21st Century
Community Learning
Centers

2019-2020 Grant Guidance
**Note:  This guidance is subject to change as state and federal laws are updated.
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PURPOSE OF 21st Century Community Learning Centers (CCLC) GRANTS
Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (20 U.S.C. 7171-7176), the 21st CCLC program is designed to establish or expand community learning centers that:

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging state academic standards;

2. Offer students a broad array of additional services, programs and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and

3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.

The term “community learning center” means an entity that assists students to meet the challenging state academic standards by providing the students with academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session.

GRANT GUIDANCE DOCUMENT
This document is intended to provide guidance on compliance with statutory and regulatory requirements of the 21st CCLC program. This guidance should be read in conjunction with the United States Department of Education (USDE) Non-Regulatory Guidance for Title IV – Part B, the Education Department General Administrative Regulations (EDGAR), including the Uniform Grant Guidance (2 C.F.R. §200). The information in this document replaces all prior guidance documents for Arkansas 21st CCLC programs.

GRANT AWARDS AND DURATION
It is the intent of the Arkansas Department of Education (ADE) to award grants of sufficient size and scope to support high quality, effective programs.

By statute, a 21st CCLC grant may not be made in an amount that is less than $50,000. The ADE will award competitive grants at a minimum of $50,000 to $150,000 per
applicant, renewable annually for up to five consecutive years dependent upon an annual review of performance, providing that the program is able to demonstrate the following:

- Progress toward program goals;
- Attendance of required personnel at mandatory training and professional development;
- Timely and accurate submission of all reports and data;
- Appropriate grant fund management consistent with the requirements of the statute and the operational requirements set forth in the Educational Department General Administrative Regulations (EDGAR), Office of Management and Budget Circulars, US Non-Regulatory Guidance and the ADE 21st CCLC Grant Guidelines;
- Maintenance of an acceptable program quality score as determined by the program quality assessment tool;
- Participation in required planning with data training and submittal of program improvement plans; and
- Program operation is in alignment with the awarded grant application serving the target population.

A program site location can only be served by one grant award. However, one grant can serve multiple site locations if included in the grant application and the same services and program times are offered at all site locations. The only exception is that a site location can have a school year grant and a summer only grant. Each site must have a site coordinator that is not shared with any other program or site.

The name of the subgrantee program must be the name associated with the DUNS registration. All documentation must use the subgrantee name for the duration of the program.

An organization or consortium of two or more organizations, agencies or entities can receive a maximum of two (2) new grants per school year.

ELIGIBLE APPLICANTS
Entities eligible to receive 21st CCLC program funds include, but are not limited to:

- Local Educational Agencies (LEA);
- Indian Tribe or tribal organizations;
- Educational consortia;
- Non-Profit agencies;
- City or county government agencies;
- Community based organizations (CBO) and faith-based organizations (FBO);
- Institutions of higher education;
- For-profit corporations.
Eligible applicants will serve students who attend school sites that are eligible for designation as a Title I schoolwide program. Title I schoolwide programs are K-12 schools in which 40 percent or more of the students qualify to receive free or reduced-price meals through the National School Lunch Program. Each eligible entity receiving an award will use the funds to carry out a broad array of before- and after-school, summer, weekend and/or holiday activities that advance overall student achievement and support student success.

**FAITH-BASED ORGANIZATIONS**
Funds shall be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship or prayer. A faith based organization (FBO) may offer such practices but not as part of the program receiving assistance and must comply with applicable cost accounting requirements to ensure that funds are not used to support religious activities.

**PREVIOUSLY FUNDED APPLICANTS**
Subgrantees may re-apply following the end of the original five-year grant cycle. To be eligible to apply for a new grant, applicants who have previously been funded must have satisfactory performance at the end of the fourth grant year and must have submitted all current year reports and data by the required deadlines at the time of the new application.

**FUNDING PRIORITY**
The ADE awards sub-grants only to applicants primarily serving K-12 students who attend schools eligible for schoolwide Title I status. For the purpose of this application, Title I schoolwide status is defined as having at least 40 percent of students qualify to receive free or reduced-price meals through the National School Lunch Program.

The ADE may award competitive priority points to all applicants meeting certain conditions. Conditions will be outlined in the application and based upon program priorities or other relative data.

**REQUIRED REGISTRATION**
All applicants must have both a Data Universal Numbering System (DUNS) and a valid Taxpayer Identification Number (TIN) registered in the System for Award Management (SAM), the U.S. Federal Government’s primary registrant database. Each applicant must maintain an active SAM registration that will be verified by ADE program staff before an application is deemed eligible for funding. DUNS number assignment is free and is required to receive funds from the ADE. DUNS numbers can be obtained at [www.dandb.com](http://www.dandb.com). ADE staff will verify that potential grant recipients are not suspended or debarred or otherwise excluded by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) prior to entering into the agreement. The electronic version of EPLS is located on the [www.sam.gov](http://www.sam.gov) website.
STUDENT IDENTIFICATION NUMBERS
The primary purpose of 21st CCLC programs is to provide academic support and enrichment for students attending high poverty and low achieving schools. Each year the United States Department of Education measures the academic growth of students attending 21st CCLC programs. ADE utilizes the ten-digit state identification number to pair program attendance data to student achievement data. Therefore, programs are required to submit the ten-digit state identification number to ADE for each student attending the program. Programs will need to require the number for program enrollment or have an agreement with the school district they are serving to provide the ID numbers.

SUBGRANTING
Organizations awarded 21st CCLC grants must be equipped and prepared to provide programs and services to students. Subcontracting the program or grant responsibilities is not allowed.

LOCATION OF PROGRAMS
A community learning center may be located in a facility other than a public school building. However, the facility must be at least as available to the participants as if the program were located in a public school. Whether the program takes place in a school building or other facility, the applicant must have a plan of how students will travel safely to and from the 21st CCLC program and home. Transportation cannot be a barrier for students participating in the program. Subgrantees should be prepared to offer daily transportation to 21st CCLC participants during both the school year and summer programming.

PROGRAM OPERATION TIMES
21st CCLC programs must offer services during non-school hours or periods when school is not in session. This time may include one hour or more before school, after school, evenings, weekends, school vacations and/or summer. All subgrantees must submit a program calendar for approval indicating the days programming and services will be offered. A minimum of 300 hours of programming is required each year. School year programs can only operate at the same rate and time if offering summer programming. A maximum of 4 hours per day for only three to four weeks during the summer is allowed. Employees must continue to follow the school year program maximum amount of work hours. Additional hours is not allowed for employees serving during the summer weeks. Prior approval must be obtained for anything other than what is stated.

New subgrantees must be in operation by October 1st the first year grant funds are received. Subgrantees in the second year of funding and beyond must be in operation by September 15th.

SUMMER ONLY PROGRAMS
Summer only programs will begin at the end of the first grant year and can’t operate before the school year ends with the partnering site. This can be between May 15 and
August 15. Expenditures may be incurred one week prior to the start of the program and one week after the program ends. Budgets will follow the fiscal year of July 1 to June 30. Budgets for the following year will be due by June 15. All end-of-year reports will be due by September 10 for Summer Only Programs. Summer Only Programs should operate Monday through Friday, 40 hours per week, and for 8 weeks only. This time should only occur during daytime hours and no overnight stays or hours.

PUBLIC RECORDS
All correspondence and submitted grant applications are subject to the Arkansas Freedom of Information Act and will be disclosed to a third party by request.
**NOTICE:** Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result in an ethics complaint with the Arkansas Department of Education Professional Licensure Standards Board.
GENERAL FINANCIAL GUIDELINES

1. All spending of 21st CCLC funds must adhere to the following federal and state guidelines and be clearly tied to the goals and objectives of the program:
   - ADE Discretionary Grant Procedures
   - USDE 21st CCLC Non-Regulatory Guidance
   - Arkansas 21st CCLC Grant Guidelines for the current year

2. Subgrantees must maintain effective control over, and accountability for, all funds, property, and other assets. Subgrantees must adequately safeguard all assets and assure that they are used solely for authorized purposes.

3. All costs must be reasonable and necessary to carry out the program and directly linked to the size and scope of the program and to specific goals, objectives and activities.

4. LEA subgrantees shall follow all district policies. These include, but are not limited to: purchasing, hiring of personnel, travel and professional development opportunities. LEA subgrantees shall follow purchase order and/or expenditure policies of the school district.

5. Non-LEA subgrantees shall comply with general applicable cost accounting requirements to ensure that funds are used only to support applicable activities.

USE OF FUNDS

Funds must be used solely for the purpose of creating local 21st CCLC community learning centers that provide students and their families with the activities that reinforce the regular academic program and a broad array of other activities designed to complement the school-day programs and advance student achievement.

Grant funds must be used only to supplement, not supplant any federal, state or local funds currently being used to support activities allowable under the 21st CCLC program. All costs must be reasonable, necessary, allocable and properly documented to carry out the program. Costs must be directly linked to the size and scope of the program and to specific goals, objectives and activities.

Program expenditures will be reimbursed rather than forward funded. Applicants must have sufficient funds from which to spend and sustain services until the claim for reimbursement can be submitted, processed, approved and reimbursed. Program expenditure documentation is required to be uploaded monthly through Indistar. Funds...
will not be reimbursed without proper documentation. **This includes timesheets, other data entries, and uploads.**

**BUDGETS**
All spending must follow the approved 21st CCLC budget. Expenditures made without prior approval or expenditures made that exceed the budget amount will not be reimbursed. Budget amendments can be requested at any time during the year by submitting the **Budget Amendment Request Form** located in Indistar.

**MONTHLY EXPENDITURE REPORTING**
Subgrantees are required to upload expenditure documentation in Indistar by the 10th of each month. Reimbursements will not be made without correct, adequate, and timely documentation. **Due to time restraints, ADE will pay reimbursement that needs correcting the following month.**

**STAFF SALARIES**
All employees working for 21st CCLC subgrantee programs will be paid hourly. Site coordinators and program directors cannot exceed 25 hours per week. Site coordinators timesheets should reflect program operation hours. All other staff cannot exceed 20 hours per week. Total salaries and employer taxes (Social Security, Medicare and Arkansas Teacher Retirement) cannot exceed 70% of the total yearly budget. Each program must have a Pay Rate Schedule (found in Indistar) approved by ADE 21st CCLC staff prior to the first payroll.

21st CCLC subgrantees are required to pay employer taxes (Social Security and Medicare) for each employee and withhold Social Security and Medicare taxes from wages. School district subgrantees are required to pay Arkansas Teacher Retirement matching.

**ITEMIZED RECEIPTS**
Subgrantees must be able to account for the receipt, obligation and expenditure of grant funds. Itemized receipts must be kept for all purchases and be readable. A credit card receipt or monthly statement is not sufficient documentation and will not be reimbursed. Receipts should list 21st CCLC expenditures only. **Receipts splitting costs between different funds will not be reimbursed unless prior approval was granted.**

**RECEIVING GRANT FUNDS**
Programs will operate on a reimbursement basis. Non-LEA subgrantees will need to obtain initial start-up funding to cover program expenditures for the first month. All
subgrantees are required to submit documentation for prior month expenditures in Indistar by the 10th of each month. Supporting documentation for all expenditures is required. Expenditures without appropriate documentation and itemized receipts will not be reimbursed. Documents must include vendor name and address, description of services or materials purchased, amount of each item, and total amount of the purchase.

Documentation must be submitted in Indistar by the 10th of each month for the previous month’s expenditures. The required 21st CCLC forms must be used when submitting expenditure documentation. Programs that fail to submit correct documentation by the deadline will be notified by the ADE of the noncompliance along with any additional conditions imposed on the subgrantee. If noncompliance cannot be remedied by the imposing of additional conditions, the ADE may take additional actions as outlined in 2 C.F.R. §200.338, including suspension or termination of the grant award.

STUDENT PARTICIPATION FEES
21st CCLC programs may not charge participation fees during the grant period. Programs must be equally accessible to all students targeted for services.

PROGRAM ATTENDANCE
Studies have shown that the more a child participates in afterschool programs, the more likely they are to show academic and social gains. To allow youth to take advantage of all that 21st CCLC programs offer, there must be steady attendance and access to programs over a significant period of time. Subgrantees are expected to develop and communicate policies to the parents that emphasize the importance of regular daily attendance in the 21st CCLC program. Subgrantees cannot limit students’ participation within program hours.

Student attendance records, including daily hours of participation, must be maintained by all subgrantees. Documentation of students signing in and out each day must be maintained by the program. Standard grant award amounts are designed for programs with an average daily attendance of 100 students. After the first year of grant funding, award amounts will be adjusted yearly according to the following scale:

<table>
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<tr>
<th>Avg Daily Attendance</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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<tr>
<td>80-100 Students</td>
<td>$150,000</td>
<td>$120,000</td>
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<td>60-79 Students</td>
<td>$120,000</td>
<td>$96,000</td>
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<tr>
<td>40-59 Students</td>
<td>$90,000</td>
<td>$72,000</td>
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<td>20-39 Students</td>
<td>$75,000</td>
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<td>Below 20 Students</td>
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PRIOR APPROVAL FOR PURCHASES

Prior approval must be received for ALL purchases. A purchase request (purchase order or requisition) should be emailed to ADE 21st CCLC Staff stating the purpose and use of purchase. All expenditures must be reasonable and necessary to support the program plan as outlined in the awarded grant application.

REIMBURSEMENTS TO STAFF

Reimbursements to staff, other than travel, should be limited. Reimbursements must be submitted using the Staff Reimbursement Form, located in Indistar, along with itemized receipts. The program director or site coordinator must approve all reimbursements.

TRAVEL EXPENSES

Program funds may be used to pay for employee travel expenses while attending required meetings or professional development. Conference and Professional Development Request Form, located in Indistar, must be submitted for prior approval. Reimbursements made to staff for travel expenses must follow school district policies or the General Services Administration per diem rates (www.gsa.gov/travel).

Meals will only be reimbursed if there is an overnight stay. Only 75% of per diem rate can be reimbursed for the first and last days of travel. Employees must pay for their own meals and submit expenditures on the Travel Reimbursement Request Form.

Expenses for overnight stays while attending professional development are only allowable if the destination is at least 60 miles from the program site, unless prior approval is granted.

UNALLOWABLE EXPENDITURES

Unallowable expenditures include, but are not limited to:

- Food
- Clothing of any kind, including t-shirts, costumes or staff uniforms
- Activities that are considered entertainment including amusement parks, water parks, restaurants, movies, party centers, video games, skating, fishing, ice capades, zip-lining, escape rooms, camping, concerts, plays, theater tickets, and any other forms of entertainment not noted
- Membership fees or any type of license for staff or students
- College courses or classes for parents or staff
- Donations to other organizations, causes or activities
- Tuition or fees for college classes
- Maintenance supplies or equipment (Indirect Cost can cover this expense)
- Decorative items or holiday décor
- Promotional or marketing items such as bags, cups, flags or banners
- Expenses not directly or clearly related to the program
- Rental cars during travel
- Paying wages before time is actually worked
- Expenses for individuals that are not program employees
• Fuel for automobiles or buses
• Facilities or vehicles
• Paying program employees as contract labor (Taxes must be paid on all employees)
• Postage machine lease
• Salary paid to the superintendent
• Insurance for part-time employees (less than 30 hours per week) including health, dental, vision and life
• Travel expenses of individuals not involved with the program
• Lobbying
• Fees for grant writing services
• Interest or late fees on credit cards
• New construction, capital improvement or renovations
• Bonuses or incentives including cash, material items or gift cards
• Incentives and rewards for students
• Employee bonuses
• Non-academic field trips and entertainment such as amusement, diversion and social activities
• Gift cards
• Cash advances
• Student meals at restaurants
• Overnight field trips
• Any activities taking place during the regular school day
• Any spending that results in supplanting of state or local funds
• No advance payments for services or products
• Making money off 21st CCLC projects
• Club or organization fees and competitions

ALLOWABLE EXPENDITURES
Examples of allowable expenditures include, but are not limited to:
• Salaries and employer taxes (FICA and Medicare) for program staff
• Professional development activities, including travel
• Field Trips that are aligned to program goals
• Educational equipment required for implementing program activities
• Materials and supplies associated with program activities
• Student transportation (You must provide transportation, but not the fuel cost.)
• Indirect Costs (Cost is determine by expenditures and not total yearly budget.)
• Academic enrichment learning programs, mentoring programs, remedial education activities and tutoring services that are aligned with state and local standards
• Programs that build skills in science, technology, engineering and mathematics (STEM), including computer science and programs that foster innovation in learning by supporting non-traditional STEM teaching method
• Participation in the arts, including visual art, music, dance and drama
• Literacy education programs, including financial and environmental literacy programs
• Programs that support a healthy lifestyle, including nutritional education and regular structured physical activity programs
• Service for individuals with disabilities
• Programs that provide activities for students who are English learners that emphasize language skills and academic achievement
• Development of physical fitness and motor skills through physical activity
• Opportunities for problem-solving that strengthen decision-making and higher level thinking skills
• Cultural programs
• Technology programs
• Parenting skills programs that promote parental engagement and family literacy
• Background checks for program employees

SNACKS OR MEALS FOR STUDENTS
21st CCLC funds cannot be used to provide snacks or meals for students. Programs are encouraged to work with school district cafeteria staff or other meal providers to provide snacks or meals for students during the program. Growing vegetables and fruits for the program is not allowed.

GENERATING ADDITIONAL INCOME
Subgrantees may not use program funds or materials and supplies to generate money. This includes making and selling t-shirts, baked goods, artwork, jewelry, etc. Fundraisers to generate additional income is not allowable.

INDIRECT COSTS
Indirect costs consist of administrative activities necessary for the general operation of the agency such as salaries and benefits of administrative staff, bookkeeper, controller, etc., dues/membership fees, postage, subscriptions, general office supplies, phone, utilities, internet, rent, janitorial services, property/liability insurance, repairs, maintenance and postage machines. Indirect costs can be taken each month as a percentage of monthly expenditures. Total indirect costs for the year cannot exceed 12% of the total budget for non-LEA programs. LEAs must use the current Restrictive Indirect Cost Rate published each year in the ADE Commissioner’s Memos.

PROGRAM INVENTORY
Programs are responsible for maintaining effective control over, and accountability for all funds, property and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.

All programs will maintain a current inventory list. As directed by the USDE Uniform Grant Guidance, the inventory should include all non-consumable items purchased with 21st CCLC funds. Non-consumable products include items that will cost $100.00 or more and last beyond one year of the program. All materials should be securely and
appropriately stored and must be labeled as 21st CCLC property. Inventory lists in Indistar should be updated as materials and equipment are purchased and received.

Upon completion of the program or early closure of a program, the program assets remain the property of the USDE. It is the common practice of the ADE to work with the subgrantee to reassign assets to other federal programs where the participating students attend. If the grantee is awarded another grant upon completing the five years, the inventory remains at the site and becomes a part of the new inventory for the new grant award.

The following information must be included on the inventory list:
- Description of Equipment
- Serial Number
- Acquisition Date
- Acquisision Cost
- Location of Purchase
- Federal Use Percentage
- Current Condition of Item
- Disposal Date

For further guidance, please refer to the USDE Uniform Grant Guidance, 2 C.F.R., part 200 for disposition regulations.

AUDIT REQUIREMENT
A non-federal entity that expends $750,000 or more during the non-federal entity’s fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the Education Department General Administrative Regulations (EDGAR). Audit results must be submitted to the ADE annually.

RECORDS RETENTION
21st CCLC programs are required to maintain financial records and program documentation for a period of five years following the end the grant.

FINAL YEAR OF FUNDING
Programs that are in year five (5) of their funding cycles must adhere to the following:
- Program operation and spending must end by May 1st;
- All final budget reports and end of the year documentation, including inventory should be submitted by June 15th;
- Any purchase after December 31 that qualifies as inventory must be pre-approved;
- Programs do not attend a national conference during the final year of funding;
- Spending should follow the approved budget. Spending to deplete funds is not allowed; and
- Any cash on hand from grant funds will be reimbursed to ADE.
**NOTICE:** Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result in an ethics complaint with the Arkansas Department of Education Professional Licensure Standards Board.
PROGRAM GOALS
Performance goals for all 21st CCLC programs include:

1. Improve academic outcomes in math and literacy for regularly attending participants.
2. Improve the personal competencies of students attending the program including social interaction and skills, emotional management and control, self-efficacy, empathy for others, work habits and reflection.
3. Provide opportunities for families to have active and meaningful engagement in their children’s education.

PROGRAM DESIGN
The purpose of 21st CCLC grants is to fund quality afterschool programs that provide opportunities for academic enrichment and tutorial services to help students meet state academic standards.

Other programs, activities and services that can be offered include youth development activities, service learning, nutrition and health education, drug and violence prevention, counseling, arts, music, physical fitness and wellness, technology education, financial literacy, environmental literacy, mathematics, science, career and technical programs and internship or apprenticeship programs. All activities should reinforce and complement the regular academic program of participating students.

Programs are also required to offer families of students served by community learning centers opportunities for active and meaningful engagement in their child’s education, including opportunities for literacy and related education development.

HOURS OF OPERATION
21st CCLC programs must offer services during non-school hours or periods when school is not in session. This time may include one or more hours before school, after school, evenings, weekends, school vacations and/or summer. **Subgrantees are required to provide at least 300 hours of programming for students during each year of the grant.** Programs will be required to submit a calendar of program operation days for approval. ADE 21st CCLC staff should be notified immediately of any calendar changes.

Subgrantees in the first year of funding must be open and serving students by October 1st. Subgrantees in the second year of funding and beyond must be open and serving students by September 15th.

ENROLLMENT
Students residing in the attendance area of the targeted school shall be given priority enrollment in a 21st CCLC program. This includes private school and home school students who live in the attendance area of the targeted school. Students residing outside of the target school attendance area may be enrolled if space is available.
FIELD TRIPS
Field trips are allowable but should not be the focus or provide daily activities for programming. They should be linked to academic learning and relate to the program activities outlined in the original grant application and/or current program curriculum. **ALL field trip requests must be submitted for approval at least two weeks prior to the date of the trip using the Field Trip Request Form** which is located in Indistar. **Taking students out to eat or purchasing food or drinks is not allowable.**

Field trips that are aligned to program goals are allowed with the following exceptions:
- Swimming activities must be held at a licensed facility with lifeguards on duty.
- No activities on a river or lake.
- Activities should not impose unnecessary health or safety risks.
- Activities must be academic and health related. Entertainment activities such as amusement parks, water parks, restaurants, movies, party centers, escape rooms, video games, skating, zip lining, camping, miniature golf, concerts, plays, theaters, fishing, or ice capades will not be allowable.
- No overnight field trips.

ENRICHMENT SERVICES
Programs may contract services for enrichment activities. **Prior approval for any vendor used within the 21st CCLC program must be given before vendor can provide services.** An email request for approval must be sent to the ADE 21st CCLC Staff with vendor professional qualifications, including license and certification information, and a taxpayer ID for the business providing the professional service. **Vendors cannot be 21st CCLC program employees.** All payments made for approved contract labor or purchase services must have **supporting documentation that includes a detailed description of services to be provided, dates and times that services will be delivered, duration of the service, and the number of students that will receive the service.**

FAMILY ENGAGEMENT
A required component of 21st CCLC programs is to offer families of students served by community learning centers opportunities for active and meaningful engagement in their child’s education, including opportunities for literacy and related educational development. Subgrantees are required to include program activities that support learning of youth and adults. “Family Nights” where families are only involved in an observation activity should not be the only type of activities provided for families.
NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result in an ethics complaint with the Arkansas Department of Education Professional Licensure Standards Board.
WAGES AND WORK SCHEDULES
All employees working for 21st CCLC subgrantee programs will be paid hourly. Total salaries and employer taxes (Social Security and Medicare) for each 21st CCLC program must not exceed 70% of the total yearly budget. Program directors and site coordinators cannot exceed 25 hours per week (Sunday – Saturday). Co-Site Coordinators must share the 25 hours per week (no more than 12.5 hours each per week). All other staff may not exceed 20 hours per week (Sunday – Saturday). Site and other staff hours must be doing the time the program is in operation.

For summer only grants, program staff can work up to 40 hours per week for 8 weeks between May 15 and August 15.

Hours worked for the program must be outside of the school day hours of the school designated in the grant application. During the school year, work hours claimed between 8:00 a.m. and 2:00, Monday through Friday, or during school contract hours will not be reimbursed. The only exception is for program directors or site coordinators that are not school district employees.

Programs may employee high school students that are in grades 11 or 12 only. Students must follow the same background check requirements as other employees.

Building or district school administrators cannot be paid for simply being onsite during the program. They can be paid for filling the positions of site coordinator, program director or teacher. They must be paid outside of contracted time.

PAY RATE SCHEDULES
Each program must have a Pay Rate Schedule (found in Indistar) approved by ADE that lists hourly rates of all positions in the program. Payments to staff at hourly rates not listed on the approved schedule at the time the work is completed will not be reimbursed.

BACKGROUND CHECKS
All 21st CCLC program employees are required to submit the necessary paperwork to the program director within thirty days of employment to begin background checks with the Arkansas State Police, FBI and Arkansas Child Maltreatment Central Registry. All three background checks are required for employment with a 21st CCLC program.

Employees who have been found guilty, pled guilty or nolo contendere to any of the offenses listed in A.C.A. 6-17-410 (c) in any state or federal court will not be eligible for employment or to volunteer in a 21st CCLC program. Background checks not returned within three months of the first day of employment in a 21st CCLC program must be suspended without pay until clear background checks are received by the program director. Any employee who has a true report in the Child Maltreatment Registry cannot be employed or allowed to volunteer in a 21st CCLC program.
Volunteers must complete the Arkansas Child Maltreatment Central Registry check each school year in which they participate in the program.

Directions for completing background checks are outlined in Appendix D. Employees must complete background checks at least once during each grant cycle.

REQUIRED POSITIONS
The careful selection and hiring of appropriate personnel to conduct and manage the program services and activities described in the application is imperative. Program staff should be qualified and experienced in teaching and/or providing positive youth development services. All persons, employees, volunteers and contracted personnel must have a current child abuse and criminal background check on file.

Up to 70% of the current year budget may be used for staff salaries and benefits. As per federal law, all programs will be required to pay employer Social Security (6.2%) and Medicare taxes (1.45%) for all employees. In addition, programs will withhold and submit Social Security (6.2%) and Medicare taxes (1.45%) from all employee wages.

All programs are required to have a Program Director and a Site Coordinator to fulfill certain responsibilities. There can only be one Program Director and they may serve multiple sites, but the Site Coordinator can only work for one program since they are required to be present during program hours.

The program director and site coordinator can work a maximum of 25 hours per week (Sunday-Saturday). All other staff members cannot exceed 20 hours per week (Sunday-Saturday) and must be present during programming times.

PROGRAM DIRECTOR RESPONSIBILITIES (Only 1 per program)
- Hire and supervise staff
- Create, monitor and submit required data and budgets reports to ADE
- Monitor program finance
- Ensure program is in compliance with federal, state and grant guidelines
- Secure necessary resources for program delivery
- Attend required professional development
- Coordinate payment of staff
- Maintain accurate records, files, and data systems for grant reporting
- Communicate with school staff and administration to provide program updates

SITE COORDINATOR RESPONSIBILITIES (Can have up to 2 per program)
- Must be present during program hours to oversee activities and supervise staff
- Facilitates the development of the daily program schedule and curriculum
- Ensures the program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each participant
- Facilitates staff meetings to review progress toward program goals, debrief activities, communicate expectations, and review program evaluations
• Ensures activities are aligned to state curriculum standards and are age appropriate
• Ensures children and youth are supervised at all times by qualified adults
• Coordinates family and parent engagement trainings and events

Subgrantees should promptly report any personnel changes in program administration to ADE 21st CCLC staff using the Key Staff Changes Form located in Indistar.

**NOTICE:** Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result in an ethics complaint with the Arkansas Department of Education Professional Licensure Standards Board.
REQUIRED DATA REPORTING
Subgrantees are required to collect data that will assist in analyzing, refining and assessing programs based on the impact of the activities and quality of programming. Required data submissions include, but may not be limited to:

- Youth Program Quality Assessments – Self-Assessment & Stakeholder Surveys
- Summer, Fall and Spring Program Data and Attendance Data
- Program Improvement Plan

Technical assistance and training will be provided to all subgrantees to assist in submitting the necessary reports and program evaluation data.

Failure to submit required reports by the requested date may lead to suspension or closure of the program. Late submissions of required reports during the grant period will negatively impact future grant applications.

CONFLICT OF INTEREST
A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest. Program administrators (project directors and site coordinators) should make every effort to avoid conflict of interest situations within the program. If a conflict does exist, the site coordinator or project director must submit a Conflict of Interest Disclosure Form found in Indistar. Within the 21st CCLC program, conflicts of interest could include:

- Having an immediate family member of a program administrator work for the program in any capacity. Immediate family member includes a spouse, child, in-law or parent;
- Employing immediate family members as contract labor for enrichment services;
- Purchasing supplies from a company that a program employee has a financial interest in;
- Immediate family members serving in program administrator roles; and
- Immediate family members of the fiscal agent that work for the 21st CCLC program.

Failure to disclose conflicts of interest could result in required dismissal of employee, program suspension or closure.

STUDENT TRANSPORTATION
21st CCLC program funds may be used to transport students to and from the program or to approved field trip activities. When school district vehicles are used, the 21st CCLC program will reimburse the district based on daily mileage. The total miles driven will be multiplied by the current transportation rate for athletics as determined each year by the ADE. The Transportation Mileage Form located in Indistar must be used for reimbursement costs to be allowable.
21st CCLC programs that do not have access to school district vehicles, may contract with a transportation company for services.

**21st CCLC grant funds will not be used to pay bus driver salaries, fuel or use of buses.**

**REQUIRED TRAINING**
The following 21st CCLC staff will be required to attend the following training:

<table>
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<tr>
<th>Training or Conference</th>
<th>Staff Required to Attend</th>
<th>How Often</th>
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<tbody>
<tr>
<td>New Grantee Training (when awarded grant)</td>
<td>Program Director, Site Coordinator, <strong>AND</strong> bookkeeper or other finance staff</td>
<td>Must attend prior to receiving grant funds</td>
</tr>
<tr>
<td>Arkansas 21st CCLC Summer Conference</td>
<td>Program Director and a minimum of one additional staff member</td>
<td>Annually</td>
</tr>
<tr>
<td>National conference focused on out-of-school time. ONLY two staff members may attend which can include the Program Director <strong>and/or</strong> Site Coordinator or a lead 21st CCLC staff member (Must attend one of the following: Beyond School Hours, National Afterschool Association Conference, Ready by 21, Boost)</td>
<td>ONLY two staff members to include the Program Director <strong>and/or</strong> Site Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Program Quality Assessment (PQA) Basics</td>
<td>Minimum of two staff members to include the Program Director <strong>OR</strong> Site Coordinator</td>
<td>Must attend during the first year of grant</td>
</tr>
</tbody>
</table>

Prior approval is required for all required trainings and/or professional development in order to receive reimbursement. Lack of prior approval documentation will result in no reimbursement. Grant funds can be used to pay for travel expenses to required training (Please follow Federal Per Diem and District Guidelines for travel). However, **program employees cannot claim hours worked for attending required training.**
PRIVATE SCHOOL CONSULTATION
All students are eligible to participate in 21st CCLC programs on an equitable basis, including private school students and their families within the community. Subgrantees must document consultation with private school officials during the design and development of the 21st CCLC program on issues such as how the children’s needs will be identified and priority must be given to students at risk of academic failure, including English language learners, students in special education and students with social and emotional needs. Services may be provided for youth in pre-kindergarten through 12th grade.

PROGRAM MONITORING
All 21st CCLC subgrantee programs are required to undergo a periodic evaluation in conjunction with the state educational agency’s overall evaluation plan, to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success.

The results of program evaluations shall be:
1. Used to refine, improve and strengthen the program or activity and to refine the performance measures;
2. Made available to the public upon request; and
3. Used by the state to determine whether a subgrantee is eligible to be renewed.

Program evaluation will include fiscal monitoring through budget approvals and monthly expenditure reviews, periodic on-site visits to ensure compliance with state and federal regulations and the original grant application, timely submission of required reports, documentation and data and compliance with ADE guidelines, recommendations and directives.

Programs receiving an unacceptable rating on a yearly evaluation may be placed on probation and required to implement a compliance plan, suspended, non-renewed or closed. Misuse of funds will result in program closure.

END OF YEAR REPORTS
All programs will be required to complete a year-end report provided by ADE. As part of the annual continuation process, attendance and program performance data will be reviewed for each subgrantee. Possible results of this review include full refunding of program payments, partial refunding with conditions, probationary status, implementation of a performance plan and/or discontinuation of funding.
**NOTICE:** Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result in an ethics complaint with the Arkansas Department of Education Professional Licensure Standards Board.
For assistance with matters concerning the 21st CCLC grant program, please contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Wilson</td>
<td>Program Director</td>
<td>501-683-3442 <a href="mailto:Wendy.wilson@arkansas.gov">Wendy.wilson@arkansas.gov</a></td>
</tr>
<tr>
<td>James Graham</td>
<td>Fiscal Support Supervisor</td>
<td>501-682-2282 <a href="mailto:James.graham@arkansas.gov">James.graham@arkansas.gov</a></td>
</tr>
<tr>
<td>Beverly Jones</td>
<td>Administrative Assistant</td>
<td>501-683-4497 <a href="mailto:Beverly.jones2@arkansas.gov">Beverly.jones2@arkansas.gov</a></td>
</tr>
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</table>
21st Century Community Learning Center (21st CCLC) – According to the program’s authorizing statute 20 U.S.C. §7171(b)(1), a 21st CCLC assists students in meeting state and local academic achievement standards in core academic subjects such as reading and mathematics, by providing the students with opportunities for academic enrichment during non-school hours.

Afterschool – For purposes of ease and flexibility in 21st CCLC grant guidelines, the term ‘afterschool’ may be used interchangeably with any time outside of the normal school day, week, or year.

Arkansas Department of Education (ADE) – The state governmental education agency for the State of Arkansas charged with determining policies, and directing administration and supervision of the public school system of Arkansas.

Community Based Organization (CBO) – A private entity which is representative of a community or significant segments of a community and which provides educational or related services to individuals in the community.

Education Department General Administrative Regulations (EDGAR) – The U.S. Department of Education code of federal regulations; these regulations may be reviewed at http://www.ed.gov/offices/OCFO/grants/edgar.html.

Faith Based Organizations (FBO) – Non-public school district entity such as churches, religious or parochial schools, and other faith based groups.

Local Education Agency (LEA) – A public school or school district located within the applicant community.

Office of Management and Budget (OMB) – The United States Office of Management and Budget oversees the performance of federal agencies, and administers the federal budget. To view circulars detailing cost principles and uniformity for the use of federal funds, please visit the Office of Management and Budget at http://www.whitehouse.gov/omb.

Online Scores Reporter – A web-based, data reporting program available to network and program site leaders using the Youth or School-Age PQA as part of quality improvement efforts.

State Educational Agency (SEA) – The state governmental education agency charged with determining policies, and directing administration and supervision of the public school system of a given state.

Uniform Grant Guidance (UGG) – 2 CFR, Part 200 - The Uniform Guidance streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It was published in
the Federal Register (79 Fed. Reg. 75871) on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014. Please note the new regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new Federal fiscal year or a continuation grant.

**United States Department of Education (USDE)** – The agency of the federal government that establishes policy for, administers, and coordinates most federal assistance to education.

**Youth Program Quality Assessment (YPQA)** – A validated instrument created by the David P. Weikart Center for Youth Program Quality, designed to evaluate the quality of middle and high school youth programs and identify staff training needs.

**Youth Program Quality Intervention (YPQI)** – A data-driven, continuous improvement model for afterschool systems created by the David P. Weikart Center for Youth Program Quality.
School districts must use the following codes for 21st CCLC expenditures. Each grant must be assigned one (1) location code to use for all expenditures.

Salaries & Benefits
- Certified Salary: 6441-1511-xxx-000-00-61110
- Certified Social Security: 6441-1511-xxx-000-00-62210
- Certified Medicare: 6441-1511-xxx-000-00-62260
- Certified Teacher Retirement: 6441-1511-xxx-xxx-xx-62310
- Classified Salary: 6441-1511-xxx-000-00-61120
- Classified Social Security: 6441-1511-xxx-000-00-62220
- Classified Medicare: 6441-1511-xxx-000-00-62270
- Classified Teacher Retirement: 6441-1511-xxx-xxx-xx-62320

Enrichment Purchase Services: 6441-1511-xxx-000-00-65900

Travel and Conferences
- Conference Fees: 6441-2213-xxx-000-00-65900
- Travel Expenses: 6441-2213-xxx-000-00-65800

Supplies and Equipment
- Supplies Under $1000: 6441-1511-xxx-000-00-66100
- Technology Supplies (Under $1000): 6441-1511-xxx-000-00-66527
- Equipment ($1000 and Over): 6441-1511-xxx-000-00-67390

Indirect Costs: 6441-5501-000-000-00-68400

Background Checks: 6441-2576-xxx-000-00-65900

Student Transportation: 6441-2700-xxx-000-00-66260 (Fuel)

NOTE: Transportation costs for the program will be determined by calculating daily mileage by the transportation rate for athletics (or a lesser amount). The amount calculated for 21st CCLC transportation should be used to make a journal entry to move operating expenses for fuel from operating to 21st CCLC. The purpose of this process is to avoid misrepresenting actual district expenses and revenue.
Appendix D: Background Check Instructions

- **Arkansas Child Maltreatment Central Registry**
  - Complete the form found in Indistar and mail to address provided on the bottom of the form.

- **Arkansas State Police and FBI**
  - Go to the State Police website, select “Services and Programs,” select “Criminal Background Checks,” select “Go to Criminal Background Checks - $22.00 per search.” ([https://www.ark.org/criminal/index.php](https://www.ark.org/criminal/index.php))
  - Organizations can create an account by clicking on "Subscribe Online" OR by filling out the form (click on “Use this Form”) and mail to the address provided on the bottom of the form.
ARKANSAS DEPARTMENT OF HUMAN SERVICES
AUTHORIZATION FOR ADULT MAL TREATMENT CENTRAL REGISTRY

Print all information in ink

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<tr>
<th>Name</th>
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Maiden and/or Any Names Formerly Used | Social Security Number
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Current Address (Street, City, State, Zip)

List all previous addresses for the past five years | Dates (From/To)
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I authorize Department of Human Services/Adult Protective Services to release information from the Adult Maltreatment Central Registry in accordance with Arkansas Code [ACA 12-12-1717] to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency type:</th>
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</tr>
<tr>
<td></td>
<td>☐ Volunteer (no charge)</td>
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<td></td>
<td>☐ Non-Profit (no charge)</td>
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<td></td>
<td>☐ State Agency (no charge)</td>
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<td></td>
<td>☐ All Others ($10.00 Fee)</td>
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Mailing Address (Street or PO Box, City, State, Zip)

I further certify that the information provided on this form is true and correct.

Signature ___________________________ Date ___________________________

Notarization Required

COUNTY OF ___________________________

STATE OF ARKANSAS

Acknowledged before me this ______ day of ____________________, 20____.

(Notary Public) ___________________________ (My Commission Expires) ___________________________

The above listed applicant was ________/was not ________ found in the Adult Maltreatment Central Registry.

Adult Protective Services – Slot W240
Adult Maltreatment Central Registry
PO Box 1437
Little Rock, AR 72203

APS-0001 (05/09)
https://www.ark.org/criminal/index.php
Appendix E: Common Audit Findings

- Unallowable expenditures
- Not paying appropriate employee taxes
- Inadequate or no supporting documents (itemized receipts) for expenditures
- Incomplete or missing timesheet for employee payroll
- Timesheets missing employee or supervisor signature
- Hours logged on timesheets outside of program hours
- Overpayment of employees
- Variance in amounts paid and the supporting documentation
- Late fee or interest paid with grant funds
- Program payments written to cash
- Spending funds on non-program related expenditures such as decorative items, promotional items, restaurants, entertainment expenses, prescription drugs, rental house, hotel concierge and in-room movie charges
- Equipment items valued at $100 or more and have an estimated useful life of greater than one (1) year not included in program's inventory list
- Lack of accountability for equipment or materials
- Lack of appropriate record keeping
- Late or no submission of required reports
- Inaccuracies in financial records
- Hours logged during the school day
- Workman's Compensation (Insurance that's not reimbursable)