

# MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION



## Extended Learning Afterschool Programs

### 2015 Federal Grant Management Training

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# Presenters

## Extended Learning Presenters

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# Afterschool Programs

3

## 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

- ❑ Revenue Code Number: 5459
- ❑ CFDA Number: 84.287C
- ❑ Name of Federal Grant Award: 21<sup>st</sup> Century Community Learning Center
- ❑ Name of Federal Agency: U.S. Department of Education
- ❑ Funds Authorized Under: Title IV, Part B of the Elementary and Secondary Education Act, as amended by the *No Child Left Behind Act of 2001*



# Purpose of 21<sup>st</sup> CCLC

*Afterschool programs help working parents, keep kids safe, and inspire learning*

4

1. Academic Assistance Component: (homework help, tutoring and mentoring)
2. Educational Enrichment Component: offer students a broad array of enrichment activities that can complement their regular academic programs (such as hands-on math, reading/language arts, and science, STEM programs)
3. Family Literacy & Educational Services Component: (adult education)



# 21<sup>st</sup> CCLC

5

- 5 year grant awards (pending availability of funding)
- Hours of Operation/Days Per Week (minimum)
  - ▣ 4 days/week
  - ▣ 15 hours/week
- Serves K-12
- Restricted indirect cost rate
- Records must be kept 3 years after the grant cycle has ended



# Afterschool Programs

6

## School Age Community (SAC)

- ❑ School District Revenue Code Number: 5472
- ❑ CFDA Number: 93.575
- ❑ Name of Federal Grant Award: Child Care Development Fund
- ❑ CAN Number: 6G9990002
- ❑ Name of Federal Agency: Department of Health and Human Services



# Purpose of SAC

*Afterschool programs help working parents, keep kids safe, and inspire learning*

7

- School Age Community Programs are those school-based programs offering services to all children, including children with disabilities.
- 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.



# SAC

8

- 3 year grant award (pending availability of funding)
- Hours of Operation/Days Per Week (minimum)
  - 4 days/week
  - 14 hours/week
- Serves ages 5 to13
- Must be licensed, even if school building
- Required to seek accreditation if had the grant more than one grant cycle (over 3 years)
- Unrestricted indirect cost rate
- Records must be kept 5 years after the grant cycle has ended





# Separate Tracking

All Federal funds MUST be separately identified with codes and not comingled with other state, federal, and/or local funds.

## □ Fees

- (CCLC)-Must be kept in a separate account and expended by the end of the 5 year grant cycle for purposes of the grant
- (SAC)-Can be expended after the grant period



# Financial Reporting Forms

21<sup>st</sup> CCLC and SAC do not use ePEGS

- Request for Reimbursements (RFR's)
  - ▣ Due by the 15<sup>th</sup> of the month
  - ▣ Receive payment the following month as part of school payment
  
- Final Expenditure Reports (FER's)
  - ▣ Due July 15
  - ▣ Does not generate a payment
  
- Budget Amendments
  - ▣ Must be prior to purchase of items
  - ▣ Used for unforeseen circumstances
  - ▣ Last one accepted May 15

**Please review Spending Guidelines before making purchases!!**



# Spending Guidelines

11

- Unallowable\*
- Questionable\*
  - Cost share may be required
  - Prior approval required
- Cost sharing
- Supplement, not supplant
- End of Year Spending
- Period of Availability/Obligations

\*See handout



# Supplies

- ❑ If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other Federal award, the non-Federal entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal government for its share.
- ❑ Computer devices are considered supplies. Be careful with spending near the end of the program to avoid the possibility of compensating the Federal government.



# Equipment Guidelines

13

- The following items are subject to inventory management and control requirements:
  - Equipment items with a per unit cost of \$1,000 or more, and
  - 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, netbooks, tablets, computer accessories, television sets, DVD players, VCRs, e-Readers, MP3 players, video games, equipment, and power tools.



# Equipment Common Mistakes

14

- ❑ Equipment inventory records must include ALL of the following information:
  - ❑ Description of the property
  - ❑ Serial number or other identification number
  - ❑ Funding source of property (Including FAIN)
  - ❑ Who holds the title, if applicable
  - ❑ Acquisition date
  - ❑ Cost of the property
  - ❑ Percentage of federal participation in the project costs for the Federal award under which the property was acquired
  - ❑ Location, use and condition of the property
  - ❑ Any ultimate disposition data including the date of disposal and sale price of the property
- ❑ Must complete and document a physical inventory at least once every two years



# Time & Effort Reporting Common Mistake

15

## Stipend and Extra Duty Pay

### Administrators paid from 21<sup>st</sup> CCLC

Must have the following:

- ▣ **Written Agreement between administrator & school board**
  - Indicates the extra work to be performed;
  - Date(s) of performance;
  - Amount to be paid to the employee; and
  - Must be signed by the employer & the employee to show the acceptance of the terms.
  - **Must state that the work performed on behalf of the 21<sup>st</sup> CCLC grant is above and beyond their contractual requirements as principal or superintendent.**

**And**

- ▣ **Semi-Annual Certification or Personnel Activity Report**



# Time & Effort Reporting Common Mistake

16

## Stipend and Extra Duty Pay

### Regular day teachers/staff paid from 21<sup>st</sup> CCLC

Must have the following:

- ▣ **Written Agreement between administrator & school board**
  - Indicates the extra work to be performed;
  - Date(s) of performance;
  - Amount to be paid to the employee; and
  - Must be signed by the employer & the employee to show the acceptance of the terms.

**And**

- ▣ **Semi-Annual Certification or Personnel Activity Report**



# Monitoring

17

- Must be able to show a clear trail of purchases and services.
  - All timesheets, purchase orders, contracts, receipts, registrations, or any other verification of purchase/service provided
  - Should all match up with the general ledger



# Q & A

17

Do you have any questions?





## Contact Us

# Extended Learning

<http://dese.mo.gov/early-extended-learning/afterschool-programs>

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