUAL REQUIREMENTS

Award Period

The original award period shall be as stated in the Grant Guidelines. The award shall not bind, nor purport to bind, the DESE for any contractual commitment in excess of the original award period. The DESE shall have the right, at its sole option, to renew the award for two (2) additional one-year periods or any portion thereof pending the availability of funding, successful completion of all deliverables, complete and accurate end-of-year required reports, and submission of an approved renewal form. In the event the DESE exercises such right, all terms and conditions, requirements, and specifications of the award must remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

- A. **Renewal Periods:** If the option for renewal is exercised by the DESE, the awardee shall agree that the amounts stated in the original award will not be increased in excess of the maximum amount for the applicable renewal period stated on the Price for Service page (ATTACHMENT TWELVE A) of the award.

If renewal amounts are not provided then amounts during renewal periods shall be the same as during the original award period.

The DESE does not automatically exercise its option for renewal based upon the maximum amount and reserves the right to offer or to request renewal of the award at an amount less than the maximum price stated.

Termination

The DESE reserves the right to terminate the grant at any time, for the convenience of the state of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The grantee shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the state of Missouri pursuant to the contract prior to the effective date of termination.

Property of State

All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the DESE. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the DESE.

Confidentiality

The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the DESE.

Contractor Liability

The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements, and specifications of the contract. In addition, the contractor assumes the obligation to save the state of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

- A. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the state of Missouri, including its agencies, employees, and assignees.
- B. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of or damage to the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

Insurance

The contractor shall understand and agree that the state of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the state of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.

Contractor Status

The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the DESE. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the DESE, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

Coordination

The contractor shall fully coordinate all contract activities with those activities of the DESE. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the DESE throughout the effective period of the contract.

Subcontractors

Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the state of Missouri and to ensure that the state of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the state of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain the approval of the state of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

Substitution of Personnel

The contractor agrees and understands that the DESE's agreement to the application is predicated in part on the utilization of the specific individual(s) identified in the proposal. Therefore, the awardee agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made without the prior written approval of the DESE. The awardee further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The DESE agrees that an approval of a substitution will not be unreasonably withheld.

EVALUATION AND AWARD PROCESS

After determining that a grant satisfies the mandatory requirements stated in the program guidelines and requirements, the evaluator(s) must use both objective analysis and subjective judgment in conducting a comparative assessment of the application in accordance with the evaluation criteria based on a 150 point scale.

Quality of Program Need	25pts
Quality of Partners	5pts
Quality of Goals and Objectives	20pts
Quality of Program Design	30pts
Sustainability Plan	5pts
Budget	15pts
Competitive Priority Considerations:	
New Program	10pts
Licensed and/or Accredited	5pts
Program operation year round	5pts
Department Goals and Priority Level Status	30pts

Following review and recommendations by a peer review panel using the criteria and priorities described in this document, award recipients will be designated. The DESE anticipates notifying applicants in September 2011.

GRANT SUBMISSION REQUIREMENTS

Proposals **must be received** (not posted marked) in the Office of Early and Extended Learning, Extended Learning Section, Department of Elementary and Secondary Education by 3:00 p.m. on Tuesday, June 28, 2011

RETURN PROPOSAL TO:	
<u>MAILING ADDRESS (U.S. Mail):</u>	<u>STREET ADDRESS (Courier Service):</u>
SCHOOL AGE COMMUNITY PROGRAM EXTENDED LEARNING DEPT OF ELEMENTARY AND SECONDARY ED P.O. BOX 480 JEFFERSON CITY MO 65102-0480	SCHOOL AGE COMMUNITY PROGRAM EXTENDED LEARNING DEPT OF ELEMENTARY AND SECONDARY ED 205 JEFFERSON STREET (7 TH FLOOR) JEFFERSON CITY MO 65101

Electronic and fax submission of applications is not available for this application.

When submitting an application, the applicant must include three (3) signed copies in addition to the original signed application for a total of four (4). All four copies must be contained within the same envelope/box.

The DESE will not add items to the application’s received, nor will the DESE remove items from the application’s received. If any adjustment to the application is needed, applicant must replace the entire application with another prior to the due date. In such cases, when submitting the new application, applicant must inform the DESE to replace the previous application with the new one.

Formatting Requirements:

To facilitate the evaluation process, the applicant must organize their application as described below and shall follow these requirements (failure to do so may result in the application not being considered for funding):

- A. Each page must be titled (with the appropriate attachment title) in the top right hand margin.
- B. Shall be page numbered chronologically in lower right hand corner.
- C. Shall not add fancy bindings or add any information not requested.
- D. Shall be on regular white bond paper.
- E. Must be bound in the upper left hand corner by a staple (if too large for staple, use binder clip) – do not use paper clips or rubber bands.
- F. All pages requesting signatures must have the appropriate signatures.
- G. Redesign or reformatting of the application is not permitted.

The applicant is cautioned that it is the applicant’s sole responsibility to submit information related to the evaluation components and that the DESE is under no obligation to solicit such information if it is not included with the application. The applicant’s failure to submit such information may cause an adverse impact on the evaluation of the application.

Applicants and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) shall direct all of their questions or comments regarding the grant, the evaluation, etc. to the contact person indicated on the first page of this application. Applicants and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Applicants and their agents who have questions regarding this matter shall contact the contact person.

The following components must be turned in; in the order as indicated to be considered for this award:

- Application Cover Page **ATTACHMENT ONE**
- Contact Information **ATTACHMENT TWO**
- Program Planning **ATTACHMENT THREE**

Program Need ATTACHMENT FOUR
Program Partners ATTACHMENT FIVE
Program Goals and Objectives ATTACHMENT SIX
Department Goals ATTACHMENT SEVEN
Program Design ATTACHMENT EIGHT A, B, C
Sustainability ATTACHMENT NINE
Price Page ATTACHMENT TEN
Budget ATTACHMENT ELEVEN A, B, C
Appendices (if applicable) A, B, C, D, E,