Cohort 7 and 8

2016-2017
21st Century Community Learning Center (CCLC) Renewal Guidance & Application

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This renewal guidance refers to the Missouri 21st CCLC/Afterschool Grants. It is understood that the grantee has on file a copy of their original Year 1 Invitation for Bid (IFB)/application for complete guidelines. If you do not have copies on file, you may order copies from the Office of Extended Learning; however, there will be an order and printing charge that you will have to pay. All terms and conditions, requirements, and specifications of the original award and any subsequent renewal awards must remain the same and apply during the 2016-2017 renewal period.

For the 2016-2017 Renewal Period:

Cohort	Original Award Year	Grant Cycle for 2016-2017	Remaining Years (pending the availability of funds)
7	2012-2013	5th year of 5 year cycle	0
8	2014-2015	3rd year of 5 year cycle	2

Reminder: The primary grant contact person or their designee is **required** to access the Department of Elementary and Secondary Education (DESE) Portal for Afterschool concerning their awarded/approved grant. The portal postings include: grant changes/updates, available trainings, grant forms, procedures, due dates, federal/state afterschool topics, etc. The DESE may not send mass email messages regarding this type of information.

The following information only contains changes to the original Year One award and any subsequent renewal awards.

PROGRAM OPERATION

Programs must offer services **no less than four (4) days per week** during a typical school year and **no less than 12 hours per week.**   Programs may be offered during non-school hours or periods when school is not in session (i.e. summer, breaks, holidays, or weekends, etc.).   Programs may offer services to students during normal school hours only on days when school is not in session (e.g. school holidays or teacher professional development days). **The minimum hours per week must not include transportation time, if offered.**

Note: While the number of required hours has been reduced per week, the DESE still encourages programs to operate at least 15 hours per week. Programs should provide schedules to meet the needs of participating students and their families. In addition, in order to best serve the children of working families, programs should establish consistent and dependable hours of operation. The DESE also encourages programs to operate the length of the school year in order to accommodate working families. **If you will be offering less than 15 hours per week you will need to provide justification in the program narrative and your budgets should reflect according.**

MEMORANDUM OF UNDERSTANDING (MOU)/CONTRACT

Due to the varying relationships between Local Education Agency's (LEA's) and non-LEA's, typically a MOU or contract must be executed. You should carefully read each situation below to determine if one of them pertain to you.

A. **Non-LEA's (CBO/FBO's, Non-profits, etc.) that are the applicant and providing daily program services,** *required.*

If the non-LEA (CBO/FBO/non-profit, etc.) is the applicant and will be the fiscal agent and primarily operate the 21st CCLC program (i.e., Boys and Girls Clubs, YMCA), the applicant must be able to demonstrate partnering with the LEA in which the students to be served attend during the regular school day. In order to demonstrate this, the applicant **must** provide a Memorandum of Understanding (MOU) between the non-LEA and each LEA in which the students being served by the 21st CCLC program attend during the regular school day as **Attachment A.**

At a minimum, the MOU must include:

a. an assurance that the 21st CCLC program was developed and will be carried out in active collaboration with the schools the students attend;
b. a description of how and when data and information about the 21st CCLC program will be collected, compiled, and shared throughout each awarded year (i.e. grades, state assessment/MAP, attendance/behavior data);
c. any other data requested by DESE that will be necessary for federal and state reporting and evaluation of the 21st CCLC program); and
d. MOU must be signed by an authorized person for both the non-LEA and LEA.

The MOU does not necessarily mean that the application is submitted jointly. The MOU is an agreement that the non-LEA and LEA have a clear understanding of the grant requirements.

B. LEA contracting daily program services, *if applicable*

If the 21st CCLC applicant and fiscal agent is the LEA; however, the LEA contracts the daily program services to a non-LEA (i.e., Boys and Girls Clubs, YMCA), the LEA must provide a copy of the contract between the LEA and non-LEA as **Attachment A**.

The contract should clearly outline the responsibilities of the non-LEA, including all grant deliverables, to be performed by the non-LEA. In addition, the LEA should maintain a system to evaluate the non-LEA performance and document, as appropriate, whether the non-LEA has met the grant deliverables.

Per *2 CFR Part 200.330 c*ontract relationships require that the awardee follow the federal rules of procurement, including, providing an opportunity for open competition. The DESE may request a copy of your procurement procedures, along with a narrative of how you conducted the open competition, the method of procurement and how you made your determination of which entity to award the bid.

Any monitoring by DESE will be conducted at the LEA level regardless of contractual status with the non-LEA carrying out services. Any misspent funds and/or corrective action plans must be answered or resolved by the LEA.

C. Non-LEA contracting daily program services, *if applicable*

If the 21st CCLC applicant and fiscal agent is a non-LEA (organization); however, the organization contracts the daily program services to another organization, the non-LEA must provide a copy of the contract between both organizations as **Attachment A**.

The contract should clearly outline the responsibilities of both organizations, including all grant deliverables, to be performed by the organization providing the daily program services. In addition, the awarded organization should maintain a system to evaluate the performance and document, as appropriate, whether the contracted organization has met the grant deliverables.

Per *2 CFR Part 200.330 c*ontract relationships require that the awarded organization follow the federal rules of procurement, including, providing an opportunity for open competition. The DESE may request a copy of your procurement procedures, along with a narrative of how you conducted the open competition, the method of procurement and how you made your determination of which entity to award the bid.

Any monitoring by DESE will be conducted with the awarded organization regardless of contractual status with the contracted organization carrying out services. Any misspent funds and/or corrective action plans must be answered or resolved by the awarded organization.

TRAINING

Training is an essential component for high-quality afterschool programs. The DESE will work with the Missouri AfterSchool Network (MASN), the Missouri Afterschool Resource Center (MOARC), Missouri Association for Adult Community and Continuing Education (MAACCE), Child Care Aware®, and other state and national organizations to provide training and support for Missouri's 21st CCLC awarded programs (approved trainings will be posted on the Missouri Workshop Calendar for documentation of attendance and clock-hour credit).

All programs that are awarded will be required to attend *(at a minimum)***:**
- **One State Training:** must select either Missouri School Age Community Coalition (MOSAC^2) (http://mosac2.org/) Conference in St. Louis, MO, November 11-14, 2016 and/or MAACCE (http://maacce.org/) at Lake of the Ozarks, June 20-23, 2017.

- **Fall Grantee Meeting:** Two-day meeting to be held in September/October; mid-Missouri area. Program director/coordinator must attend. We highly encourage you to bring site coordinators as well. You should budget $150 per person to cover the cost of meeting space and food.

- **One Advanced Planning with Data Meeting:** You will be asked to bring a team of at least three staff per site. The purpose of this meeting is to have site teams review their PQA observation scores, review the end of the year survey results (staff, parent, youth, etc.), and to develop site level action plans, including selecting Weikart Center PQA Methods Trainings.

  o Grantees may complete a 2-3 hour Mini Planning with Data, instead of the 6-hour Advanced Planning with Data session, as long as they have not experienced a high level of turnover since the Fall 2014 Advanced Planning with Data session. Grantees experiencing a high level of turnover should plan to attend the full 6-hour APWD session. AREs will work with each Cohort 7 grantee to determine their eligibility to have a Mini PWD session instead of the full Advanced PWD session.

- **One Methods Training Per Grant:** A two-hour training developed by the Weikart Center. The training will be determined from your review of data during the Planning with Data Meeting.

  o **Cohort 7** will receive one Methods Training per grant at no cost to the grantee. If a program wishes to receive more than one training, they may be requested through MASN at an additional cost.
  o **Cohort 8** grantees may attend one of the "regional" Youth Work Methods trainings open to all grantees, or if a program wishes to receive a site specific training, they may be requested through MASN at an additional cost.

Optional trainings:
- **One Afterschool Summit – "Celebration of Afterschool":** (2 day training) *(optional)* to be held in February/March in the Columbia/Jefferson City area. Program director/coordinator and site staff is encouraged to attend.

- **Webinars:** (*optional)* will be offered as a way of meeting the educational and training needs of afterschool programs. Live webinars can be taken for clock hour credit and will be posted online for later viewing (non-credit).

- **Regional Trainings:** (*optional)* will still be offered throughout the state and online as a way of meeting the educational and training needs of afterschool programs. We still encourage these trainings based on the topics and opportunities to connect with other afterschool professionals.

- **One national training:** (*optional)* related to afterschool (grantee must submit a National Conference Request form for prior approval). Only staff who work with the CCLC funded afterschool program will be approved. Up to three (3) people max per grant and/or entity (if awardee has more than one grant) and only one per year. The form and a list of national conferences will be posted on the DESE Portal for Afterschool Programs "training" tab –others not found on this list may be requested for consideration as well.

Those attending are responsible for training appropriate program staff not in attendance. Therefore, grantees must budget reasonable and appropriate training dollars per year for the required trainings (at a minimum). Grantees may amend budgets appropriately if travel funds are not needed/expended for such training requirements. Please note: The DESE encourages grantees to seek additional local, regional, and/or state trainings to assist in meeting the needs of their 21st CCLC program and may therefore set aside additional training dollars, if reasonable and appropriate.

SUMMARY OF COHORT OBSERVATION, TRAINING, AND TECHNICAL ASSISTANCE TIMELINES

Cohort 7
- PQA window: September – November 2016
- Planning with Data: October – November 2016
- Methods Trainings: Throughout the year (one per Cohort 7 grantee)

Cohort 8
- PQA window: November – December 2016
- Planning with Data: November 2016 – January 2017
- Methods Trainings: As scheduled at regional trainings

PROGRAM QUALITY ASSESSMENT (PQA) AND FEEDBACK REPORTS

Grantees are expected to have a PQA assessment completed by a trained, reliable external assessor. The 4-H Center for Youth Development will manage the process for the grantees and ensure that the proper protocols are followed and that the data is collected and presented in a consistent manner.

Typically, each site will only have one SAPQA or YPQA completed. Exceptions include, but are not limited to "sites" that serve multiple age groups (elementary and middle/high school) or a single "site" that actually serves youth in multiple physical locations (e.g., middle school building and high school building).

Reports will be sent the Program Administrator and ARE approximately 2-3 weeks following the onsite observation. Additionally, the Program Administrator may request a login to the Weikart Center Scores Reporter website.   The Weikart Center Scores Reporter is an online system where the external observer enters the assessment data. Additionally with this login, the Program Administrator can view additional PQA scores and reports that compare their site to the national average. Program Administrators will only see results for their sites.

Note: The PQA and other survey data collected must be used in your external evaluation and does not replace the requirement to submit an external evaluation report.

Survey instructions will be provided to grantees by the Missouri AfterSchool Network in mid-February. To conduct the surveys, an online survey link will be provided with the instructions to each grantee. A separate link will be provided for each site for all surveys except for the school-day teacher survey which must still be conducted by the grantee via Kids Care Center. Upon receipt of the survey links, grantees will inform the specified survey targeted audience of the survey to be completed by them no later than March 31st. Survey data will then be provided back to the grantee per site by MASN; you will need to provide that data to your certified evaluator to be included in your external evaluation report.

Staff, Parent, and Youth Survey data will be processed by the Weikart Center in order to produce a Leading Indicators Report for each site that will be provided back to the grantee. Additionally, there are Missouri specific questions within the Parent and Youth surveys that will be provided back to the grantee in a College and Career Readiness Report. Grantees should receive the survey data that is to be provided back to them on August 15 (be sure evaluator is aware of this so that they can plan to add this data after August 15 to the evaluation report).

Cohort 7: Grantees should budget $1,200 for each SITE to cover the cost of the PQA assessments, Leading Indicators/College and Career Readiness reports, and Planning with Data sessions.

Cohort 8: Grantees should budget $1,500 for each SITE to cover the cost of the PQA assessments, Leading Indicators/College and Career Readiness reports, and Planning with Data sessions. Note: The amount is higher for Cohort 8 grantees due to costs being higher than were projected when the process was first started in previous cohorts.

TECHNICAL ASSISTANCE VISITS

ARE's will also be making required site visits to your program throughout the grant year (schedules will be announced by the MOARC at the beginning of the school year).

You will meet with your ARE at least twice to discuss the Program/Grantee level administration of the grant and your ARE will meet with each site director at least twice to discuss issues at the Site Level. Typically one visit will take place before December 31 and the second visit will take place before May 31.

ACTION PLANS

There are two levels of Action Plans associated with your grant – Program Level Action Plan and a Site Level Action Plan for each site. Action Plans will be entered into the Toolbox and available in your program level reports.

- **Program Level Action Plans:** During your Program Visits, your ARE will work with you to identify (and then update) program level goals. Starting with the 2016-17 program year, at least one goal will be directly tied to the results of the External Evaluation. Additional goals can be based on the Program Visit Discussion Checklist.

- **Site Level Action Plans**: Each site will have an action plan that is based on PQA scores, Leading Indicators reports, grant compliance issues, and the site visit discussions with the AREs. At least one goal will be developed during the Site Visit with the ARE and focus on items identified in the discussion checklist or observation portion of the Site Visit. Also, at least one goal will be

developed during the Planning with Data session which includes front line staff members in the development of the action plan.

In the early Fall, Planning with Data sessions will be scheduled throughout the state for grantees to bring teams from each site to review both the previous year's PQA data and the Leading Indicators (survey) reports. AREs will facilitate a process by which the site teams will become familiar with the data, review their site's data, and create at least one goal for their Site Level Action Plans.

- **Site Level Team Members:** Each grantee will be asked to bring a team of at least three staff per site to the Planning with Data Meeting. The purpose of this meeting is to have site teams review their PQA observation scores, review the end of the year survey results (staff, parent, youth, etc.), and to develop site level action plans, including selecting Weikart Center PQA Methods Trainings (see below).

- **Advanced Planning with Data Meeting Dates and Locations:** The Advanced Planning with Data Meetings will be hosted by the MASN and led by the AREs. The meetings will be held on Saturdays in multiple locations throughout the state and will each last six (6) hours. Your site teams may attend any meeting, in any location, on whichever date offered best accommodates your schedules. Grantees that have experienced high staff turnover since the Fall 2014 APWD sessions should plan to participate in the full 6-hour Advanced Planning with Data sessions.

    - Mini Planning with Data – These shorter (2-3 hour) meetings will provide site teams with an opportunity to reflect on previous goals, review new data, and set/revise the site level goals. Grantees may choose to schedule a MPWD session with there ARE if they have not experienced turnover at the site. Grantees that have not had much turnover can still choose to attend the longer Advanced Planning with Data session.

PQA METHODS TRAININGS

Your site level staff will be required to attend at least one 2-hour PQA Methods Training yearly. The site team will identify Methods Trainings that fit with their Site Level Action Plans during the Planning with Data Meetings and/or the AREs will help the Program Administrator and Site Director to select Methods Trainings appropriate to the staff.

The Weikart Center for Youth Development certifies trainers through their Youth Work Methods Training of Trainers process. Additionally, endorsed trainers in Missouri must utilize the Missouri Workshop Calendar to track attendance. For a list of Methods Trainings topics visit http://www.cypq.org/products_and_services/training/YWM.

- **Cohort 7:** Grantees will receive one Youth Work Methods training per grant at no cost during the 2016-17 program year. Note: Attendance is limited to approximate 25 participants to ensure a quality training. Additional Youth Work Methods trainings may be scheduled at a cost of $300 per training. If a second training session is requested on the same day, or a second trainer is needed due to high attendance, the additional cost is $250 for the second session or trainer on the same day.

- **Cohort 8:** Grantees may attend one of the "regional" Youth Work Methods trainings at no cost during the 2016-17 program year. Note: Attendance is limited to approximate 25 participants to ensure quality training. Additional grantee specific Youth Work Methods trainings may be scheduled at a cost of $300 per training. If a second training session is requested on the same day,

or a second trainer is needed due to high attendance, the additional cost is $250 for the second session or trainer on the same day.

A reschedule fee of $50 will be charged if the date is changed within 48 hours of the training (except in situations due to weather).

Attendance will be entered in the Missouri Workshop Calendar for all sessions using the attendees MOPD ID.

EXTERNAL EVALUATION

Each grantee must undergo an annual external evaluation submitted to DESE to assess their progress toward achieving their goals of providing high-quality opportunities for academic assistance and educational enrichment. Grantees must identify an independent evaluator for the program in the renewal application. The evaluator must be an individual, agency or organization with no vested interest in the operations of the 21st CCLC program.

- **Cohort 7:** The amount to be spent on external evaluation costs from grant funds cannot exceed 8% of the annual grant award amount.

  If you chose, and were approved, to use the certified evaluator process you will need to identify a certified evaluator from the updated list located on the DESE Afterschool Portal. You are not required to use the same evaluator as last year.

  The cost for the external evaluation using this process is $2,000 for a grantee with one site and $200 per additional site after the first site.

- **Cohort 8:** You will need to identify a certified evaluator from the updated list located on the DESE Afterschool Portal. You are not required to use the same evaluator as last year.

  The cost for the external evaluation using this process is $2,000 for a grantee with one site and $200 per additional site after the first site.

  Please note: Beginning with the 2017-2018 grant year, grantees will not be allowed to use grant funds for an additional evaluator/evaluation beyond the required certified evaluator/evaluation.

LICENSING

All grantees will be required to provide their licensing certificate or exemption letter for each site. Although many of you are exempt from licensure, we are trying to ensure that we have consistent documentation for all grantees.

If licensure has already been attained at your site(s) or you have an exemption letter(s), you must attach copy(s) of certificate(s) or exemption letter(s) and label as **ATTACHMENT E**.

If not, you must complete and submit the DC-20 form directly to Department of Health and Senior Services: Section for Child Care Regulation (SCCR) (provided as ATTACHMENT E). Upon receipt of your determination from SCCR, you must provide a copy to our office by June 1, 2016.

Note: Licensing and exemption are site specific. You will need to provide documentation for each site.

REPORTING REQUIREMENTS

The awardee must submit the reports/forms identified hereinafter to the DESE for review and approval.

Request for Key Staff Changes: awardees must notify the DESE of key staff changes (i.e. primary contact person, program director/coordinator, and site directors/coordinators).

Budget Amendment form, if necessary and due as needed. Budget Amendments will not be accepted after May 25 for the purchase of supplies or equipment.

Request for Reimbursement (RFR) form: RFR's are due no later than the 25th of the month and reimbursement will be made around the 22nd of the following month (DESE encourages RFR's to be submitted between the 22nd-25th of the month). Final Request for Reimbursement date is July 25, NO EXCEPTIONS!

Note: Be mindful that the DESE reimburses for services and purchases, at least monthly, contingent upon successful completion and compliance of required deliverables and approval of properly and accurately submitted RFR forms.

Awardees will be placed in moderate risk if a RFR has not been submitted to the DESE by December 25. Awardees will be placed in high risk if a RFR has not been submitted to the DESE by March 25.

The Final Expenditure Report form is due no later than July 25. All remaining funds will be allocated to other eligible entities. Any portion of the award that was not expended by June 30 must be returned to the DESE.

Federal APR reporting: Through individual program data collected in KCC, grantees will supply federally-required data elements to the state agency who in turn will supply the data to the U.S. Department of Education. Data entry in KCC must be on-going and accurate. APR at the federal level begins in April/May and must be completed by the state's issued deadline of July 15 (reporting elements and due dates subject to change due to a new federal reporting system under construction).

Evaluation and/or Guided Reflection Document of the 2016-2017 21st CCLC program are due to the DESE no later than October 16, 2017. **Please note: You must submit two (2) copies.**

Statewide Evaluation Surveys: will be available by MASN mid-February.

Yearly Renewal Application: Must be submitted each of the four renewal years. It is usually available in March and due back in April.

Any other forms and/or materials as required by the DESE.

FINANCIAL GUIDANCE/REQUIREMENTS

21st CCLC is 100% federal funding under CFDA#84.287c.

In addition to the following information, additional requirements, and guidance can be found at: http://dese.mo.gov/financial-admin-services/general-federal-guidance.   This information is consistent across all Federally funded programs (Title I, Perkins, Special Education, etc.). Additional Federal cost principle guidance is available in the Uniform Grant Guidance (2 C.F.R. Part 200).

INDIRECT COSTS

Indirect costs are based on your expenditures and not the amount of funds you are requesting. Capital Outlay/Equipment cannot be included in your indirect costs. A cost may not be allocated to a federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost (*Please Note: you do not have to request indirect costs for purposes of this application).*

Local Education Agency (LEA)*:*
Indirect cost rates for schools must **not** exceed the certified indirect cost rates as established with the School Finance Section of the DESE.

For purposes of this application, you must use the 2016-2017 Indirect Cost Calculation list and refer to the **restricted rates column**. (*Please Note: you do not have to request indirect costs for purposes of this application).*

> For the list of approved rates go to:
> 1) http://www.dese.mo.gov
> 2) Click on MCDS Portal (middle of DESE home page)
> 3) Click on District and School Information (middle of the screen)
> 4) Under Quick Facts, click on Districts and School Information
> 5) Scroll down to School Finance Data Reports
> 6) Under the Section of School Finance Data Reports, look for the folder label Indirect Costs
> 7) Click on the folder label Indirect Costs to find the 2016-2017 rates
> 8) Must use the restricted indirect cost rate

Non-LEA's
If the applicant is a non-LEA, the applicant may request *up to* 8% for indirect costs.

FOOD COST GUIDANCE AT AFTERSCHOOL HOSTED MEETINGS OR TRAININGS

Generally, there is a very high burden of proof to show that paying for food with federal funds is necessary to meet the goals and objectives of a federal grant. Therefore, afterschool grantees will have to make a *compelling* case to justify the food costs as reasonable and necessary.

Expenditures for food must be reasonable in cost, necessary to accomplish program goals and objectives, and an integral part of the afterschool program. If our office determines that an afterschool grantee expended afterschool funds on food costs that are not reasonable or necessary to meet the intent and objectives of the afterschool grant, our office reserves the right to restrict the afterschool grantees from expending any afterschool funds on food costs or to disallow afterschool expenditures on food costs. Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on use of grant funds, including the rules for meeting and conference-related expenses.

Allowable Food Costs

Unless otherwise specified by the DESE, a limited amount of afterschool funds may be expended on meals for participant meetings or training events for purposes that are directly relevant to the program and the operation of the grant, such as for conveying technical information related to the objectives of the grant. The use of afterschool funds for this purpose is specifically limited to meals for participants when the meal is noted on an agenda, is clearly described, and is mandatory. All grantees are highly encouraged to have a written policy on food purchases that they must follow.

The purpose of the meal should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall Afterschool grant.

Afterschool funds may be expended for food costs provided that the afterschool grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the afterschool grant.

Afterschool grantees must provide the following documentation at a minimum:
- Agenda must include an explanation of what was discussed,
- List of actual attendees or a "sign-in" sheet with all participants signature, and
- Written justification that the meal was necessary, was reasonable in cost, and was an integral part of the afterschool program (should also include an explanation that it was impractical for participants to obtain food on their own and that their attendance at the meeting or training session was essential to accomplishing the goals and objectives of the afterschool grant).

Unallowable Food Costs

The following costs are not allowable under the afterschool grant:
- Breakfast
- Meals at banquets, award ceremonies, or goodwill gestures
- Meals at special employee events (picnics, retreats, holiday, and birthday parties)
- Receptions or networking sessions
- Meals for parents or students with the following exceptions: family nights and/or afterschool program related working meetings during a normal meal time
- Meals that are not necessary to accomplish the goals and objectives of the afterschool grant
- Alcoholic beverages
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs

RENEWAL SUBMISSION REQUIREMENTS

The following items shall be attached and submitted along with the Renewal form. Failure to submit any portion of the required documentation may delay your award until it has been received.

1. **Memorandum of Understanding (MOU)/Contract**
   Please refer to pages 1-2 to determine if you need to submit a MOU or contract as **ATTACHMENT A**.

2. **Community Partnerships**
   Two community partner Letters of Commitment completed on the form provided to you as **ATTACHMENT B or you may use your own form as long as you provide the same content**. The letters should be from the most substantial partnerships, NOT one time occurrences.

3. **Program Activity Plan**
   Form must be completed with a detailed description **(ATTACHMENT C).**

4. **Federal Funding Accountability and Transparency Act (FFATA)**
   This form must be completed and return with the Renewal Form (it is the last page of the Renewal Form) and labeled **ATTACHMENT D**. Please complete the entire form except for the award amount. The DESE will fill in the award amount once the renewal form and process is complete.

5. **Licensure Determination**
   Licensing certificate(s) or exemption(s) letters must be attached and labeled **ATTACHMENT E.** If you need to submit a DC-20 form **(ATTACHMENT E),** you have until June 1, 2016 to submit your determination letter(s).

6. **Changes to Program**
   For any changes to programming or staff, please attach changes and label **ATTACHMENT F.**

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – EXTENDED LEARNING

21st Century Community Learning Centers Renewal Request Form

INSTRUCTIONS

The issued date for the award is Tuesday, March 15, 2016.

The application is due no later than Thursday, April 14, 2016 at 3:00 p.m. Central Time.

Print or type 21st CCLC Renewal on the lower left hand corner of the envelope or package.

QUESTIONS contact: Kim Wolf, telephone number 573-522-2627, fax number 573-522-3726, email eelexl@dese.mo.gov.

RETURN APPLICATION BY THE DUE DATE ABOVE TO:

Mail: MISSOURI DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION
EXTENDED LEARNING SECTION
P.O. BOX 480
JEFFERSON CITY MO 65102-0480

Delivery: MISOURI DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION
EXTENDED LEARNING SECTION
205 JEFFERSON STREET (7TH FLOOR)
JEFFERSON CITY MO 65101

GRANT AWARD PERIOD

Date of Award through June 30, 2017

ASSURANCES

The grantee hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions of the application. The grantee further agrees that the language of this application shall govern in the event of a conflict with his/her proposal. The grantee further agrees that upon receipt of an authorized purchase order from the DESE or when this application is countersigned by an authorized official of the state of Missouri, a binding contract shall exist between the grantee and the DESE.

AUTHORIZED SIGNATURE (in blue ink)	DATE

PRINTED NAME (Include Dr., Mr., Mrs., Ms., or Miss)	TITLE

ORGANIZATION NAME	COUNTY DIST CODE (LEA'S) or FEDERAL TAX ID NUMBER (CBO/FBO)

MAILING ADDRESS	COUNTY

CITY	STATE	ZIP	PHONE NO.

FAX NO.	EMAIL ADDRESS

CONTRACTOR'S DUNN AND BRADSTREET (DUNS) NUMBER (By signing this contract you acknowledge a current registration with the Central Contractor Registration (CCR) Organization.):

DESE USE ONLY

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:

TITLE	DATE
Chris Neale, Assistant Commissioner	

TOTAL AMOUNT AWARDED:

21st Century Community Learning Center (CCLC)
Renewal Application

Grantee Name: _____ **Cohort:** ☐ 7   ☐ 8

Application Checklist

Required Documents	Checked by Grantee
Original authorized signature signed in **blue ink** on application cover page	☐ Yes
Application Checklist	☐ Yes
MOU's attached and labeled (**Attachment A)**	☐ Yes ☐ N/A
Community partner Letters of Commitment attached and follows guidelines (**Attachment B)**	☐ Yes
Program Activity Plan is attached & detailed (**Attachment C)**	☐ Yes
FFATA is completed in its entirety, signed, and attached and labeled (**Attachment D)**	☐ Yes
Licensing determination page completed with licensing certificate(s) or determination letter(s) attached as (**Attachment E)** or DC-20 has been submitted to SCCR.	☐ Yes ☐ No
Program and any staff change explanations are attached and labeled (**Attachment F)**	☐ Yes ☐ N/A
Itemized budget is detailed *(Lack of detail in budgets frequently causes delays in award notices.)*	☐ Yes
Budgeted for PQA ($1,200 per site for Cohort 7)($1,500 per site for Cohort 8)	☐ Yes
Evaluator costs do not exceed 8% of total requested (Cohort 7 & Cohort 8, who have additional evaluator) Cohort 7's who are using the new certified method	☐ Yes
Application completed in its entirety	☐ Yes
Funding requested is not more than price for service page in the original grant and is more than $50,000 minimum.	☐ Yes

Name of Person completing the renewal:

Signature of person completing the renewal (in blue ink): _____

Title: **Date**

DESE Comments:

MO 500-3138 (03/16)

Contact Information

Applicant's Name (name of district/LEA/organization/entity/etc. applying for funds)

Primary Grant Contact Person	Title	Is this person the Program Director/Coordinator (or other similar title)? ☐ yes ☐ no

Since last year has the lead program director/coordinator changed? ☐ yes ☐ no
If yes, please state date of hire:

District or Organization Name (for contact person)

Mailing Address	Primary Grant Contact's Email	Phone
City		State	Zip	Fax

Program Summary

Name of *each* **site** included in this renewal. (This is the location of where the program will actually take place)	Name of the school/district attended during the regular school day of the students served by each site in this renewal.			
	District Name	School Name	Grades Served	Public or Private

Site Information: Complete one page for each site that will provide a 21st CCLC program. If more than one site, grantees should copy this page for additional sites and attach it directly behind this page.

Site Name:

Program Name (if different than Site Name):

Site Director's Name:	Phone:

Physical Site Address	City

Check all that apply:

☐ Afterschool ☐ Before school ☐ Summer ☐ Weekends ☐ Holidays

Who provides the daily services? ☐ awarded grantee (as on pg 1) ☐ other, specify entity name:

Dates of Operation (Regular school year-Do not include summer):

Before School Program Start Date: Before School Program End Date: Total # of days:

Afterschool Program Start Date: Afterschool Program End Date: Total # of days:

If offering summer programming, please indicate your dates:

July , 2016 – July , 2016 August , 2016 – August , 2016

May , 2017 – May , 2017 June , 2017 – June , 2017

Program Schedule/Hours

Day of the Week	Regular School Year				Summer			
	AM Start	AM End	PM Start	PM End	AM Start	AM End	PM Start	PM End
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours per Week								

Number of students proposing to serve **30 plus days** at each grade level **(do not provide total enrollment)**:

PK K 1 2 3 4 5 6

7 8 9 10 11 12 **Total**

Specify the number of adult family members (of students served) the 21st CCLC program is proposing to serve:
What activities will you provide?

How often will services be provided?

Program Narrative

Has there been a change in any of the following? If yes, please attach on a separate piece of paper with a description of the change and label as **Attachment F.** Please identify in description which area you are changing (e.g. if change in partners, please label change "Partners").

Partners (added or removed)	☐ yes	☐ no	Goals *Must have prior approval*	☐ yes	☐ no
Schedule	☐ yes	☐ no	Key Staff *Must have prior approval*	☐ yes	☐ no
Community Need	☐ yes	☐ no	Program Scope *Must have prior approval*	☐ yes	☐ no
Program Transportation	☐ yes	☐ no	Target Audience *Must have prior approval*	☐ yes	☐ no
Proposed Services to Students	☐ yes	☐ no	Advisory Council	☐ yes	☐ no
Proposed Services to Adult Family Members	☐ yes	☐ no			

If you will be offering less than 15 hours per week, please describe the reason why, as well as, how it is still meeting the needs of participating students and their families. You must also attach your needs assessment(s) or other documentation that can help demonstrate the necessity for changing the hours as **Attachment F.**

(Cohort 7 Only) Evaluation: The cost of the independent evaluator may not exceed 8% of the total annual amount requested. If you have been approved, and are using the certified evaluator/evaluation process, skip to the next box.

Evaluator Name:

Organization:

Qualifications:

All Cohort 8 & Cohort 7's who are using the certified evaluator/evaluation process:

Certified Evaluator Name:

(Cohort 8 Only) Additional Evaluation: If you are a Cohort 8 grantee and are using an additional evaluator, please list name below. **Please note: Beginning with the 2017-2018 grant year, grantees will not be allowed to use grant funds for an additional evaluator/evaluation beyond the required certified evaluator/evaluation.**

Evaluator Name:

Community Partnerships:

Please list and describe below your most active/involved community partners for 2016-2017. Attach a Letter of Commitment from the **two** most substantial partnerships and label **ATTACHMENT B**. A template has been provided for you that you may use or you may use your own letter as long as the following items are included: specifically describe who will do what, when, where, to what ends, and with what anticipated results. If there is a small amount of grant money being charged for services/resources provided by the partner, please specify in the letter and the purchased services category of the budget. If these guidelines are not followed, your renewal will be held until we receive the corrected letter.

If you are unable to partner due to geographic proximity, you must provide an explanation in lieu of Letters of Commitment.

Describe how you ensure that enrichment activities are provided in the core academic subjects of math, reading/language arts, and science in your weekly programming (tutoring and homework help do not count).

You **MUST** have a broad array of activities-CCLC is not just tutoring/homework. There should be an appropriate distribution of time between enrichment and tutoring/homework help.

CBO's/FBO's Only (non-LEA's): Did your entity expend $750,000 or more in total federal funds, whether you have our grant only or multiple federal funds (i.e. 21st CCLC, CACFP meal program, Title I, etc.) during the 2015-2016 year?

☐ Yes   ☐ No   If yes, how much in total federal funds did you expend in 2015-2016?

If yes, when will the A-133 audit be completed?

Budget Guidance
Please note the following for completing budgets:

- Do not use acronyms for budget items. If items are not clearly spelled out, or if there is any confusion as to what they stand for, such budget items may be at risk of not being approved for funding.

- Be realistic when developing your budgets. They will be reviewed based on the number of students to be served to demonstrate the most cost effective use of these funds.

- Minor budget amendments (in line with program design, intent, etc.) may be submitted for prior approval throughout the year.

- All budget items should pertain to a specific budget category provided on the budget pages.

- Budget, where appropriate, for any training expenses whether required or optional (e.g. travel, hotel, registration, etc).

- Salaries and Benefits Categories - provide details by each title/role in the program.

- Travel and Transportation - specify by each type of transportation and travel (i.e. field trip transportation; bussing transportation to/from home and center; professional development activity travel; etc.). **If you are requesting a field trip(s) you must state where the trip is to and why you are taking the trip (you may need to attach an additional page with this information).**

- Supplies Category - supplies (and materials) are items which are either consumed in nature, have a useful life of less than one year, cost less than $1,000 per unit, and/or are more feasibly replaced than repaired. Most computers, iPads, tablets, cameras, etc. fall under the supply category; however, since they are considered attractive or easily pilfered, they are subject to inventory management and control.

- Equipment Category - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $1,000. Purchases of items greater than $1,000 or items which have the potential to be shared with regular school day activities must have a cost share in place and obtain written approval from the DESE prior to purchase (i.e. Smart Boards, 3D printer, fitness equipment, robotics, etc.).

    All equipment purchased with this grant must be listed and maintained in equipment inventory records so the Department can validate its use for CCLC Programs (this includes any items budgeted under materials/supplies that are considered attractive or easily pilfered/walk-away items; i.e. iPads, computers, cameras, etc.).

- Professional Development - should include all required training registration specified in the application as well as any additional professional development to be provided.

- Purchased Services - specify all services in which grant funds are paying for (i.e. evaluator).

- Indirect Cost - based on your expenditures and not the amount of funds you are requesting. Capital Outlay/Equipment cannot be included in your indirect cost.

- The following is an example of how to complete the itemized justification page:

    Acceptable example: $7,770 Travel and Transportation:
    - 3 busses @ $35/hr X 74 days = $7,770
    Unacceptable example: $7,770 for 3 busses for student transportation

ACCUMULATIVE BUDGET SUMMARY

Grantee Name:

> **Directions: List the "accumulative" amount in the Dollars Requested from DESE column. In cases of multiple sites, grantee shall add all sites and only list the accumulative amount on this page. If any additional funds have been secured/in-kind for implementation of this 21st CCLC program, you may (not required) list those amounts in the other funds column, if applicable.   It is required to show leveraged amounts for diminished funds. Amounts must be reasonable and necessary to the grant.**

BUDGET CATEGORY	DOLLARS REQUESTED FROM DESE	LEVERAGED FUNDS (required if in year 4 or 5 of grant cycle)	IN-KIND/CASH/ OTHER (optional)
Salaries	$	$	$
Benefits	$	$	$
Travel and Transportation	$	$	$
Supplies	$	$	$
Equipment	$	$	$
Professional Development (Training/Conferences)	$	$	$
Purchased Services	$	$	$
SUBTOTAL Direct Costs	$	$	$
Indirect Costs (do not include equipment category amount in this calculation)	Calculated at % $	$	$
TOTAL (Direct Costs PLUS Indirect Costs)	$	$	$

DESE Approval _____ _____

MO 500-3138 (03/16)

Itemized Budget   **Site Name:**

Provide a **detailed** itemized budget for **EACH** site. **Items must be allocable, reasonable, and necessary. Failure to detail items will delay renewal process.** In cases of multiple sites or if additional space is needed, copy this page; however, no substitute page designs or reformatting are allowed. Each page must be totaled with the grand total only provided on the first page. DO NOT list leveraged funds on itemized budget

BUDGET CATEGORY	BUDGET CALCULATION	EXPLANATION/PURPOSE OF ITEM OR SERVICE	TOTAL PRICE
Salaries (list by each title/role)	*Example: 2 site directors x15 hours @ $20/hour for 44 weeks.*		
Subtotal (Salaries)*			$
Benefits (list by each title/role)	*Example: site directors at 10.95% each*		
Subtotal (Benefits)*			$
Travel and Transportation	*Example: 3 busses @ $35/day x 74 days*		
Subtotal (Travel & Tran.)*			$
Supplies	*Example: Consumable supplies $300/teacher x 3 teachers*		
Subtotal (Supplies)*			$

*If you have additional pages beyond the first two pages, you must put the total of all pages for each budget category on the appropriate subtotal line of the first two pages. Do not put the total on additional pages.

Equipment (specify #s of each piece and prices per item type unless priced as a unit)	Example: 2 computers @ $850 each		
Subtotal (Equipment)*			$
Professional Development (education/training, conferences) (break out by each Professional Development Activity/training)	Example: MO School Age Community Conference $250 x 3 people		
Grantee Mtg (Columbia/JC)- *(budget $150/per person registration fee)- Required*			
State Conference (Lake and/or STL)-*Required*			
Other (list separately)			
Subtotal (Prof. Dev.)*			$
Purchased Services	Example: Evaluator $2000 per year		
Evaluator-*Required***			
PQA (budget $1,200/site Cohort 7 or $1,500/site Cohort 8)-*Required*			
Other (list separately)			
Subtotal (Purchased Services)*			$
SUBTOTAL (Direct Costs)			$
INDIRECT COSTS (Do not include equipment category amount in this calculation.)	Calculated at %		$
GRAND TOTAL (Direct + Indirect)			$

*If you have additional pages beyond the first two pages for Year 1 budget, you must put the total of all pages for each budget category on the appropriate subtotal line of the first two pages. Do not put the total on additional pages.

** Refer to page 6 & 7 of the guidance to ensure you are budgeting the accurate amount for evaluation.

Budget Narrative *(Detailed)*

Site Name:

For each site, provide a narrative for each of the following:

Describe how budget requested is reasonable in relationship to the number of students to be served.
Describe how the salary costs are necessary and reasonable to the number of students served and overall program design.

21st Century Community Learning Center
Letter of Commitment

Thank you for your interest in the _____ afterschool program and in becoming a valued partner. Community partners play a key role in the success of our program. It is vital for our program to have organizations such as yours to assist with our growth and development. Please complete the information below and sign in the appropriate place.

Name of partnering organization:

What services will your organization be providing to our program?

When will the services be provided and how often?

Where will the services be provided?

Who receives the services being provided to the afterschool program?

Estimated monetary value of identified services being provided?

Will there be a charge to the afterschool program? If so, how much?

_____   _____
Authorized Signature of Organization   **Date**

Program Activity Plan
(Copy this page for additional activities and/or additional sites)

The Program Activity Plan should give a **detailed description of all** the proposed regular/reoccurring programming/activities (not one time activities), subject area(s), equipment, if necessary, and whether it is performed by grantee or outside agency to demonstrate how you will implement activities to achieve your goals and objectives. **These activities should include your enrichment provided in the core subject areas of math, reading/language arts, and science as well as give us a good picture of the broad array of activities your site will do on a daily/weekly/monthly basis. There should be an appropriate distribution between tutoring/homework help and enrichment activities.**

Site Name:

Proposed Planned Activities	Subject Area(s) (i.e. math, science, reading/ language arts, social studies, technology, tutoring, health and nutrition, music and arts, character Ed, STEM, Career Ed)	Equipment, if needed, to be purchased with grant funds	Performed by Grantee or Outside Agency/Partner (state the outside agency or partner)	Timeframe (i.e. weekly, monthly, etc…)	What goal number does this activity meet? (Your goals are listed by number in your original grant)	Target Audience (i.e. What age group will participate?)
Example: Kids in the Kitchen	*Math, nutrition, health, reading*	*No grant funded equipment needed/will use equipment at school*	*4-H Extension Office*	*Once per week throughout the school year (Sept. to May)*	*Goal #1*	*3-4 grade*
Example: Tutoring	*Math, science, language arts, reading*	*No grant funded equipment needed*	*Program staff/tutors*	*Three times per week throughout the school year (Sept. to May)*	*Goal #1, Goal #3*	*K-6 grade*

21ST CENTURY COMMUNITY LEARNING CENTERS
FFATA Reporting

FEDERAL AWARDING AGENCY | U.S. Department of Education | CFDA#

| 84.287C |

SUBGRANTEE

DOING BUSINESS AS

DUNS NUMBER +4

The +4 extension to a DUNS number is created by registrants when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location.

PARENT DUNS NUMBER

The parent DUNS number is the subgrantee's parent organization's 9-digit Data Universal Numbering System (DUNS) number.

ADDRESS

CITY   STATE   ZIP

PRINCIPAL PLACE OF PERFORMANCE

CITY   STATE   ZIP

The principal place of performance is the primary site where work will be performed.

SUBGRANTEE: ☐ LEA (school/school district) ☐ Community-Based Organization ☐ Other, specify:

AWARD AMOUNT [   ] Congressional District (two-digit) [   ]
(DESE will fill in award amount)
PROJECT DESCRIPTION

The description should capture the overall purpose of the subaward and, if there are multiple funding actions, sufficient description to define the need for each funding action.

Include the names and total compensation of each of the five most highly compensated executives for the sub-grantee's preceding completed fiscal year, **if**:

1. 80% or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); **and**
2. $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); **and**
3. the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

Exemption: If, in the previous tax year, you had gross income, from **all** sources, under $300,000, you are exempt from the requirements to report total compensation of the five most highly compensated executives.

☐ This district/organization meets the above three items (must complete box below)

☐ This district/organization does NOT meet the above three items (do not complete box below)

☐ This district/organization is exempt based on the exemption definition above (do not complete box below)

Name of Executive	Compensation of Executive

The above-named organization desires to continue to operate United States Department of Education (USDOE) 21st Century Community Learning Centers Programs.

The above-named organization, being the authority having supervision and control over the operation of the 21st Century Community Learning Centers Grant Award agrees to furnish the DESE with all

information needed to facilitate compliance with the Federal Funding Accountability and Transparency Act of 2006 reporting requirements.

In addition to the items explicitly outlined herein, the above-named organization is bound by the original grant application and grant guidelines.

Signatures:

_____   _____
Signature of Authorized Representative   *Signature of DESE Representative*

_____   _____Cindy Heislen_____
Print/Type Name of Representative   *Print/Type Name of Representative*

_____   Director, Extended Learning_____
Title of Representative   *Title of Representative*

_____   _____
Date   *Date*

Licensing Determination

Check one item below that best fits your situation:

☐ I am currently licensed. If yes, attach your certificate(s) and label as Attachment E.

☐ I have an exempt letter. If yes, attach the exemption letter and label as Attachment E.

☐ Neither of the above applies; I have submitted the DC-20 form on the following page, as instructed and will submit the determination letter to the DESE by June 1, 2016.

OFFICE USE ONLY
DVN

INSTRUCTIONS

To determine the regulatory status for children's programs, the following documents must be submitted with this completed questionnaire:

- Description of the program or pamphlet describing the program.

- Parent policies, handbook, registration or enrollment form (if available).

- **For Religious Organizations** – A federal tax exemption letter as required by section 501(c)(3) of the Internal Revenue Code of 1954, or any amendment thereto; or documentation that the real estate on which the facility is located is exempt from taxation because it is used for religious purposes or copy of letter of exemption from Missouri sales and use tax on purchases and sales; and

  Organization chart – This chart must show the structure of the administrative lines of authority between the children's program and the individual or organization that owns/operates the program.

Return to: Section for Child Care Regulation, P.O. Box 570, Jefferson City, MO 65102

IDENTIFYING INFORMATION (Additional sheets may be attached for each program.)

Name of program

Location of program (street, city, state, zip code)

Mailing address (If different from above.)

County	Telephone number of program ( )

ADMINISTRATION

Legal entity (organization or individual) responsible for operation and management of the program

Address

Telephone number   (   )

Contact person (name and title)

Telephone number   (   )

Email Address

Web Address

DC-20 (6/14)

PROGRAM

Is this program currently in operation?　　　　□ Yes　　□ No

If no, please show target opening date_____.

Answer the following questions about the program.

Number of children	Age range
	From_____ To _____

Months of operation: (Check any that apply.)
□ All 12 months　□ January　□ February　□ March　□ April　□ May　□ June
　　　　　　　　□ July　　□ August　□ September　□ October　□ November　□ December

Hours of Operation:

　　　　　From　　　_____a.m./p.m.　To_____a.m./p.m.

　　　　　From　　　_____a.m./p.m.　To_____a.m./p.m.

Maximum number of hours a child may attend each day.

Number of employees' children enrolled in the program.

Explain how you are compensated for providing your service, this can include any type of funding received?

Does this owner or organization operate any other child care program?　　□ Yes　　□ No

If yes, provide the name, DVN, and address of program:

Does this program receive any direct state or federal funds?　　□ Yes　　□ No
If yes, list any agencies from which you receive funds:

Explain what type of activities your program will offer (educational, recreational, childcare, etc.)

SIGNATURES

The undersigned are responsible for the information on this form and affirm that the information is true and accurate. (If the administrator and director are different, the signatures of both individuals are required.)

Name and title of the director of the program (Please print.)

Signature of director	Date

Name and title of the administrator of the legal entity responsible for operating the program (Please print.)

Signature of administrator	Date

DC-20 (6/14)