



ARKANSAS DEPARTMENT OF EDUCATION

**DIVISION OF ELEMENTARY AND SECONDARY
EDUCATION**

NITA M. LOWEY
21st CENTURY
COMMUNITY LEARNING
Centers

2020-2021 Grant Guidance

****Note:** This guidance is subject to change as state and federal laws are updated.

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General Grant Information

PURPOSE OF 21st 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 student'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.

AUTHORIZED ACTIVITIES FOR COMMUNITY LEARNING CENTERS

Section 4205 – Local Authorized Activities (Must be aligned to Arkansas and local academic standards and local curricula that are designed to improve student academic achievement):

- Academic enrichment learning program;
- Mentoring programs;
- Remedial education activities;
- Tutoring services;
- Well-rounded education activities including such activities that enable students to be eligible for credit recovery or attainment;
- Literacy education programs including financial literacy and environmental literacy programs;
- Programs that support a healthy and active lifestyle including nutritional education and regular, structured physical activity programs;
- Services for individuals with disabilities;

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- Afterschool activities for students who are English learners that emphasize language skills and academic achievement;
 - Cultural programs;
 - Telecommunications and technology education programs;
 - Expanded library service hours;
 - Parenting skills programs that promote parental involvement and family literacy;
 - Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement;
 - Drug and violence prevention programs;
 - Counseling programs;
 - Programs that build skills in science, technology, engineering, and mathematics (STEM) including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching method; and
 - Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 and the Workforce Innovation and Opportunity Act.

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 and 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 Division of Elementary and Secondary Education (DESE) 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 DESE 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;
- Meeting attendance goals within the awarded grant;
- 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 (OMB) Circulars, US Non-Regulatory Guidance and the Arkansas Division of

Elementary and Secondary Education 21st Century Community Learning Centers 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 within the grant.

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. 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.

A subgrantee organization can receive a maximum of two (2) new grants per school year.

RENEWABILITY

Generally, the State does not practice renewability, but due to the COVID-19, we are practicing renewability for 1 year for sites in Year 5, during the 2019-2020 school year. *Section 4204(j) of ESSA allows a State educational agency to renew a subgrant provided under this part to an eligible entity, based on the eligible entity's performance during the preceding subgrant period.* Current Year 5 sites that meet the following criteria below may renew for a maximum of one year. Sites not meeting the criteria below will not be eligible for the 1-year renewal.

1. Risk analysis determines that the site has little to no risk found including no audit findings.
2. Required data and reports have been completed on time and satisfactorily.
3. All required meetings were attended by site.
4. Verification that 21st CCLC funds have been utilized in an allowable manner that helps to support grant awarded goals and objectives that support student achievement.
5. Site continues to make an effort to achieve daily attendance goals from the awarded grant.
6. Site is only being served by one grant at one location.
7. If changes have been made to the awarded grant, an amendment has or is in the process of being submitted to DESE for review and approval.

For sites meeting the above criteria and those who would like to opt in for the additional year, funding will be based on 2019-2020 Average Daily Attendance (July 2019 - March 2020) and satisfactorily meeting all program requirements. Sites falling under this criteria must meet deadlines for sites in Years 1-4 through September 1, 2020 and/or until further guidance is issued. The amended 21st CCLC Guidance for summer programming would apply to these sites as well.

For sites meeting the above criteria and wish to opt out of the one-year renewal for funding, the current program, data, and fiscal due dates for Year 5 status still apply. Due to COVID-19, the only change that has been made is the May 1st deadline to end programming. Sites that fall under these criteria will have the option of programming through May 22, 2020, if it wishes.

ELIGIBLE APPLICANTS

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

- Local Educational Agencies (LEA) that are not virtual schools or academies;
- 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; and
- 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 and fifth grant years and must have submitted all current year reports and data by the required deadlines at the time of the new application.

FUNDING PRIORITY

The DESE 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 DESE 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 DESE program staff before an application is deemed eligible for funding. DUNS number assignment is free and is required to receive funds from the DESE. DUNS numbers can be obtained at www.dandb.com. DESE 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 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 USDE measures the academic growth of students attending 21st CCLC programs. DESE 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 DESE for each student attending the program from the grant awarded site. 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. Failure to obtain ten-digit state identification numbers upon student enrollment will result in the site being suspended and/or program closure.

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 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 before and/or afterschool, evenings, weekends,

school vacations and/or summer. All subgrantees must submit a program calendar and master schedule indicating the days programming and services will be offered.

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 (NO LONGER AWARDING ANY NEW GRANTS)

This guidance is for existing Summer Only programs. Programs should begin at the end of the first grant year and may operate between May 15 and August 15. Expenditures may be incurred between May 1 and August 31. Budgets will follow the fiscal year of July 1 to June 30. Budgets for the following year will due by June 15. All end-of-year reports will be due by September 10.

PUBLIC RECORDS

All correspondence and submitted grant applications are subject to the Arkansas Freedom of Information Act (FOIA) 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.

Grant Finance

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:
 - Education Department General Administrative Regulations (EDGAR) <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
 - Office of Management and Budget Guidance for Grants and Agreements (OMB Circulars) <https://www.whitehouse.gov/omb/information-for-agencies/circulars/> (2 C.F.R. Part 200)
 - Arkansas DESE Discretionary Grant Procedures
 - United States Department of Education (USDE) 21st CCLC Non-Regulatory Guidance
 - Arkansas Nita M. Lowey 21st Century Community Learning Centers (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 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 required data entries, monthly expenditures, etc.

BUDGETS

Funding will be awarded for a grant period of up to five (5) years based on the USDE budget appropriations. DESE is required to monitor all 21st CCLC program funds. Funds are monitored through yearly budget justification narrative, the mid-year and end-of-year budget reports as well as monthly throughout the year.

All spending must follow the approved 21st CCLC budget justification narrative. Expenditures made without budget approval within the budget justification narrative 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.

BUDGET JUSTIFICATION NARRATIVE

Programs must justify requests based on the length and intensity of services proposed and the number of youth and families being served. Regardless of the size of the grant, proposed costs must be reasonable and necessary to carry out the program's purposes and objectives. The justification narrative should clarify the cost of items and resources (staff, materials, trainings, etc.) for the proposed activities of the grant funds for the year. The codes listed in Appendix C are the codes used by Arkansas Public School Computer Network (APSCN). CBOs, FBOs, and other entities may not have the same codes available. However, programs should stay within the same line item descriptions. Consult the district and/or the organization's financial officer for assistance on budget items.

MONTHLY EXPENDITURE REPORTING

Subgrantees are required to upload expenditure documentation in Indistar by the 5th of each month. Reimbursements will not be made without correct, adequate, and timely documentation submission. **DESE will pay reimbursements that need correcting the following month.** After approval has been given by DESE and there are changes to the item and/or total amounts, changes should be noted in Indistar under the approved purchase request.

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. 20 hours per week is the maximum amount that can be claimed by other 21st CCLC staff. 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 DESE 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. Insurance for part-time employees (less than 30 hours per week) including health, dental, vision, life, and unemployment is not allowable with 21st CCLC funds.

All employees must document time worked in a 21st CCLC program on the timesheet located in Indistar. Time worked should be recorded in fifteen (15) minute (quarterly) increments. Timesheets must be signed by both the employee and the employee's direct supervisor in the program. The superintendent or district designee should sign timesheets for program directors. Reimbursements for salary expenditures will not be made without completed timesheets. For example, timesheets missing any signatures, start and ending times, and dates for time claimed are not complete.

All 21st CCLC staff, including program directors and site coordinators, must submit a Documentation of Time Worked During Non-Programming Hours Form for any time worked outside of regular program hours. This form should be submitted monthly with the timesheet of any staff claiming time outside of program hours. The details provided should match the amount of time claimed. Failure to provide timely and complete documentation will result in non-reimbursement.

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 and two months of payroll. All subgrantees are required to submit documentation for prior month expenditures in Indistar by the 5th 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 5th of each month for the previous month's expenditures. Expenditures submitted for the previous month should be from the first to the last day of the month (ex: August 1st – 31st). 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 DESE of the noncompliance along with any

additional conditions imposed on the subgrantee. If noncompliance cannot be remedied by the imposing of additional conditions, DESE may take additional actions as outlined in 2 C.F.R. §200.339, including suspension or termination of the grant award.

STUDENT PARTICIPATION FEES

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

PROGRAM ATTENDANCE

Studies have shown that the more a student 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 from the grant awarded site, including daily hours of participation, must be maintained by all subgrantees. A student is considered a participant if they have accumulated 30 days or less during the program year (*For School Year Grants, a program year is programming during the Fall and Spring*). For students with 30 or more days during the program year, they are considered a regular attendee. 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:

Average Daily Attendance	Year 2	Year 3	Year 4	Year 5
80-100 Students	\$150,000	\$120,000	\$120,000	\$120,000
60-79 Students	\$120,000	\$96,000	\$96,000	\$96,000
40-59 Students	\$90,000	\$72,000	\$72,000	\$72,000
20-39 Students	\$75,000	\$60,000	\$60,000	\$60,000
Below 20 Students	\$60,000	\$50,000	\$50,000	\$50,000

Due to the COVID-19 pandemic, exceptions will apply to funding based on daily attendance data collected during the 2020-2021 school year. Allocation amounts

will be determined based on the 2019-2020 and 2020-2021 program daily attendance.

PRIOR APPROVAL FOR PURCHASES

Prior approval must be received for ALL purchases. Purchase requests must be submitted in Indistar under *Purchase Requests* for DESE review.

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 and/or site coordinator must approve all reimbursements before submitting to DESE. Reimbursements should never be made in a cash payment.

TRAVEL EXPENSES

Program funds may be used to pay for employee travel expenses while attending required meetings, trainings, or professional development. *Conference and Professional Development Request Form*, located in Indistar, must be submitted to DESE for prior approval before attending. Reimbursements made to staff for travel expenses must follow a school district's or an organization's fiscal policies to process the reimbursement. The General Services Administration (GSA) per diem rates (www.gsa.gov/travel) should be used and grant recipients must follow Federal travel regulations or the entities written travel policy, whichever is most restrictive, for the reimbursement of meals and lodging.

For meals and lodging, only actual travel expenses may be claimed up to the daily travel maximums for meals and lodging listed in the GSA Per Diem Rates provided on the U.S. General Services Administration website. Meals will only be reimbursed if there is an overnight stay. Up to 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*.

The DESE Grant Program Coordinator (GPC) can and may, as a part of the monitoring process, request actual receipts for meals and lodging for travel expenditures. Travel receipts must be retained and available for review upon request **for a period of five years following the end of the grant award period**. For mileage reimbursement purposes, the rate of mileage reimbursement will be limited to the current mileage rates for the State of Arkansas listed on Arkansas State Government website.

Expenses for overnight stays while attending professional development and/or training are only allowable if the destination is at least 50 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

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- 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
 - Donations to other organizations, causes or activities
 - Tuition or fees for college classes
 - Maintenance supplies or equipment (Indirect Costs can cover this expense)
 - Decorative items or holiday décor
 - Promotional or marketing items such as pens, bags, cups, flags or banners, etc.
 - Expenses not directly or clearly related to the program
 - Rental cars during travel
 - Paying wages before time and after time is actually worked
 - Expenses for individuals that are not program employees
 - Fuel for automobiles
 - Facilities or vehicles
 - Paying program employees as contract labor (Taxes must be paid on all employees)
 - Postage and/or postage machine lease
 - Salary paid to the superintendent
 - Insurance for part-time employees (less than 30 hours per week) including health, dental, vision, life, and unemployment
 - 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 competition

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 (The cost per mile given within the guidance is the maximum amount that can be used.)
- Indirect Costs (Cost is determined 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 methods
- 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 and Child Maltreatment Checks for 21st CCLC 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 but is not limited to making, donating, and/or selling t-shirts, baked goods, artwork, jewelry, etc. Fundraisers to generate additional income are 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, based on total expenditures 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 DESE Commissioner's Memos. It is the LEA's responsibility to use the most up-to-date rate.

CARRYOVER

Currently, the DESE 21st CCLC program office does not limit the amount of carryover into the next fiscal year for programs. Beginning 2021-2022 program year, programs will not be allowed to carryover more than 15% into the next fiscal year. If the carryover amount becomes excessive during the grant cycle, the DESE will perform a deeper dive of the fiscal and programmatic areas of the program to provide support on the elimination of funds. DESE expects programs to use the yearly funding allotment to provide exceptional programming for students that aligns to the awarded grant application which supports students' academic growth and achievement through enriching programs and activities.

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 list 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 DESE 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
- Acquisition 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 DESE 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 years five and six of their funding cycles must adhere to the following:

- Program operation and spending must end by April 30, 2021;
- All final budget reports and end of the year documentation should be submitted by June 14, 2021;
- Programs do not attend a national conference during the final year of funding;
- Spending should follow the approved budget justification narrative. Spending to deplete funds is not allowed; and
- Any cash on hand from grant funds will be reimbursed to the DESE.

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.

PROGRAMMING

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 student'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 student'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.** Program hours for the year accumulate from July 1 to June 30. Programs will be required to submit a calendar of operation days and a master schedule to DESE for review and approval. DESE 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 who attend the targeted school from the awarded grant may be enrolled in the 21st CCLC program. Private school and home school students residing in the attendance

area of the targeted school shall be given an opportunity to enroll in the program. In order for students to enroll, they must have or will obtain a ten-digit State identification number (ID) before enrolling. If a private or home school student resides in the attendance area of the targeted school, wants to enroll in the 21st CCLC program, and does not have a ten-digit State ID number, they must go through the school and/or district to obtain it. In order to create a ten-digit State ID number in e-School, the school and/or district will have to key the student and their demographic information into e-School. The principal and/or superintendent of the district will be able to provide guidance on who to contact to complete this process.

If a site would like to provide programming for students outside of the targeted school in the awarded grant, the site must notify and review with DESE the reason for adding students outside of the targeted school and school attendance area. If DESE finds the request reasonable, necessary, and allocable, the site will go through the Amendment Process (*Amendment Process, page 33*). If DESE is not notified prior to adding additional students outside of the targeted school site, the site will be suspended until further notice due to failure to comply with federal and state guidelines.

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 current program curriculum. Due to COVID-19, field trips will be reviewed by DESE based on the current Centers for Disease Control and Prevention (CDC), Federal, State, and Local guidelines. All field trips should be outlined in the budget justification narrative. If they are not, **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, lake, pond, or creek.
- 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.

PURCHASE SERVICES

When a program contracts services for enrichment, activities or other services, it is described as a purchase service. **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 DESE 21st CCLC Staff which includes vendor professional qualifications, license/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.** If a site is utilizing a vendor from the prior year, DESE has given prior approval, and it has been documented in Indistar, an approval is not needed unless changes has been made to the contract.

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 student's education, including opportunities for literacy and related educational development. Subgrantees are required to provide opportunities to allow families and communities to engage and support the learning of students. "Family Nights" where families are only involved in an observation activity should not be the only type of activities provided for families. DESE Parent and Family Engagement staff has provided an online Family and Community Engagement Framework and Toolkit as a resource for families and communities around the state.

<https://sites.google.com/view/engagementmattersar>

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.

STAFFING

WAGES AND WORK SCHEDULES

All employees working for 21st CCLC subgrantee programs will be paid hourly. **Staff to student ratios should be 1:10 and no more than 1:15 for all activities (Due to COVID-19, during the 2020-2021 program year a ratio as low as 1:7 is allowed).**

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). Staff may not exceed 20 hours per week (Sunday – Saturday). Site coordinators and other staff hours must be during the time the program is in operation. **All 21st CCLC staff, including program directors and site coordinators, must submit a Documentation of Time Worked During Non-Programming Hours Form for any time worked outside of regular program hours. This form should be submitted monthly with the timesheet of any staff claiming time outside of program hours. The details provided should match the amount of time claimed. Failure to provide timely and complete documentation will result in non-reimbursement.**

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 regular school day of the site(s) designated in the grant application. **During the school year, hours claimed during the regular school day or during school contract hours will not be reimbursed.** For program directors and/or site coordinators that are not school district employees and want to work before the start of the program (no more than 1 to 2 hours), must provide detailed justification of time on the Documentation of Time Worked During Non-Programming Hours Form. This form must accompany each employees' timesheet that claim hours outside of programming.

Timesheets for all employees must be uploaded for the prior month in Indistar within the Salary Expenditure Documentation Folder. The time submitted should reflect the beginning and end of the month. *(For an example, time should be submitted for September 1st to September 30th, October 1st to October 31st, and November 1st to November 30th).* Time submitted to Indistar should not reflect a LEA's pay period but the time worked in the program.

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

HIGH SCHOOL STUDENTS WORKING IN THE PROGRAM

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

PAY RATE SCHEDULES

Each program must have a *Pay Rate Schedule* (found in Indistar) approved by DESE 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. A specific amount must be designated for each position employed in the program. A range for the hourly rate is not acceptable and will not be approved. An example is provided in the chart below.

POSITION	HOURLY RATE	
Classified Staff	\$11.50 - \$13.00 (depending on experience)	UNACCEPTABLE
Classified Staff (2 years experience)	\$12.00	ACCEPTABLE

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 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.

Information 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 (Arkansas Child Maltreatment) and criminal background checks 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. The program director may serve multiple sites but the site coordinator can only work for one program site since they are required to be present during program hours. The program director can perform the roles of program director and site coordinator. If the program director serves both roles, the program director must be onsite during all programming.

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

PROGRAM DIRECTOR RESPONSIBILITIES

- Hire and supervise staff
- Create, monitor and submit required data and budget reports to DESE
- 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, documentation, files, and data systems for grant reporting
- Communicate with school staff and administration to provide program and student updates
- Reviews and ensures monthly Indistar uploads are correct before submission to DESE
- Ensures staff have completed all background and maltreatment checks and Conflict of Interest forms
- Ensures that identified staff are trained in CPR (*maximum of 3 employees can be trained unless prior approval was given by DESE*)

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 program includes activities that contribute to the academic, cognitive, social, emotional, and physical well-being and growth of each student
- Ensures that program activities align to the goals and objective in the awarded grant
- Facilitates staff meetings to review progress toward program goals, debrief activities, communicate expectations, and review program evaluations

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- 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 community engagement meetings and/or trainings that allow these stakeholders to engage in the learning of students (it should not be limited to events only)
 - Ensures that required drills take place in accordance to the site's policies and procedures

Subgrantees should promptly report any personnel changes in program administration (program director and/or site coordinator) to DESE 21st CCLC staff using the *Key Staff Changes* form located in Indistar.

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Misuse of funds may result in program closure.

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REQUIREMENTS & REPORTING

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 and School Age Program Quality Assessments (YPQA and SPQA) – Self-Assessment & Stakeholder Surveys
- Summer, Fall, and Spring Program Annual Performance Report (APR) Data
 - **Government Performance and Results Act (GPRA)** - indicators are measures established by Congress to assess the performance of the 21st CCLC program. The U.S. Department of Education reports annually on these measures to Congress. Arkansas uses measures that are calculated using aggregated data from State assessments.
- Attendance Data
- Program Improvement Plans
- Grant Program Performance Report
- Sustainability Plan with yearly updates

Assistance, training, and support 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 affect 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 (program directors and site coordinators) should make every effort to avoid conflict of interest situations within the program. To ensure transparency, **program administrators and all staff are required to fill out a *Conflict of Interest Disclosure Form* before employment can take place.** Even if a conflict does not exist, a completed form must be kept on file within the Conflict of Interest folder for every person on staff. The *Conflict of Interest Disclosure Form* is found in Indistar under Complete Forms. Within the 21st CCLC program, conflicts of interest could include but is not limited to:

- Having an immediate family member of a program administrator work for the program in any capacity. Immediate family member which includes but is not limited to a spouse, child, in-law, sibling, and/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;

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- 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.

SUSTAINABILITY OF PROGRAM §4204(b)(2)(G)

It is a goal of the 21st CCLC grant and DESE that sites have built capacity within the program to sustain the current programming once the grant period ends. Assistance, training, and support by DESE and other designated entities will be provided to all subgrantees to assist programs in building capacity to support sustainability once the grant period ends. Programs must provide a preliminary plan and yearly updates for how the community learning center will continue after 21st CCLC funding ends. Within the plan and updates, programs must describe and provide evidence of program administration identifying resources and partnerships for current grant year and in the future.

GENERAL EDUCATION PROVISIONS ACT (GEPA)

Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant for funds to include in its application a description of the steps the applicant proposes to take in order to ensure equitable access to, and participation in, its Federally-assisted programs for students, teachers, and other program beneficiaries with special needs.

GEPA allows applicants discretion in developing and describing the activities that are occurring to meet this requirement. The statute highlights six types of barriers that may impede equitable access or participation: **gender, race, national origin, color, disability, or age**. Based on local circumstances, LEAs/CBOs/FBOs should determine whether these or other barriers may prevent their students, teachers, etc. from such access or participation in the Federally-funded project or activity. The LEAs/CBOs/FBOs may use information they have obtained through their comprehensive needs assessment process. The description(s) provided need not be lengthy. Information to support as writing your statement may be found here:

<https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

The GEPA section is found within the *Program Assurances* and must be updated in Indistar each year.

PROGRAM ASSURANCES

Programs are required to complete Program Assurances Form each year assuring compliance with the current local, State and Federal law and guidelines. This form is signed and dated by the appropriate official and uploaded to *Indistar*.

STUDENT TRANSPORTATION

21st CCLC program funds may be used to transport students to the program, from the program, and on approved field trip activities. When school district vehicles are used, the 21st CCLC program will reimburse the district based on daily mileage of the route traveled for the program. The total miles driven will be multiplied by the current transportation rate determined each year by DESE. Beginning July 1, 2020, the current maximum rate per mile that can be used by buses is \$2.24.

The maximum amount that can be budgeted for transportation in the yearly budget is \$25,000. Prior approval from DESE must be received for any amount greater than \$25,000. The *Transportation Mileage Form* located in Indistar must be used for reimbursement costs to be allowable and all required signatures must be on each form before it is submitted to DESE. The *Transportation Summary Form* located in Indistar should be kept monthly by the program administrators and turned in completed with the yearly final budget.

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.

AMENDMENT PROCESS

If a site would like to provide programming for students outside of the targeted school in the awarded grant, the site must notify and review with DESE the reason for adding students outside of the targeted school and school attendance area. If DESE finds the request reasonable, necessary, and allocable, the site will go through the Amendment Process. The program must write a narrative that consists of the following components below:

- Provide the purpose for amending the grant to include the additional students (school(s) and/or grade levels).
- Describe and provide data on how the program has had success supporting the academic growth and achievement of the grant awarded site.
- Describe how the program will provide academic and allowable supports for the additional students based on their data.
- Describe any financial burden (increase or decrease) the program will incur with the additional students (*For example: Transportation, salaries/benefits, materials and supplies, etc.*)
- Provide a Letter of Commitment or Memorandum of Understanding (MOU) as documentation of the targeted school's support. The principal's signature and support is required to demonstrate support the necessity of students participating in the program.
- Provide details of an on-going communication plan with school staff, parent and families about the needs and supports for the additional students.

FORFEITING GRANT

If at any time a program wishes to forfeit the grant during the five year grant cycle, the program must notify the 21st CCLC SEA Program Director immediately to discuss what options are available to the program.

APPLICATION APPEALS PROCESS

Applicants that wish to appeal a grant award decision must submit a letter of appeal to the DESE. Appeals are limited to the grounds that the DESE failed to correctly apply the standards for reviewing the application, as specified in this RFA. **Appeals based on a disagreement with the professional judgment of the grant reviewers will not be considered.**

The appellant must file a complete written appeal, including the issue(s) in dispute, the legal authority or another basis for the appeal position, and the remedy sought. The letter must have an original signature of the authorized agent who signed the application. An original and two copies of the appeal should be delivered or mailed to:

Office of Federal Programs
21st CCLC Program Office
Division of Elementary and Secondary Education
Arkansas Department of Education
Four Capitol Mall
Mail Slot, 26
Little Rock, AR 72201

The Department must receive the letter of appeal within 30 calendar days of the *Notification of Grant Award* announcement. Upon review of the appeal, a response will be provided to the complainant within 30 days.

TRAININGS AND CONFERENCES

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

Required Trainings or Conferences	Staff Required to Attend	How Often
New Grantee Training (when awarded grant)	Program Director, Site Coordinator, <u>AND</u> bookkeeper or other finance staff	Must attend prior to receiving grant funds
Arkansas 21 st CCLC Summer Conference (<i>On-Site or Virtual</i>)	Program Director and a minimum of one additional staff member (<i>unless other directives are given</i>)	Annually
Program Quality Assessment (PQA) Basics Training	Maximum of two staff members to include the	Must attend during the first year of grant

	Program Director OR Site Coordinator	
Program Quality Assessment (PQA) Basics Plus Training	Maximum of two staff members to include the Program Director OR Site Coordinator	Must attend during years 2-5 of grant cycle
CPR Training	Maximum of three staff members unless approval has been received by DESE	As needed to keep up with certification

The following 21st CCLC staff *will be not be required* to attend the following trainings but is highly recommended:

Trainings or Conferences	Staff who can attend	How Often
National conference focused on out-of-school time. Minimum of two staff members to include the Program Director OR Site Coordinator (May attend one of the following: Beyond School Hours, National Afterschool Association Conference, Ready by 21, and Boost). <i>The option for a site to attend one of these trainings is not required, but is highly recommended. The out-of-state conferences are only allowed for programs in years 1-4 of their grant cycle.</i>	Maximum of two staff members to include the Program Director OR Site Coordinator	Annually

Prior approval is not required for DESE required trainings, but individuals attending must register. Prior approval is required for attendance to an out-of-state conference, training, and/or professional development. The *Conference/Professional Development Attendance Request Form* should be submitted to DESE for review and approval before any registration or accommodations are made for the conference. Lack of prior approval will result in none reimbursement. The *Professional Development and Training Staff Documentation Form* must be completed and approved by supervisor before and after the PD. This completed form should be submitted along with the employee's timesheet

and PD documentation (*if applicable, completed training/PD certificates, detailed agendas, etc*).

Grant funds can be used to pay for travel expenses to required trainings if it is 50 miles or more away from the 21st CCLC program site (Please follow 21st CCLC Guidance, Government Per Diem and/or District Guidelines for travel). Program employees can claim hours worked **for attending required trainings** if they are not being paid under district or non-district contracts. Employees cannot claim hours for reimbursement for attending conferences, trainings, and/or professional development that is not required unless DESE has given prior approval.

PROFESSIONAL DEVELOPMENT, STAFF TRAININGS AND MEETINGS

Prior approval is required for professional development (PD) and trainings that have not been given approval from DESE. *Professional Development and Training Staff Documentation Form* should be completed and submitted with other required documentation. Staff meetings do not have to receive prior approval. Meetings outside of program time should be documented on the *Documentation of Time Worked During Non-Programming Hours Form* and submitted with timesheet. Sign-in sheets, detailed agendas, and other documentation should be kept on file for the meetings and can be requested at anytime. Virtual/Online PD must follow the same documentation and approval process as on-site PD.

PRIVATE SCHOOL CONSULTATION

All students from the targeted site are eligible to participate in 21st CCLC programs on an equitable basis, including private school students and their families residing in the attendance area of the targeted school. Subgrantees must document consultation with private school officials during the design and development of the 21st CCLC program and yearly on issues such as how the student'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 (who attend the grant awarded site) through 12th grade.

Programs should submit to DESE private school consultation documentation yearly as evidence of consulting with private school(s) in the attendance zone of the targeted school. If a private school student does not have a ten-digit identification number, the program should follow the e-finance guidelines with the district to obtain it for participation in 21st CCLC program.

PROGRAM POLICIES AND PROCEDURES

Programs should have well written documented policies and procedures that provides students, families, staff, communities and other stakeholders information, expectations, timelines, etc. about the program. Policies and procedures should address everything

that pertains to the daily, monthly, and yearly operations of the program. This could include but are not limited to the following:

- Program requirements
- Student enrollment procedures
- Emergency Safety Plan and Procedures (including drills, health guidance, protocols, etc.)
- Student behavior policies
- Student and staff attendance policies
- Staff hiring requirements and job descriptions
- Family and community communication procedures
- Program structure (start/end times and activity transitions)
- Transportation safety and schedule
- Meal Schedule

PROGRAM MONITORING AND EVALUATION

All 21st CCLC subgrantee programs are required to undergo a periodic monitoring and 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 monitoring and evaluation will include a risk assessment, regular desk monitoring, and/or on-site/virtual monitoring that evaluates fiscal and programmatic compliance. A risk assessment will also be completed monthly and annually to assist DESE in identifying 21st CCLC programs that may be at risk of non-compliance with state or federal laws or requirements. Evidence for the risk assessment will be collected throughout the school year and scores updated to reflect new information. All 21st CCLC programs earning 40 points or more on the risk assessment will be considered high risk for on-site/virtual monitoring (***See Appendix E for 21st CCLC Risk Assessment and Desk/On-Site Monitoring Tools.***)

Programs will be visited based on identified risks, a sampling or predetermined cycle, difficulty resolving issues during desk monitoring, or a request from the Superintendent or Secretary of DESE. Programs will be evaluated as higher risk or lower risk to determine the need for on-site/virtual monitoring. Generally, new programs would require closer monitoring. Based on results of during-the-award monitoring and audits, an existing program may warrant closer monitoring. Examples of a risk can be one of the following: (1) a history of non-compliance as a 21st CCLC program, (2) new personnel, (3) provides programming for sites other than the targeted site in the awarded application, and (4) a written complaint was received by DESE about the program.

DESE will assess programs through all fiscal and programmatic compliance such as budget approvals, salary and monthly expenditures, required data reporting, periodic on-site/virtual 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 DESE guidelines, recommendations and directives. If lack of non-compliance is determined, programs will go through an official documented DESE Desk Monitoring. If there is no remedy of the finding(s) in the documented Desk Monitoring, a documented DESE On-Site Monitoring will occur to provide support to remedy non-compliance. Programs choosing not to remedy non-compliance documented by DESE 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.

During and after monitoring, findings and recommendations are noted. After monitoring, a report is sent to the site about the evidence observed during the monitoring and the report is maintained in the SEA records retention. If there are recommendations made by SEA in writing on the report, the SEA will collaborate with the site to ensure those items are corrected and/or implemented if evidence of no implementation was found. If there are findings and/or corrective actions made by SEA, the SEA will collaborate with site in writing a corrective action plan that identifies the risks associated with the findings, controls (written standard operating procedures) to minimize the risk in the future, and identification of person(s) responsible for monitoring implementation of the control and the expectation date, and evidence that the control is in place. The site is given 6-months to remedy or show progress made on the noted findings and/or implementation of correction actions. Near the end of the 6-month period, the SEA will request a status of the controls put in place for the identified risks. The SEA will also monitor the site to ensure that the site is in good standing not only with the risks identified, but also with all programming and fiscal compliance. After the 6-month review process, the SEA will provide the site with a letter stating the site is in good standing with the controls put in place for the identified risks. If controls put in place have not been remedied, the SEA will follow the next steps within the EDGAR guidance.

END OF YEAR REPORTS (Grant Performance Report and Sustainability Plan)

All programs will be required to complete a yearly Grant Performance Report and provide updates during the year towards the Sustainability Plan. 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.

Appendix A: DESE CONTACTS

For assistance with matters concerning the 21st CCLC grant program, please contact:

Name	Position	Contact Information
Wendy Wilson	Program Director	501-683-3442 Wendy.wilson@arkansas.gov
Beverly Jones	Administrative Assistant	501-683-4497 Beverly.jones2@arkansas.gov
James Graham	Fiscal Support Supervisor	501-682-2282 James.graham@arkansas.gov
Michael Vincent	Technical Program Advisor	501-683-1032 Mike.vincent@arkansas.gov
Rebekah West	Program Quality Support Advisor	501-683-0216 Rebekah.west@arkansas.gov

Appendix B: Definitions

Nita M. Lowey 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. The ADE Division of Elementary and Secondary Education (DESE) has identified five guiding principles that support educators, business leaders, communities, and students in their efforts to help all Arkansans develop these critical skills. The principles represents skills needed to thrive at home, school, on the job, and in the community are: Growth (manage yourself), Understanding (know yourself), Interaction (build relationships), Decisions (make responsible choices), and Empathy (be aware of others).

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.

Division of Elementary and Secondary Education (DESE) - is a division of the Arkansas Department of Education (ADE) that provides leadership, support and service to schools, districts and communities so every student graduates prepared for college, career, and community engagement.

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.

Family Members: Family members of students served in the 21st CCLC program

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

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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.

Regular Attendees: Refers to students who have attended a 21st CCLC program for at least 30 days (which do not have to be consecutive) during the attendance reporting period.

Service-Learning: An evidence-based teaching and learning strategy that integrates meaningful service with youth leadership, academic instruction, and guided reflection to enrich the learning experience, teach civic and personal responsibility, and strengthen communities.

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.

Subgrantee: The name of the organization that acts as the fiscal agent for the grant.

Supplant – 21st CCLC funding shall not take the place of (*supplant*) state, local, and other federal funds.

Supplement – 21st CCLC funding shall increase the level of services (*supplement*) state, local, and other federal funds.

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.

Appendix C: Expenditure Codes for LEAs

The following codes may be used for 21st CCLC expenditures. Each grant is 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-000-00-63210

Travel and Conferences

- Conference Fees: 6441-2213-xxx-000-00-633?? (Use an object code below)
 - 63310 Certified Professional Employee Training and Development Services
 - 63320 Classified Professional Employee Training and Development Services
- Travel Expenses: 6441-2213-xxx-000-00-658?? (Use an object code below)
 - 65810 Certified Travel (Required).
 - 65820 Classified Travel (Required).
 - 65830 Certified Out of District Travel.
 - 65840 Classified Out of District Travel.
 - 65850 Certified Out of State Travel.
 - 65860 Classified Out of State Travel.
 - 65870 Non-Employee Travel (Required).
 - 65880 Travel Meals.
 - 65890 Travel Lodging.

Supplies and Equipment

- Supplies Under \$1000: 6441-1511-xxx-000-00-66100 (General Supplies and Materials)
 - Expenditures for all supplies and materials (other than those listed below) for the operation of the district, including freight and cartage.
 - 66107 Low Value Equip Supplies (Less than \$1,000 Unit Cost).
 - Expenditures totaling \$500.00-999.99 for supplies and materials used in the operation of the district.
 - For user who wants to keep this value range as “low value equipment” but per ADE guidelines it is expensed as supplies.
 - 66110 General Supplies

- 66111-66119 District-Defined General Supplies
- Technology Supplies (Under \$1000): 6441-1511-xxx-000-00-66527
 - 66527 Low Value Equipment Technology Supplies (Less than \$1,000 Unit Cost)
- Equipment (\$1000 and Over): 6441-1511-xxx-000-00-67340

Indirect Costs: 6441-5500-000-000-00-68400

- Refer to AR Grant Guidance

Background Checks: 6441-2576-xxx-000-00-68102

Transportation Expenditure Allocations: Effective Fiscal Year 2021, grants that allow transportation expenditure allocations for transporting students will code such allocation expenditures as follows:

Currently, the Nita M. Lowey 21st Century Community Learning Centers, Title IV, Part B (Fund Source 6441) is the only grant applicable for this code. Instead of moving fuel and/or other bus expenditures from operating to Fund 6441, this expenditure calculation will be an allowable transfer of funds from Fund 6441 to Fund 2001. The Federal Grants Management Unit will be providing and training any change in the calculation rate for such transportation expenditures.

Transfer for Program/Grant Transportation Expenditure Calculation/cost for transporting students for program/grant. Out of Federal Fund INTO State Fund	
Transfer OUT of FED Fund 6XXX to STATE Fund '2001':	6441-5200-000-000-00 69326
(4 th digit in exp. object indicates the transfer is going to a Fund '2')	
Transfer IN to State 2001 Fund from Fund 6441 :	2001 52606
(3 rd digit in revenue code indicates the transfer 'in' came from a Fund '6')	
EDIT/Validation: Transfers OUT 69326 must equal Transfers IN 52606.	

Appendix D: Background Check Instructions

- **Please refer to the link below for instructions on completing all three checks.**
<http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks>

- **Arkansas Child Maltreatment Central Registry**
 - Please refer to the link below for instructions on how to complete.
<http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks>

- **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.”
 - 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.

<https://www.ark.org/criminal/index.php>



Arkansas State Police

Criminal Background Check System

Home

Welcome to the State of Arkansas

Online Criminal Background Check System

- How this Site Works
- Frequently Asked Questions
- Contact Us
- Instructions for Schools
- Instructions for Volunteers

The Official State of Arkansas Online Criminal Background Check System is provided by the Arkansas State Police in accordance with Arkansas law permitting access to certain criminal history information for [authorized entities](#).

This service is limited to persons/entities with the signed written consent of the subject of the record.

National/FBI fingerprint based background checks are available for persons with specific access authorization to National/FBI record checks under state or federal law.

You must have an account with the Information Network of Arkansas (INA) to access this online system.

[Subscribe Online](#)

If you do not have an on-line account with INA, you can still mail-in a request. The cost is \$25.00 each. [Use this form](#)

\$22.00 per Arkansas State name based check request
Pricing: \$11.00 per Arkansas State name based check request (volunteers)
\$14.25 per National/FBI fingerprint based check request
\$12.25 per National/FBI fingerprint based check request (volunteers)

Account Login

Username:

Password:

[Forgot Password?](#)

[Click to report a problem](#)

WARNING: PENALTY FOR MISUSE

A non-criminal justice organization or individual receiving criminal history information may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled.

Any person who uses the criminal history information for any purpose not specified in the request commits a Class A misdemeanor offense.

Arkansas State Police | One State Police Plaza Dr | Little Rock, AR 72209

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Appendix E: Risk Assessment

Desk and On-Site Monitoring Tools

Arkansas Nita M. Lowey 21st Century Community Learning Centers (CCLC) Grant

Division of Elementary and Secondary Education (DESE)

Arkansas Department of Education (ADE)

Programmatic Risk Assessment Form

(Completed for all current grantees for the fiscal year)

A risk assessment will be completed annually to assist DESE in identifying 21st CCLC programs which may be at risk of not being in compliance with state or federal laws or requirements. Evidence for the risk assessment will be collected throughout the school year and scores updated to reflect new information. **All 21st CCLC programs earning 40 points or more on the risk assessment will be considered high risk for an on-site monitoring.**

RISK CRITERIA	VALUE	POINTS EARNED
New Grantee	10	
Late or incorrect submissions of budgets, expenditure, salary documentation, daily attendance and other required reports	20	
Late or incorrect submissions on Summer, Fall, and Spring Annual Performance Report (APR) Data	20	
Program administrative staff turnover or program addendum and/or amendments	10	
Programming for school sites other than the targeted site within the grant awarded application (<i>This is only for sites who have not gone through the amendment process to be reviewed for providing programming for additional sites.</i>)	15	
Attendance goal from the grant awarded application, for the targeted site, has not been met by the end of year two (<i>excluding school year 2020-2021.</i>)	10	
DESE receives a written complaint.	15	
POINTS	TOTAL	100

**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
 ARKANSAS DEPARTMENT OF EDUCATION
 Nita M. Lowey 21st Century Community Learning Center
 Monitoring Review
 On-Site Visit
 2020-2021**

Grantee:	
Program Director:	
Site Coordinator:	
Personnel Present:	
Date Visited:	
DESE Staff:	

Monitoring Tool Components
1. Program Schedule
2. Safe Environment
3. Communication and Services
4. Academic Achievement
5. Program Operations
6. Daily Operations
7. Evaluation
8. Sustainability

1. Program Schedule	Evidence
1.1 Provide evidence that students have the opportunity to participate in at least 300 program hours before or after the traditional school day over the course of a year. Provide evidence that the program supplements and not supplants regular school day requirements. §4204(a)(2)(B)	Yearly program schedule and calendar documents program times and the amount of hours planned for programming during out of school time. 21 st CCLC programming provides supplemental supports and does not mimic the regular school day.

2. Safe Environment	Evidence
2.1 Provide evidence of the program taking place in a safe and easily accessible facility and students	Written policies, procedures, and regulations for health, fire, safety, pick-ups/drop-offs, parental/guardian

<p>participating in the 21st CCLC program travel safely to and from the center and home.</p> <p>Provide evidence that the Safety Plan (policies, procedures, drills, and safe dismissal) is clearly written and made known to all students, staff, and parents. §4204(b)(2)(A)(i)-(ii)</p>	<p>consents, transportation, field trips, food, medical, emergency drill records, and other emergency procedures are clearly listed, posted and widely disseminated. Policies will conform to applicable local and State standards.</p>
<p>2.2 Provide evidence that the program has a system for signing children in and out of the 21st CCLC program, for locating students at all times, and evidence to indicate the safety of the students is being addressed. §4204(b)(2)(N)</p>	<p>Written policies/procedures, student tracking system, daily student attendance records, etc.</p>
<p>2.3 Provide documentation that all staff and volunteers have completed Background and Child Maltreatment Checks.</p>	<p>Program director and/or the district office has documentation on file that every 21st CCLC employee and volunteer has met all Background and Child Maltreatment Checks required.</p>

3. Communication and Services	Evidence
<p>3.1 Provide a description of how the 21st CCLC program disseminates information about the program (including its location) to the community in a manner that is understandable and accessible. §4204(b)(2)(A)(iii)</p>	<p>Program handbook, email, social media, website, press releases, correspondence, bulletin postings, meetings, etc.</p>
<p>3.2 Provide evidence of program leadership ensuring ongoing communication between program staff and students/families regarding student progress. §4204(b)(2)(A)(iii)</p>	<p>Progress reports (academic and behavioral), meetings (agendas, sign-in sheets, and minutes), correspondence, homework logs, etc.</p>
<p>3.3 Provide evidence of how program leadership ensures ongoing communication between afterschool staff and regular school staff, teachers, and administrators.</p>	<p>Emails, phone calls, meetings (agendas, sign-in sheets, and minutes), etc.</p>
<p>3.4 Program meets with parents, student, and public and private community members. §4204(b)(2)(N)</p>	<p>Meeting agendas, sign-in sheets, minutes, correspondence, etc.</p>

4. Academic Achievement	Evidence
<p>4.1 Provide evidence of how all program activities are expected to improve student academic achievement as well as overall student success. §4204(b)(2)(D)(ii)</p>	<p>Student data, personalized student activities, student and parent feedback, etc.)</p>
<p>4.2 Provide evidence of how the program is aligned with the challenging State academic standards and any local academic standards. §4204(b)(2)(D)(ii)</p>	<p>Lesson plans that demonstrate alignment with State standards.</p>
<p>4.3 Provide evidence of how the activities will meet the following measures of effectiveness:</p> <ol style="list-style-type: none"> 1. Program is based upon an assessment (needs assessment) of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities; 	<p>Data from needs assessment is collected and used to make documented decisions about students and the program</p> <p>Performance measures for each student and subgroup</p>

<ol style="list-style-type: none"> 2. Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities; 3. Program is based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local standards; 4. Ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students; 5. Collect the data necessary for the measures of student success. §4204(b)(2)(E) 	<p>Documentation of activities in the program are evidence-based and help identified students successfully meet the standards</p>
<p>4.4 Provide evidence of the program using best practices, including research or evidence-based practices, to provide educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of the student. §4204(b)(2)(J)</p>	<p>Evidence- and scientifically-based researched programs</p>
<p>4.5 Provide evidence of how the program is supporting and monitoring students' academic growth and achievement. §4204(b)(2)(E)</p>	<p>Progress reports, assessment data, achievement of student performance measures, etc.</p>
<p>4.6 Provide evidence of staff participating in on-going professional development and trainings specific to the 21st CCLC program. §4204(b)(2)</p>	<p>Description of training, agenda, sign-in sheets, minutes, training handouts, professional development plan/calendar, etc.</p>

5. Program Operations §4204(b)(2)(C)	Evidence
<p>5.1 Provide evidence of how the program is coordinating Federal, State, and local programs to make the most effective use of public resources (Coordination of Funds). §4204(b)(2)(C)</p>	<p>Other source of funding or resources (besides 21st CCLC) used to support and achieve program goals</p>
<p>5.2 Provide evidence of how the program is actively collaborating with the school(s) that participating students attend (including through the sharing of relevant data among the school(s)), all participants of the program, and any partnership entities in compliance with applicable laws relating to privacy and confidentiality. §4204(b)(2)(D)(i)</p>	<p>Meeting agendas and schedules for collaboration, sign-in/out, policies regarding privacy, etc.</p>
<p>5.3 Provide evidence that the program is targeting students from the targeted school identified in the grant awarded application. §4204(b)(2)(F)</p>	<p>Documentation of all students in 21st CCLC program attend the targeted school within the grant awarded application</p>
<p>5.4 If applicable, provide evidence of the partnership between a local educational agency (LEA), a</p>	<p>Co-applicant's documentation of services and activities</p>

community-based organization (CBO), and another public entity or private entity. §4204(b)(2)(H)	
5.5 Provide evidence of an evaluation of the community needs and available resources for the community learning center, and a description of how the program site continues to address those needs (including working families). §4204(b)(2)(I)	Data from community evaluation, documentation of how the needs are addressed, etc.
5.6 If applicable, provide evidence on how volunteers are used in activities carried out through the community learning center and how the eligible entity will encourage and use appropriately qualified persons to serve as volunteers. §4204(b)(2)	Recruitment procedures, job descriptions, background check documentation, training materials (agenda, sign-in sheets, minutes, etc.
5.7 Provide evidence that the program is offering families of students served active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development. §4201(a)(3)	Correspondence (flyers/announcements), family attendance records (sign-in sheets), activities/schedules (agendas), etc.
5.8 Program has registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, new to school, etc.), and attendance records broken down to 30 days or more and fewer than 30 days. §4204(b)(2)(N)	Registration forms (including student State 10-digit identification number), attendance forms, 21 st CCLC Annual Performance Data, etc.

6. Daily Operations	Evidence
6.1 Provide evidence that all students have access to healthy snacks during programming.	Daily snack/dinner log or other documentation
6.2 Provide evidence on program transitions being orderly and timely between activities.	Program schedule detailing times during and between activities.
6.3 Provide evidence of student sign-in and sign-out documentation.	Sign-in/out documentation
6.4 Provide evidence of maintaining written plans for activities and forms to track student participation in activities. §4204(b)(2)(N)	System for tracking student participation in all activities, lesson plans, etc.
6.4 Provide evidence of accounting for staff attendance.	Sign-in/out documentation, timesheets, etc.
6.5 Provides clear standards for student behavior consistently. §4201(b)(3)(N)	Student behavior techniques/interventions, classroom discipline rules, incident reports, etc.
6.6 Provide evidence of how student records are maintained and student information is kept confidential.	Location of records is locked and secure, and/or maintained in secure database, etc.
6.7 Provide evidence that all financial records are current such as expenditures, salary reporting, invoices, receipts, inventory, etc.	Accounting system in place to maintain all financial records.
6.8 Grantee maintains copy of the approved application, amendments, revised budgets, and needs assessments results.	21 st CCLC application, approved amendments (if applicable), needs assessment data, etc.

6.10 Provide documentation that enrichment activities support the program's curriculum and objectives.	Lesson plans aligned to grant awarded goals, activity logs/descriptions, etc.
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7. Evaluation	Evidence
7.1 Provide a system of accountability and continuous evaluation to support program improvement. System accounts for parent, participants', and staff satisfaction and uses data to identify necessary changes. §4205(b)(2)	Program modifications, amendments (if applicable), evaluation/monitoring reports, results from program improvement plans, survey and results from key stakeholders, including parents, students, and collaborators/partners, etc.
7.2 Evaluation findings are regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholder. §4205(b)(2)(B)(ii)	Evaluation reports, meeting agendas, sign-in sheets, minutes, newsletters/press releases, etc.

8. Sustainability	Evidence
8.1 Grantee ensures that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds.	<p>Expenditure reports</p> <p>Salary/account distribution reports (indicating all funds contributing to employee's salary) of all employee salaries paid in whole or in part with federal funds</p> <p>List of all employees paid with Federal program dollars</p> <p>Job descriptions of all Federal program employees</p>
8.2 Provide a preliminary plan for how the community learning center will continue after 21 st CCLC funding ends. Provide evidence of program leadership identifying resources and partnerships for current grant year and in the future. §4204(b)(2)(K)	<p>Sustainability plan documenting how the community learning center will continue after 21st CCLC funding ends.</p> <p>Site provides documentation of program leadership updating the plan yearly to identify resources and partnerships that will support the continuation of the program during and after 21st CCLC funding has ended.</p>

Appendix F: 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 and/or supervisor signature
- Hours logged on timesheets outside of program hours without well documentation
- 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, in-room movie charges, etc.
- 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
- No documentation of student sign-in and out
- No documentation of work for staff planning, professional development, trainings, or meetings
- Adjustments to timesheets without the initials and/or date of the person making adjustments. If it is not the employee making the adjustment, notification was not made to the employee as well.
- Providing programming for students (even in the same district) who do not attend the grant awarded site
- Conflict of Interest

-
- Serving students who are not enrolled in the 21st CCLC program and lack a ten-digit State identification number
