School Age Community (SAC) Grant – Cohort 10 Continuation Report

2021-22
(Year Two)

Missouri Department of Elementary & Secondary Education
Office of Childhood, Quality Programs
P.O. Box 480
Jefferson City, MO 65102-0480
(573) 751-6793
Afterschool@dese.mo.gov

SAC PROGRAM GUIDANCE

This continuation 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 Childhood; however, there may 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 2021-22 continuation 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.

Although an attempt has been made to provide accurate and up-to-date information, the DESE does not warrant or represent that information provided reflects all relationships or existing conditions related to the continuation report. Continuations are subject to any state and/or federal legislation, regulations, laws and/or availability of funds.

Guidance contained within the continuation report only pertains to changes to the original Year One award and any subsequent continuation years.

PROGRAM OPERATION   GENERAL REMINDERS

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 second year of funding the minimum days per week will remain the same at four (4) and the minimum hours per week will remain at 13.
Note: Please keep in mind that these numbers are at a minimum and as a quality program you must strive to meet or exceed the minimum standards. 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.

Licensing: As a SAC grantee you are required to become licensed within one year from the date of the award made in year 1 of the grant. Additionally, if your license will expire at any time within the three-year grant cycle please take measures to ensure your program maintains licensure. Licensure is a requirement of the SAC dollars DESE receives from the Department of Social Services.

Accreditation: Accreditation is optional. We highly encourage you to seek accreditation as another level of program quality. Click here for information on Missouri Accreditation (MOA).

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/services. 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. The contract should clearly outline the responsibilities of the non-LEA, including all grant deliverables, to be performed by the non-LEA (see also Appendix A and B of the continuation report).

Per *2 CFR Part 200.330 c*ontract relationships require that the grantee 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 (as the awarded grantee) regardless of contractual status with the non-LEA carrying out any services of the program. It is the awarded LEA's responsibility for any misspent funds and/or corrective action plans implemented as a result of any monitoring/audits conducted.

STUDENTS WITH DISABILITIES

The SAC programs must be open to students with disabilities that have an Individualized Education Program (IEP) or a 504 plan. Section 504 of the *Rehabilitation Act of 1973* indicates the school district must take steps to afford children with disabilities, regardless of whether they qualify for special education services, an equal opportunity for participation in nonacademic and extracurricular activities. This would include any activities that are offered to all children of the school district, such as: athletics, recreational activities, SAC programs and special interest groups/clubs. Section 300.117 indicates that if the IEP team determines supplementary aids and services (i.e. personal paraprofessional) are necessary for students to have equal access and be able to participate in or benefit from an extracurricular or nonacademic activity, then a description of those aids and services must be included in the IEP and the school district is responsible to provide the aids and services during the extracurricular and nonacademic activities as well. The activity does not have to be sponsored by the school district, as long as it's an activity that is offered to all children of the school district. For questions related to supplementary aids and series that must be provided for these activities, please contact the Compliance Section within the Office of Special Education at (573) 751-0699.

STATEWIDE, GRANTEE AND SITE GOALS AND OBJECTIVES

The Quality Programs Section has developed three goals along with objectives that each grantee will be responsible for working towards. Applicants must write to how their program design and budget will help meet these goals (you do not need to write to the objectives).

Goal 1:   Support or increase student achievement and sense of competence in the areas of reading/communication arts, mathematics and science.

Objective 1.1: The afterschool grantee will score satisfactory or above on the reading/language arts rubric.

Objective 1.2: The afterschool grantee will score satisfactory or above on the math rubric.

Objective 1.3: The afterschool grantee will score satisfactory or above on the science rubric.

Goal 1 rubric items include grades, state assessment scores, end of course exams and efficacy.
(Note: for SAC grantees, only the efficacy measure will apply to Goal 1.)

Goal 2:   Develop and maintain a quality program that includes a safe and supportive environment, positive interactions and meaningful opportunities for engagement.

Objective 2.1: The afterschool site(s) will score satisfactory or above on the program quality rubric.

Objective 2.2: The afterschool site(s) will score satisfactory or above on the school day alignment rubric.

Objective 2.3: The afterschool grantee will score satisfactory or above on the broad array rubric.

Objective 2.4: The afterschool grantee will score satisfactory or above on the family engagement rubric.

Goal 2 rubric items include Program Quality Assessment (PQA), daily and weekly schedules, lesson plans, social and emotional learning activities, meaningful opportunities for family engagement and surveys from program staff, school administrators, families and youth.

| Goal 3: | Enhance youth's life readiness skills and behaviors, including positive school behaviors, personal and social skills and commitment to learning. |

Objective 3.1: The afterschool grantee will score satisfactory or above on the program attendance rubric.

Objective 3.2: The afterschool grantee will score satisfactory or above on personal and social skills rubric.

Objective 3.3: The afterschool grantee will score satisfactory or above on the commitment to learning rubric.

Goal 3 rubric items include program attendance (proposed vs. actual, 30+, 45+ and 60+), school day attendance, school discipline data and youth surveys.

TRAINING

Training is an essential component for high-quality afterschool programs. The DESE will work with the Missouri AfterSchool Network (MASN)/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 SAC grantees (approved trainings will be posted on the Missouri Workshop Calendar for documentation of attendance and clock-hour credit).

All grantees will be required to attend *(at a minimum)***:**
- **One State Training:** must select either Missouri School Age Community Coalition (MOSAC^2) Conference in Lake of the Ozarks, MO November 19-21, 2021 and/or MAACCE at Lake of the Ozarks, June 2022 (tentative dates). Registration cost is approximately $330.00 for MOSAC^2 and $260.00 for MAACCE.

- **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 their previous Advanced Planning with Data (APWD) session. Grantees experiencing a high level of turnover should plan to attend the full 6-hour APWD session. AREs will work with grantees 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 SAC grantees will receive one Methods Training per grant. If a program wishes to receive more than one training, they may be requested through MASN at an additional cost.

NOTE: If you are a provider who receives child care subsidies, the reauthorized Child Care Development Block Grant Act adds training requirements on health and safety related topics for caregivers, teachers and directors.

All grantees must comply with First Aid and CPR training requirements as outlined by Section for Child Care Regulation, regardless of their status of licensing.

Optional trainings:
- **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).

- **Symposiums** (optional): Topical symposiums will be held as one-day trainings throughout the school year. The 2021-22 school year is likely to have a STEM Symposium and a Career Awareness and Post-Secondary Access Symposium.

- One **Kids Care Center** (KCC) Training (*optional*): Individual one-on-one trainings will be provided using screen-sharing technology (e.g. Bomgar, Zoom, etc.), Monthly Zoom training sessions will be scheduled online throughout the school year. On-site training may be available upon request.
- **Additional clock hour trainings** *(optional)*: Trainings will still be offered throughout the state and online as a way of meeting the educational and training needs of afterschool programs. Please see the [Missouri Workshop Calendar](#) to search for trainings.

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.

The DESE may request that staff participate in additional training activities throughout the year. Grantees 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.
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.

If training needs to be modified, postponed, or cancelled due to unforeseen circumstances, DESE will notify grantees at that time

QUALITY IMPROVEMENT RESOURCES
SAC grantees participate in an ongoing quality improvement process at both the site and program level using the Assess – Plan – Improve model. A variety of data are collected that are provided back to the program in site level reports. This information is then used for both quality action plans and the statewide evaluation. Technical assistance, along with Youth Work Methods trainings, can be tailored to the identified needs of the program and/or individual sites.

See the chart below to cover the annual cost of the Quality Improvement Resources (QIR). The QIR includes, but is not limited to Program Quality Assessment (PQA) and Feedback Reports, Annual Surveys and reports, Teacher Surveys, Planning with Data sessions and Youth Work Methods trainings. Note: Youth Work Methods training attendance is limited to approximate 25 participants to ensure 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.

	Quality Improvement Resources
One site	$2,200.00
Two sites	$4,100.00
Three sites	$6,000.00
Four sites	$7,900.00
Five sites	$9,800.00

1. **Program Quality Assessment (PQA) and Feedback Reports**
   Improving the outcomes for youth is one of our top priorities and research shows that high quality afterschool programs lead to better youth outcomes. As a part of strengthening programs in Missouri, all SAC grantees will be required to participate in a Program Quality Assessment (PQA). The Program Quality Assessments (PQAs) from the Weikart Center for Youth Program Quality are reliable and valid tools for looking at the quality of afterschool programs. The School Age Program Quality Assessment (SAPQA) provides feedback for programs serving younger youth (K-6) and the Youth Program Quality Assessment (YPQA) provides feedback for the programs serving youth starting in grade 4. Additional protocols and supplemental scales have been developed for the tools. In Missouri, the SAPQA Walk Through methodology is used to look at the full variety of programming including snack and transitions.

   Grantees will be 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 school).

   Reports will be available to the Program Administrator from the 4-H Center for Youth Development approximately two (2) weeks following the observation. Additionally, the Program Administrator can request a login to the Scores Reporter to view PQA scores and reports that compare their site to the national average. The Weikart Center Scores Reporter is an online system where the external evaluator enters the assessment data. Program Administrators will only see results for their sites.

2. **Annual Surveys and Reports**
   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. Upon receipt of the survey link, grantees will inform the specified survey targeted audience of the survey to be completed by them no later than March 31. 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:

- **Afterschool Staff Survey:** (sites must distribute the online survey to all staff members; data results will be provided by MASN) – The staff survey collects information about the staff experience related to the afterschool program. All program staff should complete a staff survey.

- **Parent/Family Survey:** (sites must distribute the online or paper survey; data results will be provided by MASN) – The parent survey collects information about the parents' feelings about the afterschool program, along with the communication and parent involvement activities offered. *Note:* The parent survey will be available for paper distribution with a site specific code so that the data is correctly attributed to the specific site.

- **Youth Survey:** (sites will use a paper survey for the younger youth [K-2] and have the option of online or paper survey for older youth; data will be provided back to the grantee) – The youth survey collects information about the students' attitudes and skills. Grantees will be required to use a Kids Care Center student identifier so that the survey data can be matched to the KCC data.

- **School Administrators Survey:** (surveys will be sent via email directly to the school administrator by MASN; data results will be provided by MASN) – The school administrator survey provides an opportunity for the building principal and/or superintendent to give feedback to the afterschool program. At least one administrator survey should be completed per site.

Staff, Parent and Youth Survey data will be processed by the Office of Social and Economic Data Analysis (OSEDA) in order to produce site specific reports for each site that will be provided back to the grantee.

3. **Teacher Surveys and Social and Emotional Learning (SEL) Resources**
   All grantees are required to collect teacher surveys for each student who attended 30 days or more in your program. School day teachers complete a brief survey about the school day behavior of each of these children as a result of participating in the afterschool program. These surveys should be filled out by the student's regular school day teacher. For elementary students, the teacher should be the regular classroom teacher. It is preferred that you survey teachers who are not also serving as SAC program staff, if possible.

   To assist with the collection of this information, the MASN has worked with Aperture Education to provide an online method to assign, collect and report the surveys (Evo SEL). In addition to collecting the required Teacher Survey data in the spring, the online system provides a variety of Social and Emotional Learning (SEL) resources and tools for your program. After completing the highly reliable, 8-item DESSA-mini screener, sites can access targeted SEL curricula for individuals, small groups or large groups.

   Program Directors or Site Coordinators will be given access to the Evo SEL system to assign classroom teachers (by e-mail) to individual youth. The online system will send each classroom teacher a link to the system and monitor the completion of the Teacher Surveys.

4. **Planning with Data Meeting**
   Each year, Planning with Data sessions will be scheduled throughout the state for grantees to bring teams from each site to review PQA data and 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 are for new grantees or grantees with significant turnover. These sessions will be hosted by the MASN and led by the AREs. The meetings are typical hours. For grantees that were part of a previous cohort (seven or eight) and have not experienced significant turnover in the program staff that attended the original Advanced Planning with Data meeting, they may attend a Mini Planning with Data meeting that is typically two to three hours in length.

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.
One Youth Work Methods training is included in the Quality Improvement Resources fee. Note: Attendance is limited to approximate 25 participants to ensure 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.

SUMMARY OF OBSERVATION, TRAINING AND TECHNICAL ASSISTANCE TIMELINES

- PQA Window: January – March 2022
- Planning with Data Window: February – April 2022
- Youth Work Methods Training Window: March – May 2022

TECHNICAL ASSISTANCE SERVICES

School Age Community (SAC) grant funding comes from the CCDF quality set-aside. Therefore, quality the cycle of continuous quality improvement is key to receiving these funds. All grantees will be assigned an Afterschool Regional Educator (ARE) from the MO Afterschool Resource Center (MOARC) which is part of the MASN. The duties of the ARE include, but are not limited to, training and technical assistance during the grant period. ARES 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 assigned ARE up to three times between the Program/Grantee level administration of the grant; as well as, Site Level operations. Typically at least one visit will take place before December 31 with all visits completed before May 31.
See the chart below to cover the annual cost of the Technical Assistance Visits.

Technical Assistance Visits	
One site	$3,750.00
Two sites	$5,000.00
Three sites	$6,250.00
Four sites	$7,500.00
Five sites	$8,750.00

- **Program Level Visits:** During the program visit, the Program Administrator and the ARE will complete the Program Visit Discussion Checklist which covers more than 30 topics relevant to the grant. A Program Level Action Plan will also be created (or updated) highlighting a few areas that will be worked on over the year. During the second program visit, additional goals may be added to your Program Level Action Plan as needed. Program Administrators should set aside at least three (3) hours for a program visit.

- **Site Level Visits:** During the site visit, the site director and the ARE will complete the Site Visit Discussion Checklist which covers approximately 15 topics relevant to the site operation. The Program Administrator is not required to attend the site visit, but may choose to attend. During the site visit, the ARE will also conduct an observation of the activities of the site and provide the site director with feedback about the observation.

Site Directors should set aside at least 1 hour for the discussion, 90 minutes for the observation and 30 minutes for the feedback about the observation (the feedback may take place over the phone within a week of the observation).

ACTION PLANS

Action Plans help to guide the improvement efforts that you, your staff and your ARE are working towards. There are two levels of Action Plans associated with your grant – the Program Level Action Plan and the 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 based on the program visit discussion checklist.

- **Site Level Action Plans:** Each site will have an action plan that is based on PQA scores, annual surveys and reports, grant compliance issues and/or the site visit discussions with the AREs. 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.

REPORTING REQUIREMENTS

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

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

Budget Revision: if necessary and due as needed. Budget Revisions will not be accepted after March 25 for the purchase of supplies or equipment.

Payment Request: First payment request in ePeGS cannot be greater than 50% of approved budget. All payment requests must be for reimbursement only, no exceptions. Payment requests will continue as part of the monthly school payments through the DESE ePeGS system. Payment requests are due no later than the 25th of the month and reimbursement will be made around the 22nd of the following month (DESE encourages payment requests to be submitted between the 22nd-25th of the month). Final payment request date is July 25, NO EXCEPTIONS!
Note: Be mindful that the DESE reimburses at least monthly, contingent upon successful completion and compliance of required deliverables and approval of properly and accurately submitted payment request and pending availability of funds.

Grantees who do not spend 25% of awarded budget by December 25 will be placed in moderate financial expenditure risk. Grantees who do not spend 80% of awarded budget by April 25 will be placed in high financial expenditure risk.

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.

Annual Surveys: will be available by MASN mid-February.

Continuation Report: Must be submitted for each continuation year. It is usually available in March/April and due back in April/May.

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. DESE monitors KCC data entry and usage monthly; failure to meet deadlines could result in delay of reimbursement payments.

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.

FINANCIAL GUIDANCE/REQUIREMENTS
SAC is 100% federal funding under CFDA# 93.575.

In addition to the following information, additional requirements and guidance can be found here. 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).

FINANCIAL CODING
LEA's must accurately code their financial expenditures and revenues according to the federal requirements created by 34 C.F.R. 200.35 and DESE. It is important to work with the district bookkeeper to ensure that this is done correctly. For further information you may go to the DESE School Finance Website.

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 continuation).*

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 continuation, you must use the 2021-22. 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. [MCDS Home Page](#)
> 2. Select Reports and Resources at the top/middle of the page.
> 3. On the left hand navigational tree select Districts, Charters, & Schools.
> 4. Select School Finance Data
> 5. Indirect Cost Rate for 2021-22 (if this list is not yet posted, use the 2020-21, DESE will use the most current list/rates at the time of finalizing the awards)
> 6. Must use the unrestricted indirect cost rate

WRITTEN POLICIES OR PROCEDURES REQUIREMENTS

The following are some of the required policies and procedures identified within this document. Non-Federal entity must develop and implement its own documented procedures and policies which reflect applicable Federal, State and local laws and regulations. This is not an <u>all-inclusive</u> list.

(Note: Procedures are not Board approved. Policies are Board approved.)

- <u>Allowability</u> (Written Procedure) – *Reference: 2 CFR Part 200.302*
- Cash Management (Written Procedure) – *Reference: 2 CFR Part 200.305*
- Procurement (Written Procedure) – *Reference: 2 CFR Part 200.318 thru 200.323*
  - Mandatory Disclosures including
    - Conflict of Interest – *Reference: 2 CFR Part 200.112*
    - Gratuity – Reference 2 CFR Part 200.113
- Time & Effort (Written Procedure) – *Reference: 2 CFR Part 200.430*
- Travel (Written Policy) – *Reference: 2 CFR Part 200.474*

Additional resources are posted on the [Division webpage](#)

SUBMISSION PROCESS

Due to COVID-19 and potential building closures or teleworking around the state, exceptions to the 2021-22 continuation report submission process are being allowed, see below:

1. All signatures may be original, electronic, or they may be printed, signed and scanned for submission.
2. Submissions are preferred via email to Afterschool@dese.mo.gov. They can be mailed, but please be aware of potential delays in mail delivery.
3. BE SURE TO KEEP A COPY IN YOUR FILES.
4. If you are not able to complete the report prior to the deadline, please contact your assigned DESE Afterschool Supervisor indicating the reason for the delay.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD– QUALITY PROGRAMS

SCHOOL AGE COMMUNITY (SAC) CONTINUATION REPORT

INSTRUCTIONS

The issue dated for the continuation is May 10, 2021

EMAIL the completed form by **Monday, June 7, 2021.** to: Office of Childhood-Quality Programs at Afterschool@dese.mo.gov. Or, MAIL the completed form by **Monday, June 7, 2021.** to: Missouri Department of Elementary and Secondary Education, Office of Childhood - Quality Programs, PO Box 480, Jefferson City, MO 65102. Print or type School Age Community Grant (SAC) Continuation on the lower left hand corner of the envelope or package. Delivered application must be received by the return date.

CONTINUATION PERIOD

July 1, 2021- June 30, 2022

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	
DISTRICT NAME	COUNTY/DIST CODE	FEDERAL EMPLOYEE IDENTIFICATION NUMBER
MAILING ADDRESS	COUNTY	
CITY	STATE	ZIP
EMAIL ADDRESS	PHONE NO.	EXT.

APPLICANT'S DUNN AND BRADSTREET (DUNS) NUMBER (By signing this contract you acknowledge a current registration with SAM.GOV):

DESE USE ONLY

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:

TITLE Tracy M. Hinds, Ph.D., NBCT Deputy Commissioner	DATE

TOTAL AMOUNT AWARDED:

CONTACT INFORMATION

Grantee Name (name of district awarded grant)		

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

District or Organization Name (for contact person), if different		

Mailing Address	State	Zip

Email	Phone	Ext.

Program Director/Coordinator Name		

Program Director/Coordinator Email	Phone	Ext.

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

Fiscal Contact Person		

Fiscal Contact Email	Phone	Ext.

Board President (non/LEAs only)	Email

SUPERINTENDENT INFORMATION

SUPERINTENDENT NAME	DISTRICT NAME

MAILING ADDRESS	PHONE

CITY	STATE	ZIP

EMAIL		

PROGRAM PROVIDER

Non-Profit Provider of Daily Services: 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 APPENDIX A).

☐ N/A as the district provides daily services	NAME OF ORGANIZATION/ENTITY	NAME OF CONTACT PERSON		
	MAILING ADDRESS	CITY	STATE	ZIP
	TELEPHONE	EXT	EMAIL	

PROGRAM MODIFICATION

Has there been a change to any of the following program elements? If yes, you must attach a separate justification page for the change and place behind this page. Please identify in the justification which area you are changing (e.g. if change in partners, please label change "Partners" then provide the justification).

Partners *(added or removed)*	☐ Yes ☐ No	Proposed Services to Students *(added or removed)*	☐ Yes ☐ No
Program Schedule/Hours	☐ Yes ☐ No	Program Scope *Must have prior approval*	☐ Yes ☐ No
Community/Parent Needs	☐ Yes ☐ No	Target Audience *Must have prior approval*	☐ Yes ☐ No

For 2020-21 (year 1) did you serve all the same sites as awarded in your 2020-21 application? ☐ yes ☐ no, why:

Do you plan to serve all these same sites in 2021-22? ☐ yes ☐ no, why:

COMMUNITY PARTNERSHIPS

Please list and describe your most active/involved community partners for 2020-21 (year 1) - minimum of two partners.

Did your partners do what was agreed for them to do in 2020-21 (year 1)? ☐ yes ☐ no, why:

Will you have the same partners in 2021-22 (year 2)? ☐ yes ☐ no, why:

GRANT EXPENDITURES

For 2020-21 (year 1) do you plan to <u>fully</u> spend your awarded grant dollars by June 30, 2021? ☐ yes ☐ no, how much and why:

TRAINING AND PROFESSIONAL DEVELOPMENT

List which required state training/conference the grantee attended in 2020-21 (year 1):
   ☐ MOSAC2 (virtually) and/or ☐ MAACCE (June 22-24, 2021 virtually) ☐ N/A

List which required state training/conference the grantee plans to attend in 2021-22 (year 2):
   ☐ MOSAC2 (November, 2021)   and/or   ☐ MAACCE (June, 2022)

ACTIVITIES

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

SUSTAINABILITY

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

Briefly describe the 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:

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)*:

SITE INFORMATION

Complete one site information sheet for <u>each</u> of your sites for 2021-22. If more than one site, grantees should copy these pages for additional sites and attach it directly behind this page.

Site Name	Name of School Being Served	

Site Director's Name (if known)	Hours Per Week in SAC	% Paid by Grant

Email	Phone	Ext.

Is this the same site director that served in 2020-21 (year 1)?   ☐ yes   ☐ no, why:

Assistant Level Director's name	Hours Per Week in SAC	% Paid by Grant

Will the program be located in the school building in 2021-22? ☐ yes ☐ no, why and where will it be held:

ATTENDANCE INFORMATION

Total # of students proposed to serve in 2020-21 (year 1):_____ Of the total above, proposed number of regular attendees (30+ days) attendance: _____ Of the total # of 30+ day/regular attendees above, proposed # of attendees 60+ days:_____	Ages of Children to be Served (by Grade Level) in 2021-22 (year 2): K:____ 1:____ 2:____ 3:____ 4: ____ 5:____ 6:____ 7:____ 8:____ 9+:____ Are these the same grade levels that were served in 2020-21? ☐ yes ☐ no, why:

Have you met (or plan to meet) your proposed 30+ days attendance in 2020-21 (year 1)? ☐ yes   ☐ no, why:

(Note: DESE will utilize Kids Care Center (KCC) data for your proposed vs actual student attendance numbers.)

LICENSURE

All sites must be licensed within one year from date of original grant award (year 1) and maintain current licensure throughout the grant cycle.

    Is this site currently licensed? ☐ yes, DVN#:_____   Anniversary/Expiration Date: _____   ☐ no, why:

ACCREDITATION

Is this site afterschool accredited? ☐ yes   ☐ no. If no, do you plan to seek accreditation? ☐ yes   ☐ no

Site Name:

PROGRAM OPERATION

Program will be in session at this site for 2021-22 (year 2) – check <u>all</u> that apply:
    ☐ After school   ☐ Before school   ☐ Summer   ☐ Holidays   ☐ Breaks   ☐ Inclement weather   ☐ Teacher conferences
    ☐ Other (specify:_____)

DATES OF OPERATION

Regular School Year (do not include summer):   **First Day of School:**   **Last Day of School:**

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

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

Summer Programming, *if applicable*:

☐ N/A   July   , 2021 – July   , 2021   August   , 2021 – August   , 2021
☐ N/A   May   , 2022 – May   , 2022   June   , 2022 – June   , 2022

If you do not offer summer programming using SAC funds, please check the reason(s) why:
☐ building not available   ☐ funding not available   ☐ lack of enrollment   ☐ staffing
☐ not included in approved budget ☐ other funding being used for summer programming

☐ other, explain:

	Program Schedule/Hours									

Note: Please ensure that the start/end times are accurate as these are used for technical assistance visits.

Day of the Week	Regular School Year 2021-22 (year 2)					Summer (if applicable)				
Specify times for each day of programming provided	AM Start	AM End	PM Start	PM End	# of hours	AM Start	AM End	PM Start	PM End	# of hours
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
	Total # of Hours per Week:					Total # of Hours per Week:				

Did this site meet the required 4 days/13 hours of operation per week (minimum) in 2020-21 (year 1)? ☐ yes ☐ no, why:

FEES

Does this site collect parent fees? ☐ Yes ☐ No

If yes, describe the parent fee rates:

If yes, specify what purposes you intend to spend these fees/program income for.

Do you offer a sliding scale for fees? ☐ Yes ☐ No, why:

Do you offer scholarships? ☐ Yes ☐ No, why:

Do you receive subsidy dollars? ☐ Yes ☐ **No**

SNACK/MEALS

Which of the following do you provide at this site?

☐ snack only ☐ meal only ☐ both snack and meal ☐ neither snack nor meal
If you provide a snack and/or meal, how does the district pay for the food?

Program Activity Plan

The Program Activity Plan should describe the proposed regular/reoccurring 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 a broad array of activities to achieve your goals and objectives. Copy this page for additional activities, if needed. Copy this page for each site in this continuation report.

SITE NAME:

Proposed Planned Activities	Subject Area(s) (i.e. math, science, reading/ language arts, STEM, social studies, technology, tutoring, health and nutrition, music and arts, career ed, business ed)	Equipment, if needed, to be purchased with grant funds	Performed by Grantee or Outside Agency/Partner (list outside agency or partner name)	Timeframe (i.e. weekly, monthly, summer only, etc.)	Check the goal(s) the activity meets
Example: Kids in the Kitchen	math, nutrition, reading	No grant funded equipment needed/will use equipment at school.	4-H Extension Office	Once per week throughout the school year (Sept-May)	Goal #1 ☐ Goal #2 ☐ Goal #3 ☐
					Goal #1 ☐ Goal #2 ☐ Goal #3 ☐
					Goal #1 ☐ Goal #2 ☐ Goal #3 ☐
					Goal #1 ☐ Goal #2 ☐ Goal #3 ☐
					Goal #1 ☐ Goal #2 ☐ Goal #3 ☐

Budget Guidance

- 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 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 may be submitted for prior approval throughout the year.

- Be sure your budget is fully explained for all items requested; failure to fully explain items will result in delay of continuation approval. Remember, if you are taking field trips, be sure you have included where to and the purpose of each.

- Make sure you budget for mandatory items; failure to do so will require the DESE to shift monies to these categories thus taking dollars from another category.

- Upon approval of the continuation report, grantees will have two (2) weeks to enter approved budget into the ePeGS system.

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

Transportation: The cost of travel related to the SAC program is allowable for program personnel on trips related to the program. This cost must be justified in the budget. Daily transportation to/from program/home is not allowed. Transportation for students to go on field trips or program trips may be included in this category but **you must specify where the trip(s) is to and the purpose for the trip (you may attach separate page behind budget if more space is needed)**.

Materials/Supplies: Items which are either consumed in use, 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 this category; however, since they are considered attractive or easily pilfered, they are subject to inventory management and control.

Capital Outlay (Equipment): 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 smart boards, iPads/tablets/computers, software, software licenses, fitness equipment, etc.

Equipment 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 specified in the continuation report or reasonable estimation; as well as, any additional professional development to be provided. This also includes your travel to such events.

Purchased Services: specify all services in which grant funds are paying for (i.e. Mad Science).

Indirect Cost - based on your expenditures and not the amount of funds you are requesting. (See Continuation Guidance for details.)

CUMULATIVE BUDGET SUMMARY

GRANTEE NAME

List the "cumulative" amount of funds for year three that are being requested. In case of multiple sites, add all sites and only list the accumulative amount on this page. Budget categories will reflect the categories in ePeGS. Amounts must be reasonable and necessary to the grant.

BUDGET CATEGORY	DOLLARS REQUESTED FROM SAC GRANT	PROVIDE A JUSTIFICATION PER CATEGORY FOR THE FUNDS BEING REQUESTED
BUDGET CATEGORIES FOR AFTERSCHOOL 3812		
Certificated Salaries 6100	$	
Noncertificated Salaries 6150	$	
Employee Benefits 6200	$	
Purchased Service 6300	$	
Materials and Supplies 6400	$	
Capital Outlay (Equipment) 6500	$	
Professional Development (Training/Conferences & Associated Travel)	$	
BUDGET CATEGORIES FOR PROFESSIONAL DEVELOPMENT 2200		
Purchased Services 6300	$	
Materials and Supplies 6400	$	
BUDGET CATEGORIES FOR TRAVEL AND TRANSPORTATION 2500		
Certificated Salaries 6100	$	
Noncertificated Salaries 6150	$	
Employee Benefits 6200	$	
Purchased Services 6300	$	
Materials and Supplies 6400	$	
SUBTOTAL Direct Costs	$	
Indirect Costs (do not include equipment category amount in this calculation)	Calculated at ____% $	
TOTAL (Direct Costs PLUS Indirect Costs)	$	
DESE Approval: Supervisor:	Accounting Specialist:	

ITEMIZED BUDGET

SITE NAME

Provide a detailed itemized budget for EACH site. In cases of multiple sites, copy pages for each site. If additional space is needed, this page may be copied as needed.

BUDGET CATEGORY	BUDGET CALCULATION	EXPLANATION/PURPOSE OF EACH ITEM OR SERVICE	TOTAL PRICE
BUDGET CATEGORIES FOR AFTERSCHOOL 3812			
Certified Salaries (list by each title/role)	*Example: 2 site directors x15 hours @ $20 per hour for 44 weeks.*		
Subtotal (Salaries)*			$
Non-certificated Salaries (list by each title/role)	*Example: 2 site directors x15 hours @ $20 per hour for 44 weeks.*		
Subtotal (Non-certificated Salaries)*			$
Employee Benefits (list by each title/role)	*Example: site directors at 10.95% each*		
Subtotal (Employee Benefits)*			$
Purchased Services	*Example: $900 Mad Science*		
Subtotal (Travel & Tran.)*			$
Materials and Supplies	*Example: Consumable supplies $300/teacher x 3 teachers*		
Subtotal (Materials and Supplies)*			$
Capital Outlay (Equipment) (specify #s of each piece and prices per item type unless priced as a unit – ALL equipment must be listed here)	*Example: 2 computers @ $850 each*		
Subtotal (Capital Outlay/Equipment)*			$

BUDGET CATEGORIES FOR PROFESSIONAL DEVELOPMENT 2200			
Purchased Services	*Example: $900 Mad Science*		
Quality Improvement Resources (Budget $2200 PER site) - Required	For required budget amount, see chart under 'Quality Improvement Resources' in the Continuation Guidance		
Methods Training (budget $300 PER grant) – If needed			
Technical Assistance Services (PER grant) – Required	For required budget amount, see chart under 'Technical Assistance Services' in the Continuation Guidance		
State Conference (MAACCE and/or MOSAC2) -Required			
Other (list separately)			
Subtotal (Purchased Services)*			$
Materials and Supplies	*Example: Consumable supplies $300/teacher x 3 teachers*		
Subtotal (Materials and Supplies)*			$
BUDGET CATEGORIES FOR TRAVEL AND TRANSPORTATION 2500			
Certified Salaries (list by each title/role)	*Example: 2 site directorsx15 hours@$20 per hour for 44 weeks.*		
Subtotal (Certificated Salaries)*			$
Non-Certified Salaries (list by each title/role)	*Example: 2 site directorsx15 hours@$20 per hour for 44 weeks*		
Subtotal (Non-Certificated Salaries)*			$
Employee Benefits (list by each title/role)	*Example: site directors at 10.95% each*		
Subtotal (Employee Benefits)*			$
Purchased Services	*Example: $900 Mad Science*		
Subtotal (Purchased Services)*			$
Materials and Supplies	*Example: Consumable supplies $300/teacher x 3 teachers*		
Subtotal (Purchased Services)*			$

SUBTOTAL (Direct Costs)			$
INDIRECT COSTS (Do not include capital outlay/equipment category amount in this calculation.)	Calculated at _____%		$
GRAND TOTAL (Direct + Indirect)			$

* If you have additional pages beyond the first two pages for year 2 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.

BUDGET NARRATIVE

SITE NAME

For each site, provide a narrative for each of the following (copy this page for each site):

Describe how the budget is reasonable, allocable and necessary in relation to the number of students to be served, to the scope of the program and to the goals/objectives of the grant.

Describe how the budget items will enhance quality.

If applicable, for year three, describe other sources of cash and/or in-kind contributions that will be combined with SAC grant funds; include dollar value and type of contribution.

Annual cost per SAC student: $_____ **(**Total cost of program in year 3 divided by total number of students proposed to serve)

Replace this page with the
Memorandum of Understanding
(Be sure to label attachment as APPENDIX A)

IF APPLICABLE

SCHOOL DISTRICT SCHOOL AGE COMMUNITY GRANT OVERSIGHT ASSURANCE TO BE SIGNED IN ADDITION TO CONTRACT/MOU

School district (LEA's) who receive Child Care Development Fund (CCDF) grant monies via the School Age Community (SAC) grant must have this document signed by the superintendent. Regardless of whether the LEA or a local-not-for-profit entity provides the daily program service as outlined by the grant, all grant requirements and deliverables are the sole responsibility of the LEA, both programmatically and fiscally.

Any monitoring by DESE will be conducted at the LEA level, regardless of any other organization that may be providing programming services. Any misspent funds and/or corrective action plans are the responsibility of the awarded LEA.

SUPERINTENDENT OF SCHOOLS SIGNATURE	DATE
PROGRAM DIRECTOR SIGNATURE	DATE

By signing these assurances, the LEA hereby assures the Department of Elementary and Secondary Education that:

A. The program will take place in a safe and easily accessible facility.
B. The proposed program was developed and will be carried out In active collaboration with the schools that participating students attend (including through the sharing of relevant data among the schools), all participants of the eligible entity and any partnership entities, in compliance with applicable laws relating to privacy and confidentiality;
C. Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities and in no case supplant Federal, State, local, or non-federal funds.
D. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship, or prayer. If such practices are offered by the organization, they may not be offered as a part of the program receiving assistance. Grantees must use generally applicable cost accounting procedures to ensure that funds will not be used to support religious practices, 2) the governance of the award program shall operate independently from religious practices of the organization and 3) the program activities are not held in conjunction with religious instruction, worship, or prayer.
E. Programs will offer services no less than four (4) days per week and no less than thirteen (13) hours per week.
F. Grantees will annually evaluate program to assess progress toward achieving the goal of providing high-quality opportunities for academic enrichment; results will be made public in a form and language that is easily understood.
G. The grantee will agree to cooperate with technical assistance teams and site visits each year.
H. The grantee agrees to keep records and provide information to the DESE as required.
I. Grantees will use the KCC web-based management system as stated.
J. Generally accepted cost accounting methods will be utilized to ensure funds are not used to support activities that do not conform to this application.
K. All grantees must ensure that records directly associated with the program's funding are available for viewing by members of the public upon request.
L. The grantee has a current license from DHSS or has evidence to support that they have completed their DC-20 to obtain licensure.
M. Grantees agree to follow all requirements, both fiscally and programmatically, as outlined in the application and any additional requirements authorized by the DESE.
N. The grantee will administer the School Age Community (SAC) project in accordance with all applicable statutes, regulations, program plans and applications.

The LEA and any partnering organization, fully understands the Assurances and the responsibility for compliance placed upon the grantee by the Assurances. The grantee will refund directly to the DESE any unused or misused funds. Any significant revision of the approved Continuation will be requested by the grantee prior to the enactment of the change.

AUTHORIZED SIGNATURE OF APPLICANT	TITLE
PRINT NAME	DATE
SIGNATURE OF PRIMARY CONTACT PERSON	TITLE
PRINT NAME	DATE