

Nita M. Lowey  
21st Century Community  
Learning Centers



**Grant Guidance  
Handbook**

**REVISED  
04/01/2025**







**Arkansas Department of Education**  
Division of Elementary and Secondary Education  
Nita M. Lowey  
21st Century Community Learning Centers  
Title IV – B Program

Dear 21st CCLC Grantees,

On behalf of the Arkansas Department of Education (ADE), we are pleased to release the latest revision of the Arkansas Nita M. Lowey 21st Century Community Learning Centers **Grant Guidance Handbook**.



Please note that this handbook is updated annually.  
The latest version is always available for download on  
the Arkansas Department of Education's 21st CCLC  
website.



The 21st CCLC Grant Guidance Handbook is a desktop reference guide for district leaders, program administration, and staff. The ADE 21st CCLC team has prepared this handbook to clarify the following:

- ❖ General grant information
- ❖ Programmatic and fiscal expectations
- ❖ Program implementation guidance
- ❖ Program assurances and reporting requirements

Thank you for all you do for the students, families, and communities across the state of Arkansas.

Sincerely,

The ADE 21st CCLC Team

# *Table of Contents*

<b>GENERAL GRANT INFORMATION</b>	
Grant Guidance Document	7
Purpose of 21 <sup>st</sup> CCLC Grants	7
Authorized Activities for Community Learning Centers	7
Grant Awards and Duration	8
Renewability	9
Eligible Applicants	9
Faith-Based Organizations	10
Previously Funded Applicants	10
Funding Eligibility	10
Required Registration	10
State Student Identification Numbers	10
Sub Granting	11
Location of Programs	11
Program Operation Times	11
Public Records	11
<b>GRANT FINANCE</b>	
General Financial Guidelines	12
Use of Funds	12
Carryover	13
Program Budgets	13
Purchase Services	13
Monthly Expenditure Reporting	14
Staff Salaries	15
Itemized Receipts	16
Receiving Grant Funds	16

Student Participation Fees	17
Program Attendance	17
Reimbursements to Staff	18
Travel Expenses	18
Unallowable Expenditures	19
Allowable Expenditures	20
Snacks or Meals for Students	21
Generating Additional Income	21
Indirect Costs	21
Program Inventory	21
Audit Requirement	22
Records Retention	22
Final Year of Funding	22
<b>PROGRAMMING</b>	
Program Goals	23
Program Design	23
Hours of Operation	23
Enrollment	23
Field Trips	24
Family Engagement	24
<b>STAFFING</b>	
Wages and Work Schedules	26
High School Students Working in the Program	26
Pay Rate Schedules	27
Background Checks	27
Required Positions	27
Program Director Responsibilities	28
Site Coordinator Responsibilities	28



<b>REQUIREMENTS &amp; REPORTING</b>	
Required Data Reporting	30
Conflict of Interest	31
Sustainability of Program	32
General Education Provisions Act (GEPA)	32
Program Assurances	32
Reporting Expectations	33
Student Transportation	36
Amendment Process	37
Forfeiting Grant	37
Application Appeals Process	37
Trainings and Conferences	39
Professional Development, Staff Trainings, and Meetings	39
Private School Consultation	40
Program Policies and Procedures (Program Handbook)	40
Program Monitoring and Evaluation	40
Grant Continuation Process	42
<b>APPENDICES</b>	
Appendix A: DESE Contacts	44
Appendix B: Definitions	44
Appendix C: Expenditure Codes for LEAs	47
Appendix D: Background Check Instructions	53
Appendix E: Risk Assessment and On-Site/ Virtual Monitoring Tool	53
Appendix F: Required Unique Entity Identifier	54
Appendix G: Health and Nutrition Programs	56
Appendix H: Common Audit Findings	56
Appendix I: Federal APR Activity Categories	57

## General Grant Information

### 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. Â§200). The information in this document replaces all prior guidance documents for Arkansas 21st CCLC programs.

### PURPOSE OF 21<sup>st</sup> CCLC GRANTS

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (20 U.S.C. 7171-7176), the 21<sup>st</sup> Century Community Learning Centers (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 (Appendix I)

*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.
- After school 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 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 21<sup>st</sup> CCLC grant may not be made in an amount that is less than \$50,000. DESE will award competitive grants at a minimum of \$50,000 to \$200,000 per applicant, issued annually for up to three to five consecutive years dependent upon an annual review of performance, providing that the program is able to demonstrate the following:

- Program complies with all State and Federal laws and guidelines.
- Progress toward program goals.
- Meeting attendance goals within the awarded grant.
- Attendance of required personnel at mandatory trainings 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 21<sup>st</sup> 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.
- Program operation is in alignment with the awarded grant application serving the target population within the grant; and
- The subgrantee evaluates all program components yearly to ensure progress in achieving the grant awarded goals and disseminates this information to stakeholders.

**A program site location can only be served by one grant award. However, one grant can serve up to three (3) targeted schools, in a district, if included in the awarded grant application. (NOTE: Programs may request a waiver from DESE to allow alterations to the number of targeted schools)**

**The name of the subgrantee program must be the name associated with the UEI 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. (NOTE: Programs may request a waiver from DESE to allow alterations to the number of grants awarded per school year)**

### **RENEWABILITY**

The State does not practice renewability as described in Title IV, Part B.

### **ELIGIBLE APPLICANTS**

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

- Local Educational Agencies (LEA) 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 schools 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 or three-year grant cycles. To be eligible to apply for a new grant, applicants who have previously been funded must have satisfactory performance during the awarded grant years, provide the need for additional goals to be achieved than what is in the current awarded application, and must have submitted all current year reports and data by the required deadlines at the time of the new application.

### **FUNDING ELIGIBILITY**

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.

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 Unique Entity Identifier (UEI) 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.

The UEI is free and is required to receive funds from DESE. 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](http://www.sam.gov) website. For more information about the UEI and the transition from the DUNS Number to the UEI, please review Appendix F.

### **STATE STUDENT IDENTIFICATION NUMBERS**

The primary purpose of 21<sup>st</sup> 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 21<sup>st</sup> 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 and have an agreement with the school district they are serving to provide the ID numbers. Failure to obtain ten-digit State identification numbers within **five days** upon student enrollment will result in the site being suspended and/or program closure.

## **SUBGRANTING**

Organizations awarded 21<sup>st</sup> 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 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 21<sup>st</sup> CCLC program and home. Transportation cannot be a barrier for students participating in the program. Subgrantees should be prepared to offer daily transportation to 21<sup>st</sup> CCLC participants during programming.

## **PROGRAM OPERATION TIMES**

21<sup>st</sup> CCLC programs must offer services during non-school hours or periods when school is not in session. This time may include before and/or after school, evenings, weekends, school vacations and/or summer. All subgrantees must submit a Site Calendar and Profile and Master Schedule indicating the days of programming and the services that will be offered. During the program year when changes are made to the Site Calendar and Profile and Master Schedule, the program must submit these forms to DESE for review and approval.

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

## **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, without limitation, in the following:

1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board,
2. Referral to Arkansas Legislative Audit,
3. Referral to the Prosecuting Attorney in the district where the program is located; and
4. Referral to the Federal Bureau of Investigation.

# Grant Finance

## GENERAL FINANCIAL GUIDELINES

1. All spending of 21<sup>st</sup> 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) 21<sup>st</sup> CCLC Non-Regulatory Guidance
  - Arkansas Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Grant Guidance 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 21<sup>st</sup> 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.

### **CARRYOVER**

Programs may carryover up to 15% of the current year allocation into the next fiscal year. The current year allocation is the amount without any previous year carryover. Carryover exceeding 15% of the current year's allocation will not be allowed. Funds exceeding 15% will be collected and redistributed to participating grantees. Programs in the last year of their grant cycle will not be allowed to carryover funding.

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 BUDGETS**

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 Preliminary Budget 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 used by Arkansas Public School Computer Network (APSCN) and should be used by LEAs. CBOs, FBOs, and other entities may not have the same codes available. However, all programs should only use the budget line-item descriptors on the budget. Consult the district and/or the organization's financial officer for assistance on budget components. Existing Programs are required to submit a Preliminary Budget by September 30. New-Grantees are required to submit a Preliminary Budget prior to the start of the program, but no later than August 31. All programs are required to submit a Mid-Year Budget Check by February 1<sup>st</sup>, and a Final Budget by April 1<sup>st</sup> each year. These changes are in line with the ADE-DESE's ARApp.

Prior approval must be received for **ALL** purchases. For all programs, all expenditures, such as field trips, professional development, conferences, trainings, transportation, purchase services, materials, and supplies must be described in detail in the Preliminary Budget. Once DESE has reviewed and approved the Preliminary Budget, programs are allowed to make purchases within the approved Preliminary Budget. Purchases made that are not defined and approved on the Preliminary Budget will not be reimbursed.

If changes need to be made to the Preliminary Budget during the program year, requests should be sent to DESE for review and approval. Purchases made without DESE approval will result in purchases not being reimbursed.

### **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 21<sup>st</sup> CCLC program must be given in the Yearly Preliminary Budget before the vendor can provide services.** A purchase service contract must include the following: vendor professional qualifications, license/certification information, taxpayer ID for the business

providing the professional service, 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. **It must also be noted in the contract that payment for services will occur after services have been rendered.**

The purchase service contract must also include how the service supports the achievement of the goals in the awarded grant and align with the Arkansas State Standards and the program's curriculum. This documentation must be attached to the contract. **Vendors cannot be 21st CCLC program employees.**

All purchase services must be described in the Preliminary Budget. Upon approval of the Preliminary Budget, the program must upload the purchase service contract(s) to Indistar, under the Purchase Service Contract Folder, before the services begin for the program year. If a program wants to use a vendor for multiple years, the program must provide a contract each program year, in Indistar, after it has been approved in the Preliminary Budget.

DESE will audit submissions to ensure the contracted services follow the guidelines within the guidance and aligns to the approved Preliminary Budget. When contracts are audited by DESE and DESE finds that the program has not met the required guidelines and it is not an approved purchase on the Preliminary Budget, DESE will require the program to suspend services of the vendor until it is reviewed by DESE. If DESE finds that the purchase service was not approved in the Preliminary Budget, budget amendment, and/or the required contract documentation is not found in the SEA Documentation Folder, the program will not be reimbursed with 21<sup>st</sup> CCLC funds for the services rendered by the purchase service. If DESE has reimbursed the funds before the audit has taken place and finds incorrect or no documentation within the folder, the program will be required to pay the funds back to DESE for the services rendered by the purchase service. It will be the responsibility of the program to provide funding for the services rendered.

### **MONTHLY EXPENDITURE REPORTING**

Subgrantees are required to upload expenditure documentation in Indistar by the 5<sup>th</sup> 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.**

Programs are required to use the most up-to-date forms found in Indistar and follow the format below when completing and uploading to the Monthly Expenditure Folder in Indistar:



LEA's:	Non-LEA's:
Request for Funds Form (RFF)	Request for Funds Form (RFF)
eFinance (Summary of Salaries and Expenditures)	Summaries of Staff Salaries
eFinance (Employee Time Sheets)	Monthly Employee Time Sheets and <b>Matching Pay-Stubs</b> (Programming/Non-Programming)
Monthly Employee Time Sheets (Programming/ <b>Non-Programming</b> )	Check Summary
Expenditure Receipts (supplies, purchase service, travel, background checks, etc.)	Expenditure Receipts (supplies, purchase service, travel, background checks, etc.)
Transportation Mileage Log*	Transportation Mileage Log*
Travel Reimbursement Request	Travel Reimbursement Request

**\*All programs, including LEAs, are required to pay transportation monthly. LEAs can no longer pay this expenditure at the end of the year.**

### **STAFF SALARIES**

All employees working for 21<sup>st</sup> 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 worked by other 21<sup>st</sup> CCLC staff. Total salaries and employer taxes (Social Security, Medicare, and Arkansas Teacher Retirement) cannot exceed 70% of the total yearly budget in Years 1 and 2. **Programs in subsequent years may exceed 70% but prior approval is required and must demonstrate, on the budget, how it is reasonable, necessary, and allocable.**

Each program must have a yearly Pay Rate Schedule (found in Indistar) approved by DESE 21<sup>st</sup> CCLC staff prior to the first payroll. When changes are made to the Pay Rate Schedule, that have been approved by the organization's board, and put into the organization's fiscal policies, programs must submit the updated Pay Rate Schedule to DESE to review and approve. DESE will only reimburse staff salaries based on the current Pay Rate Schedule on file at DESE.

21<sup>st</sup> 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 (LEAs) 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 21<sup>st</sup> CCLC funds.

All employees must document time worked in the 21<sup>st</sup> CCLC program. Non-LEA's must use the timesheets located in Indistar. **All timesheets must be typed**, and the 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 supervisor's signature shall be included on all program employee timesheets. Reimbursements for salary expenditures will not be made without completed timesheets with the appropriate supervisor's signatures. For example, timesheets missing any signatures, start and ending times, days, and dates for time claimed are not complete.

**All 21<sup>st</sup> 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. The time submitted can't occur during the school day. This form should be submitted monthly behind the timesheet of any staff claiming time outside of program hours. The details of the work completed, on this form, should match the amount of time claimed. Failure to provide timely and detailed documentation of the work completed 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 21<sup>st</sup> CCLC expenditures only. **Receipts splitting costs between different funds will not be reimbursed unless prior approval is 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 to three months of payroll until the entity completes all the DESE requirements to receive funding. All subgrantees are required to submit documentation for prior month expenditures in Indistar by the 5<sup>th</sup> 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, and amount of each item and total amount of the purchase.

**Documentation must be submitted to Indistar by the 5<sup>th</sup> 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 or pay period (*ex: August 1<sup>st</sup> – 31<sup>st</sup> or September 16<sup>th</sup> - October 15<sup>th</sup>*). The required 21<sup>st</sup> CCLC forms in Indistar must be used when submitting expenditure documentation and changes to the form should not be made without prior approval from DESE.**

**Programs that fail to submit correct documentation by the deadline will be notified by 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**

21<sup>st</sup> 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 21<sup>st</sup> 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 families and emphasize the importance of regular daily attendance in the 21<sup>st</sup> CCLC program.

**Student attendance records from the grant awarded site, including daily hours of participation by activity, must be maintained by all subgrantees.** Attendance must be kept for every student enrolled in the program. *For School Year Grants, a program year contains the summer, fall and spring (June 1st – May 31st).* Documentation of students signing in and out each day and attendance in each activity must be maintained in Cayen by the program. Standard grant award amounts are designed for programs with an average daily attendance of 100 students. All Year 1 grantees will receive \$200,000. After the first year of grant funding, award amounts will be adjusted yearly according to the following scale based on the average daily attendance from the prior year.

Programs with an average daily attendance greater than 100, will be awarded an additional \$1,500.00 for each student over 100 the subsequent year. For example, a program that has an average daily attendance of 125 students for 2023-2024 and is in Year 2 of their grant cycle will be awarded \$37,500.00 for the additional 25 students (25 students X \$1,500/student). Their total 2024-2025 allocation, excluding the 15% carryover, will be \$187,500.00.

### **Grant Funding Distribution**

<b>Average Daily Attendance</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
80-100 Students	\$200,000	\$200,000	\$150,000	\$150,000	\$150,000
60-79 Students	\$200,000	\$150,000	\$120,000	\$120,000	\$120,000
40-59 Students	\$200,000	\$120,000	\$100,000	\$100,000	\$100,000
20-39 Students	\$200,000	\$100,000	\$80,000	\$80,000	\$80,000
Below 20 Students	\$200,000	\$75,000	\$60,000	\$60,000	\$60,000

## **REIMBURSEMENTS TO STAFF**

Reimbursements to staff, other than travel, should be limited. Reimbursements must be submitted using the *Travel 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 or an organization's fiscal policies to process the reimbursement. The General Services Administration (GSA) per diem rates ([www.gsa.gov/travel](http://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 the 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 Form*.

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 the 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 by DESE.

## **UNALLOWABLE EXPENDITURES**

Unallowable expenditures include, but are not limited to:

- Food for meals and any other purpose
- Clothing of any kind, including t-shirts, costumes, or staff uniforms
- Activities that are considered entertainment including amusement parks, water parks, restaurants, movies, party centers, video games, eSports, 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 worked.
- Staff being paid while working at another position during the same hours of operation of the 21<sup>st</sup> CCLC program.
- 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
- Furniture
- Technology infrastructure and hotspots
- Bonuses or incentives including cash, material items or gift cards.
- Incentives and rewards for students
- Employee bonuses
- Gift cards.
- Cash advances.
- Student meals at restaurants
- Non-academic field trips and entertainment such as amusement, diversion, team building, and social activities
- Overnight field trips not described in the grant awarded application and DESE approved.
- Field Trips that are not academically aligned to the program curriculum and the achievement of the grant awarded goals.
- 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 21<sup>st</sup> CCLC projects
- Club or organization fees and competitions.

### **ALLOWABLE EXPENDITURES**

Examples of allowable expenditures include, but are not limited to:

- Salaries and employer taxes (FICA and Medicare) for program staff
- Professional development activities, including travel.
- Field Trips that are academically aligned to the program curriculum and the achievement of the grant awarded 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 21<sup>st</sup> CCLC program employees

### **SNACKS AND/ OR MEALS FOR STUDENTS**

Programs are required to provide a snack and/or meal during programming. 21<sup>ST</sup> 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 (*Appendix G: Health and Nutrition Programs*) to provide snacks or meals for students during the program.

<https://dese.ade.arkansas.gov/Offices/District-Operations/child-nutrition-unit/programs>

### **GENERATING ADDITIONAL INCOME**

Subgrantees may not use program funds or materials and supplies to generate income. This includes but is not limited to making, donating, and/or selling t-shirts, baked goods, plants, 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 (not the total budget). 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 DESE Commissioner's Memos. It is the LEA's responsibility to use the most up-to-date rate.

### **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 21<sup>st</sup> 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 21<sup>st</sup> CCLC property.** The 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 for 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 (Where the item is stored)
- 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 DESE annually.

### **RECORDS RETENTION**

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

### **FINAL YEAR OF FUNDING**

Programs that are in their final year of the grant funding cycle must adhere to the following:

- Program operation and spending must end by May 31 of the final year.
- Required data and reports must be completed by May 31 of the final year, unless DESE has designated otherwise.
- The final budget report and inventory documentation should be submitted by June 30 of the final year.
- Spending should follow the approved budget.
- Spending to deplete funds is not allowed, and any cash on hand from grant funds will be reimbursed to 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, without limitation, in the following:

1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board,
2. Referral to Arkansas Legislative Audit,
3. Referral to the Prosecuting Attorney in the district where the program is located; and
4. Referral to the Federal Bureau of Investigation.

## **PROGRAMMING**

### **PROGRAM GOALS**

Performance goals for all 21<sup>st</sup> CCLC programs include:

1. Improve academic outcomes in content areas for 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 active and meaningful engagement for families to engage in their student's education.

### **PROGRAM DESIGN**

The purpose of 21<sup>st</sup> CCLC grants is to fund quality out-of-school 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**

21<sup>st</sup> 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 June 1st to May 31st. Programs will be required to submit a Site Calendar and Profile Form and a Program Master Schedule to DESE for review and approval. DESE 21<sup>st</sup> CCLC staff should be notified via email immediately of any calendar and/or schedule changes for review and approval.

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

### **ENROLLMENT**

Students who attend the targeted school from the awarded grant application may be enrolled in the 21<sup>st</sup> 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. 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 that resides in the attendance area of the targeted school wants to enroll in the 21<sup>st</sup> CCLC program and does not have a ten-digit State ID number, they must go through the targeted school and/or district to obtain it. 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 under "Resident Homeschool with no ADM - Code 1 - Residency Program". The principal and/or superintendent of the district will be able to

provide guidance on who to contact to complete this process. Failure to obtain ten-digit State Identification numbers within **five days** upon the student enrolling will result in the site being suspended and/or program closure.

If a site would like to provide programming for students outside of the targeted school in the awarded grant, and

- it is in the same district as the targeted school(s) from the grant awarded application, and
- the site can demonstrate their available capacity can support additional students, then 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 37*). 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 program focus or provide daily activities for programming. They should be linked to academic learning and relate to the program activities and goals outlined in the original grant application and current program curriculum. All field trips should be outlined in the budget justification narrative. **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 in Indistar. Taking students out to eat or purchasing food or drinks is not allowable. Field trips designed to accumulate program hours to meet the 300 minimum requirement is not allowed.**

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, team building, video games, skating, zip lining, camping, miniature golf, sporting events, concerts, plays, theaters, fishing, or ice capades will not be allowable.

### **FAMILY ENGAGEMENT**

**A required component of 21<sup>st</sup> 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 activity 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.

Documentation (agendas, sign-in sheets, etc.) of all family engagement opportunities must be kept throughout the duration of the grant and five years after the grant cycle has ended.

## **Family and Community Engagement Framework and Toolkit**

<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, without limitation, in the following:

1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board,
2. Referral to Arkansas Legislative Audit,
3. Referral to the Prosecuting Attorney in the district where the program is located; and
4. Referral to the Federal Bureau of Investigation.

## **STAFFING**

### **WAGES AND WORK SCHEDULES**

All employees working for 21<sup>st</sup> CCLC subgrantee programs will be paid hourly. **Staff to student ratios are required to be at a minimum 1:10 and no more than 1:15 for each session within each activity category** (*Please review Appendix I for additional clarification on reporting program sessions in the right Federal activity categories*). **Prior**

**approval from DESE must be obtained for each enrichment session with a staff to student ratio greater than 1:15 for each activity documented on the Program Master Schedule.**

Total salaries and employer taxes (Social Security and Medicare) for each 21<sup>st</sup> CCLC program, **in Years 1 and 2, must not exceed 70% of the total yearly budget. Programs in Years 3, 4, and 5 can exceed 70% but are required to demonstrate, on the Preliminary Budget and other program documentation, how it is reasonable, necessary, and allocable.** 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). Program directors, site coordinators, and other staff hours must be during the time the program is in operation. **All 21<sup>st</sup> 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 for 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.**

Hours worked for the program must be outside of the regular school day of the site(s) designated in the grant application. **Hours claimed during the regular school day, during school contract hours, and/or during another work contract will not be reimbursed.** Program directors and/or site coordinators only who are not school district employees and want to work before the start of the program (no more than 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 claims hours outside of programming.

Timesheets for all employees must be uploaded for the prior month/pay period in Indistar within the Monthly Expenditure Folder. **Expenditures submitted for the previous month should be from the first to the last day of the month or pay period (ex: August 1<sup>st</sup> – 31<sup>st</sup> or September 16<sup>th</sup> - October 15<sup>th</sup>).** Building or school district administrators cannot be paid for simply being on-site 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 the 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. Employed high school students must be accompanied by a 21<sup>st</sup> CCLC staff (certified and/or non-certified) employee during program hours.

### **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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> CCLC program. Background checks not returned within three months of the first day of employment in a 21<sup>st</sup> 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 21<sup>st</sup> 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 is outlined in Appendix D. Employees must complete background checks at least once during each grant cycle (A grant cycle can equal 3 or 5 years).

### **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 must 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.

A maximum of 70% of the current year budget may be used for staff salaries and benefits in Year 1 and 2. Programs in Years 3, 4, and 5 can exceed the 70% but are required to demonstrate, on the Budget Justification Narrative and other program documentation, how it is reasonable, necessary, and allocable. 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 to fulfill certain responsibilities. A site coordinator is strongly recommended but not required. The program director and 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.

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**

- Must be present and on-site during program hours.
- Hire, oversee activities, and supervise staff.
- Create, monitor, and submit required data and budget reports to DESE.
- Monitor program finance.
- Ensure program follows federal and state 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 and are correct before submission to DESE.
- Ensure that data in Cayen is accurate, submitted daily, and is up to date.
- Ensures staff have completed all background, child maltreatment checks and Conflict of Interest forms.
- Ensure ongoing collaboration with the school day staff of the targeted school(s)
- Ensures that identified 21<sup>st</sup> CCLC staff are trained in CPR.
- Oversees evaluation of all program components

### **SITE COORDINATOR RESPONSIBILITIES (Can have up to 2 per program)**

- Must be present and on-site during program hours.
- 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.
- Ensures activities are aligned to state curriculum standards and are age appropriate.
- Ensures children and youth are always supervised 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 with the site's policies and procedures.

**Subgrantees should promptly report any personnel changes to DESE 21<sup>st</sup> CCLC staff using the *Staff List* form located in Indistar.**

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

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:

1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board,
2. Referral to Arkansas Legislative Audit,
3. Referral to the Prosecuting Attorney in the district where the program is located; and
4. Referral to the Federal Bureau of Investigation.

## ***REQUIREMENTS & REPORTING***

## **REQUIRED DATA REPORTING**

As a recipient of 21st CCLC funds, subgrantees are responsible for reporting to ADE on the overall performance of the program. ADE collects both participation and outcomes data for each program, which the state reports to the federal government. It is the subgrantee's responsibility to collect relevant data that will assist in analyzing, refining, evaluating, and assessing programs based on the impact of the activities and quality of programming. While programs may not be asked to present all program data collected, they are required to keep it as evidence of program impact for at least five years beyond the end of the grant cycle. Required data submissions include, but may not be limited to:

- Youth and School Age Program Quality Self-Assessments (YPQA and SPQA)
- External Program Quality Assessments (EPQA)
- Stakeholder Surveys
- Attendance Data
- Program Improvement Plans (PIP)
- Local Evaluation Documentation
- Grant Application Goals and Performance Measures
- Summer, Fall, and Spring Program Annual Performance Report (APR) Data
  - **Government Performance and Results Act (GPRA)** – 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.
    - **GPRA #1 – Academic Achievement**
      - Percentage of students in grade 4-8 participating in 21<sup>st</sup> CCLC programming during the school year and summer who demonstrate growth in reading and language arts on State assessments.
      - Percentage of students in grade 4-8 participating in 21<sup>st</sup> CCLC programming during the school year and summer who demonstrate growth in mathematics on State assessments.
    - **GPRA #2 – Grade Point Average**
      - Percentage of students in grades 7-8 and 10-12 attending 21<sup>st</sup> CCLC programming during the school year and summer with a prior-year unweighted Grade Point Average (GPA) of less than 3.0 who demonstrated an improved GPA.
    - **GPRA #3 – School Day Attendance**
      - The percentage of students in grades 1-12 participating in 21<sup>st</sup> CCLC during the school year who had a school day attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year.
    - **GPRA #4 – Behavior**

- The percentage of students in grades 1-12 attending 21<sup>st</sup> CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year.
- **GPRA #5 – Student Engagement in Learning**
  - The percentage of students in grades 1-5 participating in 21<sup>st</sup> CCLC programming in the school year and summer who demonstrated an improvement in teacher-reported engagement in learning.

Assistance, training, and support will be provided to all subgrantees to support 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, in Indistar, 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 21<sup>st</sup> 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.
- Immediate family members serving in program administrator roles; and
- Immediate family members of the fiscal agent that work for the 21<sup>st</sup> CCLC program.

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

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

It is a goal of the 21<sup>st</sup> CCLC grant and DESE that the program build capacity and sustain it 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 Sustainability Plan, within the grant application and/or Indistar, and provide a yearly report for how the community learning center will continue after 21<sup>st</sup> CCLC funding ends. This report, Grant Performance and Sustainability Report, is found in Indistar under the Resources Section. Within the plan and reports, programs must describe and provide evidence of program administration identifying resources and partnerships for the 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 to include in its application a description of the steps the applicant proposes to take 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. Awarded applicants will have to provide this information yearly on the Program Assurances Form. Information to support writing a program's statement may be found here:

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

### **PROGRAM ASSURANCES**

Programs are required to complete the 21st CCLC Program Assurances Form each year assuring compliance with the current local, State and Federal law and guidelines. The Superintendent or CEO must provide a signature attesting to compliance with all assurances applicable to the program. The School Board of the School District or the governing board of an organization (CBO or FBO) must approve and record, in its minutes, the set of assurances. The program must also provide the date the meeting was held within the form. Additionally, the board must authorize the Superintendent or CEO to sign such assurances as required by Section 8306 and to submit a budget to the Arkansas Department of Education as required. Until this form is completed and submitted to DESE by August 31st of each year of the grant cycle, programs will not be allowed to provide services to students and/or receive reimbursement from DESE.

### **REPORTING EXPECTATIONS**

21<sup>st</sup> CCLC programs are required to follow the timeline of expectations listed in the tables below. These forms are also located in Indistar. Failure to meet the provided deadlines may result in withholding monthly reimbursements, suspending the program, or program closure.



## Beginning-of-Year

Program Assurances	Complete Form and required signatures by June 30.	Email completed and signed form to <a href="mailto:ade.21cclc@ade.arkansas.gov">ade.21cclc@ade.arkansas.gov</a> for review and approval
Document Approval and Signature Page	Complete form and required signatures when submitting or revising BOY, Summer, and Final Budget	Email completed and signed form and additional documents to <a href="mailto:ade.21cclc@ade.arkansas.gov">ade.21cclc@ade.arkansas.gov</a> for review and approval
Site Calendar and Profile Form	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Must be included with Document Approval and Signature Page
Master Schedule - Activities Descriptions	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Must be included with Document Approval and Signature Page
Preliminary Budget	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Must be included with Document Approval and Signature Page
Pay Rate Schedule	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Must be included with Document Approval and Signature Page
Staff List	List all regular 21st CCLC employees and their FTE	Must be included with Document Approval and Signature Page
Private School Consultation	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Save & Upload in the Private School Consultation/Program Assurances Folder.
Conflict of Interest Disclosure	Complete form for each employee and volunteers by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Save & Upload to Conflict-of-Interest Folder
Fiscal Risk Analysis CBOs/FBOs Only	Complete form for each employee and volunteers by	Email form and the organization's most recent audit report (within the last 15

	September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	months) to ade.21cclc@ade.arkansas.gov for review and approval.
--	---	--

### Monthly Uploads (LEAs)

Request for Funds Form (RFF)	Complete Form by the 5th of each month	Save & Upload as the first document, before the Summary of Salaries and Expenditures, Non-Programming Hours Documentation, Receipts, Transportation Mileage Log, and Travel Reimbursement, and submit ALL documents to the Monthly Expenditure Documentation Folder
eFinance (Summary of Salaries and Expenditures)	eFinance <b>Detail Expenditure Status Report</b> (per period and location)	Must be included with Request for Funds Form
Time Sheets (Non-Programming Time Sheet may be used)	LEA Staff Time Sheets (per period)	Must be included with Request for Funds Form
Non-Programming Time Sheet	Complete ONE Form monthly for each employee (as Needed) for Non-Programming Hours	Must be included with Request for Funds Form
Expenditure Receipts (supplies, purchase service, travel, background checks, etc.)	All non-salary expenditures	Must be included with Request for Funds Form
Transportation Mileage Log	Complete Form (as Needed)	Must be included with Request for Funds Form
Travel Reimbursement Request	Complete Form (as Needed)	Must be included with Request for Funds Form

### Monthly Uploads (CBOs/FBOs)

Request for Funds Form (RFF)	Complete Form by the 5th of each month	Save & Upload as the first document, before the Summary of Salaries, Monthly Employee Time Sheets, Check Summary, Receipts, Transportation Mileage Log, and Travel Reimbursement, and submit ALL documents as one file to the Monthly Expenditure Documentation Folder
Summary of Staff Salaries CBOs/FBOs	Complete Form by the 5th of each month	Must be included with Request for Funds Form
Programming/ Non-Programming Time Sheets	Complete ONE Form monthly for each employee	Must be included with Request for Funds Form
Check Summary	Complete Form by the 5th of each month	Must be included with Request for Funds Form
Expenditure Receipts (supplies, purchase service, travel, background checks, etc.)	All non-salary expenditures	Must be included with Request for Funds Form
Transportation Mileage Log	Complete Form (as Needed)	Must be included with Request for Funds Form

Travel Reimbursement Request	Complete Form (as Needed)	Must be included with Request for Funds Form
------------------------------	---------------------------	--

### Mid-Year Check

Budget Check	Complete form and Reconcile to Cognos Report Submit by January 15	Email completed forms to ade.21cclc@ade.arkansas.gov for review and approval
Site-Calendar Profile & Attendance	Submit by January 15	Complete the Shared Google Form

### End-of-Year (Continuing Programs)

Document Approval and Signature Page	Complete form and required signatures when submitting or revising BOY, Summer, and Final Budget	Email completed and signed form and additional documents to ade.21cclc@ade.arkansas.gov for review and approval
Final Budget	Complete form for the Previous Fiscal Year by April 1.	Must be included with Document Approval and Signature Page
Site-Calendar Profile Attendance	Complete the Shared Google Form	Submit by May 31

### End-of-Year (Closing Programs)

Document Approval and Signature Page	Complete form and required signatures when submitting or revising BOY, Summer, and Final Budget	Email completed and signed form and additional documents to ade.21cclc@ade.arkansas.gov for review and approval
Final Budget	Complete form for the Previous Fiscal Year by June 30.	Must be included with Document Approval and Signature Page
Inventory List	Complete Form and update it for each purchase that meets the qualifications in the Inventory Section of the Grant Guidance	Save & Upload to Inventory List Folder
Site-Calendar Profile Attendance	Complete the Shared Google Form	Submit by May 31

### Summer

Document Approval and Signature Page	Complete form and required signatures when submitting or revising BOY, Summer, and Final Budget	Email completed and signed form and additional documents to ade.21cclc@ade.arkansas.gov for review and approval
Master Schedule - Activities Descriptions	Complete Form and submit by May 31, for initial approval. When revisions are needed, complete and submit to DESE for review and approval.	Must be included with Document Approval and Signature Page
Summer Site Calendar and Profile	Complete Form and submit by May 31, for initial approval. When revisions are needed, complete and	Must be included with Document Approval and Signature Page

	submit to DESE for review and approval.	
Pay Rate Schedule	Complete Form and submit by May 31, for initial approval. When revisions are needed, complete and submit to DESE for review and approval.	Must be included with Document Approval and Signature Page
Staff List	List all regular 21st CCLC employees and their FTE	Must be included with Document Approval and Signature Page

### As Needed

Inventory List	Complete Form and update it for each purchase that meets the qualifications in the Inventory Section of the Grant Guidance	Save & Upload to Inventory List Folder
Field Trip Request Form	For each Field Trip Request:	Email completed and signed form to ade.21cclc@ade.arkansas.gov for review and approval
Conference/Professional Development Attendance Request Form	For each Attendance Request:	Email completed and signed form to ade.21cclc@ade.arkansas.gov for review and approval
Staff List Updates	For each Staff Change	Email completed and signed form to ade.21cclc@ade.arkansas.gov for review and approval
Budget Amendment Form	Complete Form (as Needed)	Email completed and signed form to ade.21cclc@ade.arkansas.gov for DESE review and approval
Response to Monitoring Tool	Required	Complete Form & Upload in the Monitoring Folder
Pay Rate Schedule	Complete form by September 30 for Existing Grantees.  Prior to program start, but no later than August 31 for New-Grantees	Must be included with Document Approval and Signature Page
Document Approval and Signature Page	Complete form and required signatures when submitting or revising BOY, Summer, and Final Budget	Email completed and signed form and additional documents to ade.21cclc@ade.arkansas.gov for review and approval

### STUDENT TRANSPORTATION

21<sup>st</sup> 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 21<sup>st</sup> CCLC program will reimburse the district based on daily mileage of the route traveled for the program. *The daily program mileage must be documented on the Transportation Mileage Log Form in Indistar.* The total miles driven will be multiplied by the current transportation rate determined each year by DESE. The current maximum rate per mile that can be used by buses is \$2.52.

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 Log Form, which is 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 monthly. All programs are required to submit transportation expenditure documentation for the prior month (*For example: August 1<sup>st</sup> - 31<sup>st</sup>*) by the 5<sup>th</sup> of the current month (*For example: September 5<sup>th</sup>*). LEAs no longer have the option to submit transportation costs at the end of the fiscal year.

21<sup>st</sup> CCLC programs that do not have access to school district vehicles may contract with a transportation company for services. 21<sup>st</sup> CCLC grant funds may not be used to pay bus driver salaries, fuel, or use of buses.

### **AMENDMENT PROCESS**

Upon approval from DESE, programs can amend areas of the awarded grant except for the grant awarded goals. Areas that can be amended, but are not limited to, are the targeted schools (within the same district), attendance goals, and other areas noted by DESE. When programs want to make allowable changes to the awarded grant, the program must notify and review with DESE the reason for the amendment. If DESE finds the request reasonable and necessary, the program will go through the Amendment Process.

The chart below provides information on types of amendments and how to complete the process. After the narrative and additional supporting documents have been completed, the program should email them to DESE 21<sup>st</sup> CCLC Program Director to review for further guidance and approval/disapproval.

<b>TYPE OF AMENDMENT</b>	<b>COMPONENTS OF AMENDMENT NARRATIVE</b>
Changing attendance goal from the awarded grant	<ol style="list-style-type: none"> <li>1. Provide the purpose for amending the awarded grant.</li> <li>2. Provide evidence and reasoning for the amendment based on attendance data collected in prior months and/or years of programming.</li> <li>3. Describe any financial burden (increase or decrease) the program will incur with the changes (<i>For example: Transportation, salaries/benefits, materials, and supplies, etc.</i>)</li> <li>4. Signatures required from the Program Director, Principal, and Superintendent's or CEO's supporting the change.</li> </ol>
Increasing the number of grade levels served from the awarded targeted site	<ol style="list-style-type: none"> <li>1. Provide the purpose for amending the awarded grant and include the additional students' targeted school(s) and/or grade levels within the same LEA.</li> <li>2. Describe how the program will provide academic and allowable supports for the additional students based on their student and school data.</li> <li>3. Describe how the program will ensure that all Federal and State required data is collected timely and accurately and submitted on-time to DESE.</li> <li>4. Describe any financial burden (increase or decrease) the program will incur with the changes (<i>For example: Transportation, salaries/benefits, materials, and supplies, etc.</i>)</li> </ol>

	<ol style="list-style-type: none"> <li>5. Provide details of an on-going communication plan with school staff, parents, families, and community members about the needs and supports for changes.</li> <li>6. Signatures required from the Program Director, Principal, and Superintendent's or CEO's supporting the change.</li> </ol>
Adding targeted school(s) within the current LEA served <b>(Please note: A grant can serve no more than 3 targeted sites (schools) within an LEA).</b>	<ol style="list-style-type: none"> <li>1. Provide the purpose for amending the awarded grant to the additional targeted school(s).</li> <li>2. Provide the needs assessment that was completed that demonstrates the necessity of this change.</li> <li>3. Describe the feedback from all stakeholder groups (staff (school day and out-of-school), students, families, and community partners) that documents support of the amendment.</li> <li>4. Describe and provide data on how the program has had success supporting the academic growth and achievement for the current grant awarded site(s).</li> <li>5. Describe how the program will ensure that all Federal and State required data is collected timely and accurate and submitted on-time to DESE.</li> <li>6. Describe any financial burden (increase or decrease) the program will incur with the changes (<i>For example: Transportation, salaries/benefits, materials, and supplies, etc.</i>)</li> <li>7. Provide details of an on-going communication plan with school staff, parents, families, and community members about the needs and supports for changes.</li> <li>8. In addition to the narrative, provide a Letter of Commitment or Memorandum of Understanding (MOU) as documentation of the targeted school's support. Signatures from the program director, the principal, and the superintendent are required to demonstrate the necessity of the changes to the program.</li> </ol>

### **FORFEITING GRANT**

If at any time a program wishes to forfeit the grant during the grant cycle, the program must notify the 21<sup>st</sup> CCLC SEA Program Director immediately to discuss what options are available to the program. An official letter stating the reason for discontinuing the program should be sent to the 21<sup>st</sup> CCLC Program Office and signed by the fiscal agent.

### **APPLICATION APPEALS PROCESS**

Applicants that wish to appeal a grant award decision must submit a letter of appeal to DESE. Appeals are limited to the grounds that DESE failed to correctly apply the standards for reviewing the application, as specified in the Request for Applications (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 the 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



21<sup>st</sup> CCLC Program Office  
Division of Elementary and Secondary Education  
Arkansas Department of Education  
1401 West Capitol Suite 430  
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 SEA 21<sup>st</sup> CCLC staff provides ongoing training and technical assistance throughout the year. The link below provides the training information and recordings (if applicable) for supports that 21<sup>st</sup> CCLC staff can participate in to enhance their knowledge and skills for out-of-school time programming. Mandatory and optional trainings are noted in Indistar under the Program, Fiscal, and Training Calendar link. It is the responsibility of the program to ensure attendance to all mandatory trainings and meetings. Prior approval is not required for trainings provided by DESE on the calendar link below.

Subgrantees *are not required* to attend a national conference focused on out-of-school time training, but it is highly recommended. A **maximum of two staff members, from each program** can attend **one** out-of-state conference each year of the grant cycle. The two staff members can include the program director, site coordinator, and/or a lead 21<sup>st</sup> CCLC teacher. The designated staff may attend one of the following conferences:

1. Beyond School Hours Conference
2. National Afterschool Association Conference
3. Ready by 21 Conference
4. Boost Conference
5. USDE 21<sup>st</sup> CCLC Summer Symposium

Prior approval is required for attendance at an out-of-state conference, training, and/or professional development. The *Conference/Professional Development (PD) Attendance Request Form* should be submitted to DESE for review and approval before any registration or accommodations are made for the conference/ PD. Lack of prior approval will result in non-reimbursement.

*If applicable, completed training/PD certificates, detailed agendas, etc. may be requested by DESE for verification of attendance.* Please follow 21<sup>st</sup> CCLC Guidance, Government Per Diem and/or District Guidelines for travel. Program employees can claim hours worked for attending DESE-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 are 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 has 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 timesheets. Sign-in sheets, detailed agendas, and other documentation should be kept on file for the meetings and can be requested at any time. 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 (Due October 1st) subjects 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 students, who attend the grant awarded site, in kindergarten through 12<sup>th</sup> 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 State ten-digit identification number and lives in the targeted school's attendance zone, the program should follow the e-finance guidelines with the district to obtain it for participation in 21<sup>st</sup> CCLC program.

### **PROGRAM POLICIES AND PROCEDURES (Program Handbook)**

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/ registration 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, activities, transitions, etc.)
- Transportation safety and schedule
- Meal/Snack Schedule

### **PROGRAM MONITORING AND EVALUATION**

All 21<sup>st</sup> CCLC subgrantee programs are required to undergo periodic monitoring and evaluation in conjunction with the State educational agency's overall evaluation plan, to

assess the program's progress toward achieving the goals 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**

Program monitoring will include a risk assessment, regular desk monitoring, and/or on-site/virtual monitoring that evaluates fiscal and programmatic compliance. The 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 of 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 60 points or more on the risk assessment will be considered high risk. During the program year, programs that are identified as high risk 3 months or more will receive a targeted or comprehensive on-site and/or virtual monitoring (See Appendix E for 21st CCLC Risk Assessment).

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. Based on results of 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 on program requirements, (2) new personnel, (3) programming provided for sites other than the targeted site(s) in the awarded application, (4) attendance goals from awarded grant not met and (5) a written complaint was received by DESE about the program.

DESE will assess programs fiscal and programmatic compliance by reviewing items such as budget approvals, salary, and monthly expenditures, required data reporting, and periodic on-site/virtual visits to ensure compliance with state and federal regulations, the grant awarded application, and timely submission of required

reports/data. If non-compliance is determined, it will be documented during desk monitoring on DESE 21st CCLC Monthly Compliance Report. If there is no remedy of the non-compliance documented during desk monitoring, a documented DESE On-Site/ Virtual 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 the monitoring process, findings and/or recommendations can be noted. After monitoring, a report is sent to the program about the evidence observed and reviewed during the monitoring. The report is maintained in the SEA records retention. The program is also required to keep the program's records retention as well. 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 some implementation was found. The program will be required to provide DESE with a plan, in writing, documenting how the indicator(s) will be fully implemented six months after the report is received.

If there are findings and/or corrective actions made by SEA, the SEA will collaborate with the program in writing a corrective action plan that identifies the following: (1) The risks associated

with the findings, (2) the controls (written standard operating procedures) to minimize the risk in the future, (3) identification of person(s) responsible for monitoring implementation of the control, and (4) evidence that the control is in place.

The program is given six months to remedy or show progress made on the noted findings and/or implementation of corrective action plan. Near the end of the six-month period, the SEA will request a report on the 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 six-month review process and the program has remedied identified risks, 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 (§200.339).

### **Program Evaluation**

All subgrantees are required to participate in federal and state evaluation activities. Subgrantees are also required to develop and implement an individualized local evaluation plan as a part of the Continuous Quality Improvement (CQI) process.

For the sustainability of the program at the federal level, it is important to show the impact of 21st CCLC programs across Arkansas. To show the impact, ADE collects and reports on the measures identified by Congress. These GPRA measures are relative to attendance, academic achievement, behavior, and engagement for the students served. For more information on the Government Performance and Results Act (GPRA), please refer to the Required Data Reporting section of the Grant Guidance.

States must conduct a comprehensive evaluation of the effectiveness of programs and activities provided with Nita M. Lowey 21st CCLC funds. States are required to:

1. Describe performance indicators and performance measures used
2. Monitor the periodic evaluations of programs
3. Disseminate the results to the public.

Arkansas 21st CCLC Statewide Evaluation Reports can be found on the [ADE 21st CCLC website](#).

ADE requires subgrantees to develop and implement a local evaluation plan to highlight their unique program outcomes and impact. The local evaluation model should provide evidence that the program provides high-quality opportunities for academic enrichment and helps students meet the state and local academic achievement standards. The model also supports programs in the identification of strengths and recommendations for program improvement and sustainability efforts.

### **GRANT CONTINUATION PROCESS**

Programs in Years 1, 2, and 3 are required to report annually on progress made on the goals set in the grant application. This information is to be reported in DESE's Grants Management System (GMS) by May 31, of the current grant year.

As part of the annual continuation process, attendance, program performance data, updated plan for sustainability, and other required data (Required Data Reporting Section) will be reviewed for each subgrantee. Results of this review include full reimbursement of program payments, partial reimbursement with conditions, probationary status, implementation of a performance and/or corrective action 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, without limitation, in the following:

1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board,
2. Referral to Arkansas Legislative Audit,
3. Referral to the Prosecuting Attorney in the district where the program is located; and
4. Referral to the Federal Bureau of Investigation.

## Appendix A: DESE CONTACTS

**For assistance with matters concerning the 21<sup>st</sup> CCLC grant program, please contact:**

Name	Position	Contact Information
Tim Bullington	Program Director/Coordinator	501-683-5423 <a href="mailto:tim.bullington@ade.arkansas.gov">tim.bullington@ade.arkansas.gov</a>
Tara Meacham	Program Advisor	501-683-0216 <a href="mailto:tara.meacham@ade.arkansas.gov">tara.meacham@ade.arkansas.gov</a>
Sarah Teague	Program Advisor	501-683-1029 <a href="mailto:sarah.teague@ade.arkansas.gov">sarah.teague@ade.arkansas.gov</a>
Beverly Jones	Administrative Assistant	501-683-4497 <a href="mailto:Beverly.jones2@ade.arkansas.gov">Beverly.jones2@ade.arkansas.gov</a>

## Appendix B: Definitions

**Nita M. Lowey 21<sup>st</sup> Century Community Learning Center (21st CCLC)** – 21st CCLC assists students in meeting state and local academic achievement standards, 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 at 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 represent 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>.

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

**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.

**Federal Fiscal Year** – The Federal fiscal year is October 1<sup>st</sup> – September 30<sup>th</sup> each year.

**General Education Provisions Act** - Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant 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.

**Government Performance and Results Act (GPRA)** – The 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.

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

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

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

**Program Improvement Plan** - An on-going plan, revised annually, to create and sustain a continuous cycle of program improvement based on data from program quality assessments and other data sources.

**Program Year** – The program year for 21<sup>st</sup> CCLC is June 1<sup>st</sup> – May 31<sup>st</sup> each year. Activities and data collected for the program is within this timeframe.

**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.

**State Fiscal Year** – The State fiscal year is July 1<sup>st</sup> – June 30<sup>th</sup> each year. Program budgets are set for this timeframe. Budgets outside of this timeframe, must have prior approval from the SEA.

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

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

**Supplement** – 21<sup>st</sup> 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 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 21<sup>st</sup> 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)
  - o 63310 Certified Professional Employee Training and Development Services
  - o 63320 Classified Professional Employee Training and Development Services
- Travel Expenses: 6441-2213-xxx-000-00-658?? (Use an object code below)
  - o 65810 Certified Travel (Required)
  - o 65820 Classified Travel (Required)
  - o 65830 Certified Out of District Travel
  - o 65840 Classified Out of District Travel
  - o 65850 Certified Out of State Travel
  - o 65860 Classified Out of State Travel
  - o 65870 Non-Employee Travel (Required)
  - o 65880 Travel Meals
  - o 65890 Travel Lodging

### **Supplies and Equipment**

- Supplies Under \$1000: 6441-1511-xxx-000-00-66100 (General Supplies and Materials)
  - o 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).
      - o Expenditures totaling \$500.00-999.99 for supplies and materials used in the operation of the district.
      - o For users who want 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
  - o 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. <b>Out of Federal Fund INTO State Fund</b>		
Transfer OUT of FED Fund 6XXX to STATE Fund '2001':	<b>6441-5200-000-000-00</b>	<b>69326</b>
(4 <sup>th</sup> digit in exp. object indicates the transfer is going to a Fund '2')		
Transfer IN to State 2001 Fund from Fund 6441 :	<b>2001</b>	<b>52606</b>
(3 <sup>rd</sup> digit in revenue code indicates the transfer 'in' came from a Fund '6')		
EDIT/Validation: Transfers OUT 69326 must equal Transfers IN 52606.		

Source of Funds 6441 Allowable Budget Function Object Codes (LEAs ONLY)						
22	6441	6441	1511	1511	61110	61129
22	6441	6441	1511	1511	61320	61329
22	6441	6441	1511	1511	61710	61729
22	6441	6441	1511	1511	62110	62129
22	6441	6441	1511	1511	62210	62229
22	6441	6441	1511	1511	62260	62279
22	6441	6441	1511	1511	62310	62329
22	6441	6441	1511	1511	62510	62529
22	6441	6441	1511	1511	62610	62629
22	6441	6441	1511	1511	62710	62729
22	6441	6441	1511	1511	62910	62929
22	6441	6441	1511	1511	63210	63229
22	6441	6441	1511	1511	63230	63239
22	6441	6441	1511	1511	63310	63329
22	6441	6441	1511	1511	63410	63419
22	6441	6441	1511	1511	63490	63490
22	6441	6441	1511	1511	63530	63539
22	6441	6441	1511	1511	63550	63559
22	6441	6441	1511	1511	63900	63904
22	6441	6441	1511	1511	63910	63910
22	6441	6441	1511	1511	64900	64900
22	6441	6441	1511	1511	65310	65319
22	6441	6441	1511	1511	65320	65329
22	6441	6441	1511	1511	65810	65899
22	6441	6441	1511	1511	65910	65919
22	6441	6441	1511	1511	66100	66119
22	6441	6441	1511	1511	66150	66159
22	6441	6441	1511	1511	66500	66500
22	6441	6441	1511	1511	66510	66527

22	6441	6441	1511	1511	67310	67319
22	6441	6441	1511	1511	67330	67341
22	6441	6441	1511	1511	67350	67359
22	6441	6441	1511	1511	67361	67361
22	6441	6441	1511	1511	67390	67390
22	6441	6441	1511	1511	68100	68102
22	6441	6441	1511	1511	68900	68900
22	6441	6441	1590	1590	61120	61129
22	6441	6441	1590	1590	62110	62129
22	6441	6441	1590	1590	62210	62229
22	6441	6441	1590	1590	62260	62279
22	6441	6441	1590	1590	62310	62329
22	6441	6441	1590	1590	62510	62529
22	6441	6441	1590	1590	62610	62629
22	6441	6441	1590	1590	62710	62729
22	6441	6441	1590	1590	62910	62929
22	6441	6441	1590	1590	63310	63329
22	6441	6441	1590	1590	63410	63419
22	6441	6441	1590	1590	63900	63900
22	6441	6441	1590	1590	63910	63910
22	6441	6441	1590	1590	65810	65899
22	6441	6441	1590	1590	66100	66119
22	6441	6441	1590	1590	66500	66500
22	6441	6441	1590	1590	67340	67340
22	6441	6441	1590	1590	68100	68102
22	6441	6441	2210	2211	61110	61129
22	6441	6441	2210	2211	62110	62129
22	6441	6441	2210	2211	62210	62229
22	6441	6441	2210	2211	62260	62279
22	6441	6441	2210	2211	62310	62329
22	6441	6441	2210	2211	62510	62529



22	6441	6441	2210	2211	62610	62629
22	6441	6441	2210	2211	62710	62729
22	6441	6441	2210	2211	62910	62929
22	6441	6441	2210	2211	63210	63219
22	6441	6441	2210	2211	63310	63319
22	6441	6441	2210	2211	65810	65819
22	6441	6441	2210	2211	66100	66119
22	6441	6441	2210	2211	67340	67340
22	6441	6441	2210	2211	63900	63900
22	6441	6441	2213	2213	61120	61129
22	6441	6441	2213	2213	61320	61329
22	6441	6441	2213	2213	61610	61629
22	6441	6441	2213	2213	62110	62129
22	6441	6441	2213	2213	62210	62229
22	6441	6441	2213	2213	62260	62279
22	6441	6441	2213	2213	62310	62329
22	6441	6441	2213	2213	62510	62529
22	6441	6441	2213	2213	62610	62629
22	6441	6441	2213	2213	62710	62729
22	6441	6441	2213	2213	62910	62929
22	6441	6441	2213	2213	63230	63239
22	6441	6441	2213	2213	63310	63329
22	6441	6441	2213	2213	63900	63900
22	6441	6441	2213	2213	65810	65899
22	6441	6441	2213	2213	65910	65920
22	6441	6441	2213	2213	66100	66119
22	6441	6441	2213	2213	68100	68100
22	6441	6441	2213	2213	63530	63530
22	6441	6441	2230	2230	66500	66500
22	6441	6441	2230	2230	66510	66527
22	6441	6441	2230	2230	67340	67340

22	6441	6441	2230	2230	63900	63900
22	6441	6441	2576	2576	65910	65929
22	6441	6441	2576	2576	68100	68102
22	6441	6441	2720	2720	61120	61129
22	6441	6441	2720	2720	62210	62229
22	6441	6441	2720	2720	62260	62279
22	6441	6441	2720	2720	62310	62329
22	6441	6441	2720	2720	62510	62529
22	6441	6441	2720	2720	62610	62629
22	6441	6441	2720	2720	62710	62729
22	6441	6441	2720	2720	62910	62929
22	6441	6441	2720	2720	65110	65119
22	6441	6441	2720	2720	65190	65199
22	6441	6441	2720	2720	66260	66260
22	6441	6441	2720	2720	66265	66265
22	6441	6441	3120	3120	61120	61129
22	6441	6441	3120	3120	62220	62229
22	6441	6441	3120	3120	62270	62279
22	6441	6441	3120	3120	62320	62329
22	6441	6441	3120	3120	66100	66119
22	6441	6441	5200	5200	69326	69326
22	6441	6441	5500	5500	68400	68400
22	6441	6441	5904	5904	69400	69400
22	6441	6441	5906	5906	69400	69400

Please refer to the link below for instructions on completing all three checks (LEAs only).

<https://dese.ade.arkansas.gov/Offices/office-of-early-childhood/electronic-background-check>

☐ **Arkansas Child Maltreatment Central Registry (ALL PROGRAM STAFF MUST COMPLETE)**

- o Please refer to the link below for instructions on how to complete the forms.

<https://humanservices.arkansas.gov/divisions-shared-services/children-family-services/request-a-child-maltreatment-check/>

☐ **Arkansas State Police and FBI (CBOs and FBOs)**

- o Go to the State Police website, select “**Services and Programs,**” select “**Criminal Background Checks,**” select “**Go to Criminal Background Checks.**”
  - This takes you to the login page.
- o Organizations can
  - Create an account to process background checks online by subscription (**clicking on “Subscribe Online”**) **OR**
  - Submit a paper form for background check by filling out the form (**click on “Use this Form”**) and mail to the address provided on the bottom of the form.
- o Volunteer and Non-Volunteer forms for background checks can be found on the Arkansas State Police Website and within Indistar under the Resources Section.

## ***Appendix E: Risk Assessment***

### ***(On-Site/ Virtual Monitoring Tool in Indistar)***

**Arkansas Nita M. Lowey 21<sup>st</sup> 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 program year)

A risk assessment will be completed monthly to assist DESE in identifying 21<sup>st</sup> CCLC programs which may be at risk for not following 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 21<sup>st</sup> CCLC programs earning 60 points or more on the risk assessment will be considered high risk for a deeper data dive and/or on-site monitoring. During the program year, programs that are identified as high risk 3 months or more will receive a targeted or comprehensive on-site and/or virtual monitoring.**

	PROGRAMMATIC RISK CRITERIA	VALUE	POINTS EARNED
1	New grantee, program administrative staff turnover, and/or program amendments	10	
2	Missing or incorrect daily/hourly attendance in Cayen	10	
3	Missing required State ten-digit identifications ID's	10	
4	Late or incorrect inventory reports, and/or other required reports noted in guidance	10	
5	Late or incorrect submissions of Summer, Fall, and Spring Annual Performance Report (APR) Data, Program Quality Assessment (PQA) Program Improvement Plan, and/or Local Evaluation Documentation.	15	
6	Programming for school sites other than the targeted site within the grant awarded application ( <b><i>This is only for sites who have not gone through the amendment process to be reviewed for providing programming for additional sites.</i></b> )	10	
7	Program Monthly Average Daily Attendance is 15 or more students less than the stated attendance goal within the awarded grant.	10	
8	DESE receives a written complaint	15	
	FISCAL RISK CRITERIA	VALUE	POINTS EARNED
1	Late or incorrect submission of budgets (preliminary, mid-year check, and final)	20	
2	Late or incorrect submissions of Monthly Expenditure Documentation (Monthly eFinance Summary of Salaries/Expenditures, Timesheets, Check Summary, Receipts, Transportation Logs, etc.)	20	
3	Program carryover is greater than 15% of previous year's allocation	15	
4	Program has spent less than 50% of yearly allocation by January 31	30	
	<b>TOTAL POINTS</b>	<b>175</b>	

## Appendix F: Required Unique Entity Identifier

### How to Update an Entity Registration in SAM.gov

1. Navigate to SAM.gov.
2. Select the "Sign In" button in the upper right corner. Select "Accept" to accept the US Government System terms.
3. After selecting "Accept," the system will direct you to login.gov.
  - a. Enter your login.gov credentials and select "Sign In." You may be prompted to enter a one-time security code. (You will receive this code via the

- authentication method you selected during account creation.) Note: If you do not already have a login.gov account, please create an account.
4. After signing in, the system will redirect you to your SAM.gov workspace.

### **Locating Your Entity Registration in SAM.gov**

1. In the workspace, find the Entity Registration widget.
2. Select the icon above “Active” to display a list of your active registrations.

*Note: If you do not have an existing Entity registration, you will need to complete a new registration. If you are unable to access an existing Entity registration (active or inactive), you will need to request an SAM.gov Entity Registration role.*

3. Locate the entity record you want to update, select the ellipsis in the top-right corner near the expiration date, and select “Update.”

### **Updating Your Entity Registration in SAM.gov**

1. Review, and if needed, update the following information:
  - a. Update the Core Data section.
  - b. Update the Assertions section.
    - i. Not required if registering for Federal Assistance opportunities only.
  - c. Update the Representations and Certifications section.
2. Update the Points of Contact (POCs) section, including optional POCs.
  - a. You may remove optional POCs if they are no longer relevant.
3. If you qualify as a small business, update your information in the Small Business Administration’s (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page.
4. Select “Submit.”
5. Review then confirm your submission.

SAM.gov will send an email when your registration is submitted and again when the update is processed.

### **How long does it take for the registration to become Active?**

Updates to registration information generally require IRS and CAGE (Commercial and Government Entity) validation, which can take 10-12 business days. The Point of Contact information is the only update that can be made that does not require this level of validation.

### **How to check the status of an Entity Registration**

1. Login to SAM.gov (Registration Status is not available without login).
2. From your workspace, select Home from the menu, then select “Check Registration Status” on the homepage. The same “Check Registration Status” is also located on the Entity Registration landing page.

3. From the check entity registration status, you can enter a public entity's Unique Entity Identifier, CAGE code, or EFT (Electronic Funds Transfer) Identifier.
4. The status provides a quick summary for an entity, displaying the progress of that entity's most recent record. It will also display what steps remain until it is completed. The steps required are determined based on the purpose of registration.
5. Select the topic under the 'More About' for additional help on any of the status symbols or steps.
6. To get the full entity details with reps and certs or any exclusions or to see non-public entities, you will need to use the main search.

#### ***Risk Assessment***

**For further information about the Health and Nutrition Programs, please visit, [www.fns.usda.gov](http://www.fns.usda.gov) for information from the United States Department of Agriculture.**

**(501)-682-8869 (Local)**

**(501)-682-2334 (Fax)**

**(800)-482-5850 – extension 8869**

#### ***Appendix H: Common Audit Findings***

- Unallowable expenditures
- Not paying appropriate employee taxes
- Inadequate or no supporting documents (itemized receipts) for expenditures
- Timesheets are not typed and corrected in a proper manner
- 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 the 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 Interests
- Serving students who are not enrolled in the 21<sup>st</sup> CCLC program and lack a ten-digit State identification number
- DUNS Number is not kept in an active status during the grant cycle

**Appendix I: Federal Annual Performance Report (APR) Activity Categories (Pg. 7)**  
 (\*Required activity categories cross walked with program session examples.)

USED APR Activity Categories	Session Examples (Within each Activity Category)
<b>Academic Enrichment (<i>aligned to the challenging State academic standards and any local academic standards</i>)</b>	Remedial Education Activities Tutoring Services Mentoring Homework Help
<b>Activities for English Learners</b>	Language Skill Programs that support Academic Achievement
<b>Assistance to Students who have been Truant, Suspended, or Expelled</b>	
<b>Career Competencies and Career Readiness</b>	College and Career Readiness Activities
<b>Cultural Programs</b>	Diversity Education
<b>Drug and Violence Prevention and Counseling</b>	Violence Prevention
<b>Expanded Library Service Hours</b>	
<b>Healthy and Active Lifestyle Programs</b>	Regular Physical Activity Programs Nutritional Education Culinary Arts Education
<b>Parenting Skills and Family Literacy Programs</b>	
<b>STEM Programs</b>	3D Printing and Modeling Robotics Lego Construction

	Forensics Architecture Drone Coding
<b>Services for Individuals with Disabilities</b>	
<b>Telecommunications and Technology Education</b>	Graphic Design Animation Programming
<b>Well-Rounded Education Activities <i>(including activities that enable students to be eligible for credit recovery or attainment)</i></b>	Social Emotional Learning (SEL) Curriculums and Supports Ceramics Painting Dance Music Production Drama Youth Leadership Entrepreneurship Community/ Service Learning Puppetry Design Thinking Virtual Reality