



# 2016-2017

## School Age Community (SAC)

### Renewal Guidance and Application



Missouri Department of Elementary & Secondary Education  
Afterschool Programs/Extended Learning Section  
P.O. Box 480  
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## SAC PROGRAM GUIDANCE

This renewal guidance refers to the Missouri SAC/Afterschool Grants. It is understood that the grantee has on file a copy of their original Year 1 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.

**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.

**Guidance contained within the application only pertains to changes to the original Year One award and any subsequent renewal awards.**

## PROGRAM OPERATION

**Staff:** There must be appropriate staff/child ratios at all times in the program per licensing requirements. Staff education and experience are also set per licensing rules and must be followed. Children must be under competent supervision at all times. Programs must have procedures in place for checking students in/out of program, transitioning between activities, etc. The program director and/or appropriate designee must be immediately available at all times.

**Hours of Operation:** For your third and final year of funding the minimum days per week will remain the same at four (4); however, you will have one less hour per week (13) as opposed to 14 in previous grant cycles. Please keep in mind that these numbers are at a minimum and as a quality program you should strive to meet or exceed the minimum standards. Note: While the number of required hours has been reduced per week, the DESE still encourages programs to operate at least 14 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 14 hours per week you will need to provide justification in the program narrative and your budgets should reflect according.**

**Licensing:** As a SAC grantee you are already licensed, however please ensure that your license is current upon submitting to our office with this renewal. Additionally, if your license will expire within the grant year please take measures to ensure your program is licensed throughout the year.

**Accreditation:** If your program received SAC funding in Cohort 6 accreditation is required. You must work towards and become accredited by June 30<sup>th</sup> of your third year of this grant cycle. Programs must actively work toward accreditation throughout years one and two; it is not acceptable to wait until year three to begin the process. There are two organizations that provide accreditation: 1) Missouri Accreditation (MOA): [www.moaccreditation.org](http://www.moaccreditation.org); 2) Council of Accreditation (COA): <http://www.coaafschool.org>.

**Contract Administration:** The district/LEA must maintain a system for contract administration to ensure that contractors/vendors perform in accordance with the terms, conditions and specifications of the contract, and to ensure adequate and timely follow up of all purchases. Districts/local education agencies (LEAs) should evaluate contractor/vendor performance and document, as appropriate, whether contractors/vendors have met the terms, conditions and specifications of the contract.

## TECHNICAL ASSISTANCE VISITS

**Training and Technical Assistance:** 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 SAC awarded programs (approved trainings will be posted on the Missouri Workshop Calendar for documentation of attendance and clock-hour credit).

During the 2016-17 grant year, you will meet with your Afterschool Regional Education (ARE) 1-2 times to discuss the Program/Grantee level administration of the grant and your ARE will meet with each site director 1-2 times to discuss Site Level topics. ARE contact information can be found on the Afterschool Portal under the 'Contacts' tab.

## TRAINING

**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<sup>2</sup>) (<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.
- **One 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. SAC 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 2015 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 SAC 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. If a program wishes to receive more than one training, they may be requested through MASN at an additional cost.

**Optional trainings:**

- **Fall grantee meeting** (optional): Two-day meeting to be held in September/October; mid-Missouri area. Grantees should budget \$150 per person if they would like to attend, in order to cover the cost of meeting space and food.
- **One Afterschool Summit – “Celebration of Afterschool”** (optional): Two-day summit to be held in February/March in the Columbia/Jefferson City area. Program director/coordinator and site staff are encouraged to attend.
- **One Kids Care Center (KCC) Training** (optional): New KCC staff strongly encouraged to attend an in person training or schedule an individual online training.
- **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.

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 grant dollars are not needed/expended for such training requirements.

The DESE may request that staff participate in additional training activities throughout the year. Awardees should visit the DESE Portal for Afterschool Programs periodically for updated training information as it becomes available.

Costs associated with attendance at National trainings are not allowable with this SAC grant. The DESE may allow other trainings in lieu of those listed above where appropriate and reasonably justified.

Please note: The DESE encourages grantees to seek additional local, regional, and/or state trainings to assist in meeting the needs of their SAC program and may therefore set aside additional training dollars, if reasonable and appropriate.

### SUMMARY OF COHORT OBSERVATION, TRAINING, AND TECHNICAL ASSISTANCE TIMELINES

SAC Cohort 7:

- PQA window: January – March 2017
- Planning with Data:
  - Mini Planning with Data (2 hour session based on 2016-17 PQA data): April – May 2017
- Methods Trainings: September 2016 – April 2017

### PROGRAM QUALITY ASSESSMENTS (PQA) AND FEEDBACK REPORTS

Grantees are expected to have a PQA assessment completed by a trained, reliable 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 to 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.

### ANNUAL SURVEYS AND LEADING INDICATORS 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 receive instructions and online links from MASN (mid-February) to conduct the following surveys for each of your sites:

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).

**SAC Cohort 7 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.**

### 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:** First payment reimbursement request in ePeGS cannot be greater than 50% of approved budget. All payment reimbursements must be for reimbursement only, no exceptions. Payment reimbursements will continue as part of the monthly school payments through the DESE ePeGS system. We highly encourage you to not submit a request for payment reimbursement early in the month just for the sake of being early, but rather as close to the 25<sup>th</sup> as possible so that it can be included with the next monthly school payment and not as a separate payment to be processed by DESE, unless absolutely necessary. Payment reimbursements must be issued by DESE within 30 days upon receipt of request (if approved for payment).

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 payment requests.

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.

**Final Expenditure Report form:** 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.

**Final Program Report form:** due no later than July 15.

**Self-Assessment as part of the Tiered Monitoring System (TMS):** due July 1 for those programs in the appropriate tiered monitoring cohort number. The DESE will remind those programs that fall in this category.

**Statewide Afterschool Surveys** will be available by MASN in mid-March.

**Kids Care Center:** grantees must enter required data in Kids Care Center on the students attending the SAC Afterschool Program. Grantees will be provided additional details on data entry due dates in the coming months. However, there will not be any significant changes and grantees should continue entering data as they have been.

**Other Report Requirements:** 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.

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

## APPLICATION QUICK CHECKS

This has been put together as a quick reference for common mistakes which can result in the delay of your renewal; do not return these pages with your grant renewal application:

- 1) Superintendent has signed the document in **blue ink (first page)**.

<b>AUTHORIZED SIGNATURE (Superintendent)</b> <b>(IN BLUE INK)</b>	<b>DATE</b>
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- 2) Fill out each section completely.
- 3) Make sure the license you attach is current and not expired! If the license is to expire during the next grant year make sure you are prepared to renew.
- 4) Accreditation- if not currently accredited you need to have made significant progress in year two. If you have not completed this step your renewal will be renewed with a corrective action indicating steps, and dates to become accredited. The DESE will contact Missouri Accreditation or Council of Accreditation to ensure you are meeting this requirement if not, payments will be held and the grant is subject to termination. **Please note that simply checking “no” without any narrative will result in a held renewal which will not be processed until rectified.**

PROGRAM NARRATIVE
Licensing/Accreditation: Is program licensed? <input type="checkbox"/> yes <input type="checkbox"/> no. If yes, you must attach a copy of your current license (label as ATTACHMENT B).  Is the program accredited? <input type="checkbox"/> yes <input type="checkbox"/> no. If yes, you must attach a copy of your current accreditation (label as ATTACHMENT C). If no, are you planning on seeking accreditation? <input type="checkbox"/> yes <input type="checkbox"/> no  <i>Please see original SAC grant guidance for specific language on accreditation (requirement vs. optional).</i>

- 5) Make sure you fill out your budget completely and refer to the pricing page on your original application to determine the maximum amount allowed for the third and final year. Also you will need to upload your approved budget into ePeGS. This must be done as soon as you receive approval of your renewal to ensure timely reimbursements. Here is a blank version of what your pricing page looked like on your original application:

**PRICING PAGE**

**Price for Service**

The applicant must state a firm, fixed price for services provided for the original award period and a maximum price for services provided for each of the two renewal periods, in accordance with the provisions and requirements of this Application.

Original Award Period (Year One) 2014-2015 School Year <i>(Firm, fixed price) (12 months)</i>	First Renewal Period (Year Two) 2015-2016 School Year <i>(Maximum price) (12 months)</i>	Second Renewal Period (Year Three) 2016-2017 School Year <i>(Maximum price) (12 months)</i>
\$ _____	\$ _____	\$ _____

- 6) Make sure you budget for mandatory items within the grant failure to do so will require the DESE to shift monies to these categories thus taking dollars from another. Examples of these are state/DESE training or conferences, PQA, and accreditation if necessary. See example below for the areas referenced:

<b>Professional Development (break out by each training/conference activity) paid by grant</b>			
<b>State Conference (Lake and/or St. Louis)-Required</b>			
<b>Other (list separately)</b>			
<b>Subtotal (Prof. Dev.)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$
<b>Purchased Services paid by grant</b>			
<b>PQA (budget \$1,500/site)-Req'd</b>			
<b>Accreditation (see original grant guidelines for requirement vs. optional)</b>			
<b>Other (list separately)</b>			
<b>Subtotal (Purchased Services)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$

- 7) If the SAC 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 D**.

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* contract 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 the 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.



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

**SCHOOL AGE COMMUNITY (SAC) RENEWAL REQUEST FORM**

**INSTRUCTIONS**

The issue date for the award is March 22, 2015

The application is due not later than April 19, 2016 at 3:00 p.m. Central Time.

Print or type SAC 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](mailto: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: MISSOURI DEPARTMENT OF ELEMENTARY  
AND SECONDARY EDUCATION  
EXTENDED LEARNING SECTION  
205 JEFFERSON STREET (7<sup>TH</sup> FLOOR)  
JEFFERSON CITY, MO 65101

**RENEWAL 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 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 (Superintendent) (IN BLUE INK)		DATE	
PRINTED NAME (Include Dr., Mr., Mrs., Ms., or Miss)		TITLE	
DISTRICT NAME		COUNTY/DISTRICT CODE	
SITE NAME			
MAILING ADDRESS		COUNTY	
CITY	STATE	ZIP	TELEPHONE NO.
FAX NO.	EMAIL ADDRESS		

**DESE USE ONLY**

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS

TITLE <b>Chris Neale, Assistant Commissioner</b>	DATE
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**Total Amount Awarded**

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; Telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

CONTACT INFORMATION				
DISTRICT NAME				
"PRIMARY" CONTACT PERSON NAME		TITLE		Is this person the Program Director/Coordinator (or other similar title)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Since last year, has the lead Program Director/Coordinator changed? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify date of hire:				
MAILING ADDRESS (FOR CONTACT PERSON)				TELEPHONE
CITY	STATE	ZIP	COUNTY	FAX
EMAIL (FOR PRIMARY CONTACT PERSON)				
SUPERINTENDENT INFORMATION				
SUPERINTENDENT NAME			TELEPHONE	FAX
MAILING ADDRESS		CITY	STATE	ZIP
<b>Non-Profit Provider of Daily Services:</b> If applicable, provide the name and address of the outside agency or organization (must be not-for-profit) that administers the SAC program (if it is not the awarded school district). Attach a copy of the signed MOU or contract between the district and the not-for-profit agency, if applicable (label as <b>ATTACHMENT D</b> ).				
<input type="checkbox"/> N/A	NAME OF ORGANIZATION/ENTITY		NAME OF CONTACT PERSON	
MAILING ADDRESS		CITY	STATE	ZIP
TELEPHONE	FAX	EMAIL		
SITE INFORMATION				
SITE NAME			PROGRAM NAME (IF DIFFERENT THEN SITE NAME)	
PHYSICAL SITE ADDRESS				
CITY			STATE	ZIP
SITE DIRECTOR'S NAME		SITE DIRECTOR'S EMAIL		

PROGRAM OPERATION										
<b>When will programming be offered (check all that apply):</b>										
<input type="checkbox"/> Afterschool <input type="checkbox"/> Before school <input type="checkbox"/> Summer <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Breaks										
<b>Is the program located on the school site:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, where:										
<b>Who provides the daily programming services?</b> <input type="checkbox"/> awarded grantee (as on page 1) <input type="checkbox"/> other, specify entity name:										
DATES OF OPERATION										
<b>Regular School Year-(Do not include summer):</b>										
Before School Program Start Date:			Before School Program End Date:			Total # of days:				
Afterschool Program Start Date:			Afterschool Program End Date:			Total # of days:				
<b>Summer programming, if applicable:</b>										
<input type="checkbox"/> N/A July , 2016 – July , 2016    August , 2016 – August , 2016 <input type="checkbox"/> N/A May , 2017 – May , 2017    June , 2017 – June , 2017										
PROGRAM SCHEDULE/HOURS										
Specify times for each day of programming provided	Regular School Year				Summer (if applicable)					
	AM Start	AM End	PM Start	PM End	AM Start	AM End	PM Start	PM End		
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
<b>Total Hours per Week</b>										
<b>If you are proposing to operate less than 14 hours please provide justification:</b>										
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>										
STUDENT PARTICIPATION										
Proposed number of students for each grade level to be served:										
K	1	2	3	4	5	6	7	8	9	<b>Total</b>
Of the number above, how many of those students to be served are special needs students:										

**PROGRAM NARRATIVE**

Licensing/Accreditation:

Is program licensed?  Yes  No. If yes, you must attach a copy of your current license (label as **ATTACHMENT B**).

Is the program accredited?  Yes  No. If yes, you must attach a copy of your current accreditation (label as **ATTACHMENT C**).

If no, are you planning on seeking accreditation?  Yes  No

*Please see original SAC grant guidance for specific language on accreditation (requirement vs. optional).*

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 E**. Please identify in the description which area you are changing (e.g. if change in partners, please label change as "Partners").

Partners (added or removed) <input type="checkbox"/> Yes <input type="checkbox"/> No	Key Staff <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Must have prior approval</i>
Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Program Scope <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Must have prior approval</i>
Community Need <input type="checkbox"/> Yes <input type="checkbox"/> No	Target Audience <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Must have prior approval</i>
Proposed Services to Students <input type="checkbox"/> Yes <input type="checkbox"/> No	Advisory Council <input type="checkbox"/> Yes <input type="checkbox"/> No

**TRAINING AND PROFESSIONAL DEVELOPMENT**

List which trainings/conferences the grantee plans to complete during the 2016-2017 year:

- MOSAC2 (November 11-14, 2016-St. Louis)       MAACCE (June 21-24, 2017-Lake of the Ozarks)

**ACTIVITIES**

Describe how the educational activities offered enhance regular school-day learning by supporting reading, math, and science improvements and initiatives.

**BUDGET AND SUSTAINABILITY**

Do you charge fees for children to attend your program?  Yes  No If yes, please explain fee amount(s):

Do you offer a sliding scale for fees?  Yes  No      Do you offer scholarships?  Yes  No

Do you anticipate sustaining this program after the three-year grant cycle?  Yes  No

Briefly describe sustainability plan for after the three-year grant has ended:

**SUCCESS STORIES**

Please share a brief story about your program that can be attributed to receiving this grant funding that would not have been possible without this grant funding:

Please provide an example of a successful component, event and/or child/family impact of your program that would not have been possible without this grant funding:

Please provide a few parent quotes about this afterschool SAC program (*optional*):

**School District School Age Community Grant Oversight Assurance  
To be signed in addition to renewed MOU**

Districts that receive Child Care Development Block Grant monies via the School Age Community grant must have this document signed by the superintendent. Regardless of whether the district or a local-not-for-profit entity provides the programming services as outlined by the grant, the grant award is the sole responsibility of the district both programmatically and fiscally.

Any monitoring by the DESE will be conducted at the district level regardless of contractual status with a not-for-profit organization carrying out programming services. Any misspent funds and/or corrective action plans must be answered or resolved by the district.

\_\_\_\_\_  
Signature of Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Printed Name

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Printed Name

## Budget Guidance

Please note the following for completing budgets:

- SAC is 100% federal funding under CFDA#93.575.

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).

- 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, goals, 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 (Certificated and Noncertificated) and Benefits Categories** - provide details by each title/role in the program.
- **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. **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).**
- **Materials and 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 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.
- **Capital Outlay (Equipment) Category** - Equipment is distinguishable from supplies in that items have a useful life of more than one year and have an acquisition cost of \$1,000 or more per unit, 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 a cost share in place and obtain 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, 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.).

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

- **Professional Development** - should include all required training registration fees specified in the application or reasonable estimation; as well as, any additional professional development to be provided.
- **Purchased Services** - specify all services in which grant funds are paying for. All purchased services must have a contract or MOU and be available upon request.
- **Indirect Cost** - 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.

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 **unrestricted 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 the 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 unrestricted indirect cost rate

**ACCUMULATIVE BUDGET SUMMARY**

Grantee Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Directions: List the “accumulative” amount in the Dollars Requested from SAC Grant column. If any additional funds have been secured/in-kind for implementation of this SAC program, you may (not required) list those amounts in the other funds column, if applicable. Amounts must be reasonable and necessary to the grant.

BUDGET CATEGORY	DOLLARS REQUESTED FROM SAC GRANT	IN-KIND/CASH/OTHER (optional)
Salaries (Certificated and Non-certificated)	\$	\$
Benefits	\$	\$
Travel and Transportation	\$	\$
Materials and Supplies	\$	\$
Capital Outlay (Equipment)	\$	\$
Professional Development (Training/Conferences)	\$	\$
Purchased Services	\$	\$
<b>SUBTOTAL Direct Costs</b>	<b>\$</b>	<b>\$</b>
Indirect Costs (do not include equipment category amount in this calculation)	Calculated at _____ % \$	\$
<b>TOTAL (Direct Costs PLUS Indirect Costs)</b>	<b>\$</b>	<b>\$</b>

DESE Approval \_\_\_\_\_

**ITEMIZED BUDGET**

**Grantee Name:**

**Site Name:**

**Items must be allocable, reasonable, and necessary. Failure to detail items will delay renewal process.** 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 other funds beyond grant dollars being requested on itemized budget below.

BUDGET CATEGORY	EXPLANATION / DESCRIPTION	SINGLE PRICE	TOTAL PRICE
<b>Salaries (list by each title/role) paid by grant</b>			
<b>Subtotal (Salaries)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$
<b>Benefits (list by each title/role) paid by grant</b>			
<b>Subtotal (Benefits)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$
<b>Travel and Transportation paid by grant</b>			
<b>Subtotal (Travel and Tran.)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$
<b>Materials and Supplies paid by grant</b>			
<b>Subtotal (Supplies)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	\$	\$

BUDGET CATEGORY	EXPLANATION/DESCRIPTION	SINGLE PRICE	TOTAL PRICE
Capital Outlay (Equipment) (specify numbers of each piece and prices per item type unless priced as a unit) paid by grant			
<b>Subtotal (Equipment)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	<b>\$</b>	<b>\$</b>
Professional Development (break out by each training/conference activity) paid by grant			
State Conference (Lake and/or St. Louis)-Required Other (list separately)			
<b>Subtotal (Professional Development)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	<b>\$</b>	<b>\$</b>
Purchased Services paid by grant			
PQA (budget \$1,500/site)-Required			
Accreditation (see original grant guidelines for requirement vs. optional)			
Other (list separately)			
<b>Subtotal (Purchased Services)</b>	<b>If you have multiple pages, you must put the total of all pages combined on this line. Do not put this total on additional pages.</b>	<b>\$</b>	<b>\$</b>
<b>SUBTOTAL (Direct Costs)</b>	<b>TOTAL OF DIRECT COSTS (Above Categories)</b>	<b>\$</b>	<b>\$</b>
Indirect Costs (do not include Capital Outlay/Equipment category amount in this calculation)	Calculated at %	\$	\$
<b>GRAND TOTAL</b>	<b>GRAND TOTAL (Direct Costs PLUS Indirect Costs)</b>	<b>\$</b>	<b>\$</b>

**Budget Narrative (Detailed)**

**Grant Name:**

**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.**

**What is the average cost per child, per day (show formula/calculation used to arrive at this cost)?**

**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 program design and goals. **These activities should 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 of time between tutoring/homework help and enrichment activities.**

Grantee Name:

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...)	Target Audience (i.e. What age group will participate?)
<i>Example: Kids in the Kitchen</i>	<i>Math, nutrition, health, reading</i>	<i>No grant funded equipment needed/will use equipment located in middle school FACS Classrooms</i>	<i>4-H Extension Office</i>	<i>Once per week throughout the school year (Sept. to May)</i>	<i>3-4 grade</i>
<i>Example: Tutoring</i>	<i>Math, science, language arts, reading</i>	<i>No grant funded equipment needed</i>	<i>Program staff/tutors</i>	<i>Three times per week throughout the school year (Sept. to May)</i>	<i>K-6 grade</i>