

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION



Extended Learning Afterschool Programs

2018 Federal Grant
Management Training

Presenters

Extended Learning Presenters

Cindy Heislen

Director

Cindy.heislen@dese.mo.gov

(573) 526-9761

Erika Brandl

Supervisor

Erika.brandl@dese.mo.gov

(573) 526-5395

Jimmy Reed

Supervisor

James.reed@dese.mo.gov

(573) 526-3961



Afterschool Programs

3

21st Century Community Learning Centers (21st CCLC)-Title IV, Part B

- ❑ Revenue Code Number: 5459
- ❑ CFDA Number: 84.287C
- ❑ Name of Federal Grant Award: 21st Century Community Learning Center
- ❑ Name of Federal Agency: U.S. Department of Education
- ❑ Funds Authorized Under: Title IV, Part B of the Elementary and Secondary Education Act, as amended by the *Elementary and Secondary Education Act*



Afterschool Programs

4

School Age Community (SAC)

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



Financial Reporting Forms

21st CCLC does not use ePEGS

- Request for Reimbursements (RFR's)
 - ▣ Due between the 22 – 25 of the month
 - ▣ Receive payment the following month as part of school payment

- Final Expenditure Reports (FER's)
 - ▣ Due July 25
 - ▣ Does not generate a payment for 21st CCLC

- Budget Amendments
 - ▣ Must be prior to purchase of items
 - ▣ Used for unforeseen circumstances
 - ▣ Last one accepted May 25 for supplies & equipment
 - ▣ MUST be detailed; not everything is a consumable supply!!!



Spending Guidelines

6

Please review Spending Guidelines before making purchases!!

- Unallowable*
- Questionable*
 - ▣ Cost share may be required
 - ▣ Prior approval required
- Cost sharing (Seen primarily in equipment and software programs)
 - ▣ Intention for items to be used during regular school day, as well
 - ▣ Must be equitable to the time used
- Supplement, not supplant



Common Afterschool Monitoring Findings



Common Equipment Inventory Mistakes

8

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

* Commonly missing

- ❑ Must **complete and document** a physical inventory at least once every two years.



Time & Effort Reporting Common Mistake

9

Stipend and Extra Duty Pay

Regular day teachers/staff paid from 21st CCLC

Must have the following:

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

And

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



Time & Effort Reporting Common Mistake

10

Stipend and Extra Duty Pay

Administrators paid from 21st CCLC

Must have the following:

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

And

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



Time & Effort Reporting Common Mistake

11

Timesheets (PAR's)

- Must be signed and dated by both, employee and supervisor



Policy & Procedure Common Mistakes

12

- Not following the district's policies and procedures

- Must have the following :
 - ▣ Allowability Procedure
 - ▣ Cash Management Procedure
 - ▣ Procurement Procedure
 - ▣ Travel Policy



Documentation of Travel

Common Mistakes

13

- Travel documentation justification
 - Grantees must retain documentation that participation of the individual is necessary to the Federal award and the costs are reasonable.
 - Documentation could include:
 - Agenda
 - Prior written approval
 - Written justification statement



Travel Justification Examples

14

- Perform a required grant related activity funded under the 21st CCLC Federal grant.
- Attend training/technical assistance/professional development activities related to the (insert program name) funded by the 21st CCLC Federal grant.
- Perform activities (specify) related to the (insert program name) funded by the 21st CCLC Federal grant.



Identification of Awards

15

- 2 CFR Part 200.302 Financial Management
 - Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - Federal program and Federal award identification must include, as applicable:
 - CFDA title and number
 - Federal Award Identification Number (FAIN)
 - Fiscal Year of the Award
 - Name of the Federal Agency
 - Name of the Pass-Through Entity
 - ***New* Project Code**





Contact Us

Extended Learning

<https://dese.mo.gov/quality-schools/extended-learning/afterschool-programs>

573-522-2627

exl@dese.mo.gov

