

Afterschool UPDATE



A Different Slant on Sustainability

By James Reed, Supervisor, Extended Learning

By now, anyone who has a 21st CCLC or SAC grant has come to the realization that, regardless of the economy, sustainability at a 100 percent level of full funding is nearly impossible. Budget cuts are always being made at school districts. Also, nonprofit organizations are groups that must stay below a certain financial threshold in order to keep their 501(c)(3) status.

When I was in middle school, one of my teachers gave my class a lesson on applying for bank loans. He said, "The best thing you can do is convince the lender that you don't really need the money." I think this can apply to afterschool sustainability in the same manner. For those who attended the grant-writing workshop, attendees were suggested to imagine what their programs would be like financially in their final year and then work *backward*.

By doing this in the early planning stages and describing it in your application, you are convincing your lender (in this case, the grant reader) that your proposed program is worth the investment and will continue past federal funding. While it might be easy to put this on paper, it's another matter entirely to pull it off several years later, which is why you must constantly evolve and work on your plan.

Sustainability might only be one piece, but it is still the lifeblood of your program. If you aren't working toward it, the future of your program and your kids' achievements will be in jeopardy.

New Take on an Old Form

There has been a change to a form that is near and dear to all of us. The monthly Invoice form will now be referred to as the Request for Reimbursement form. In most cases, the term *payment* will now be referred to as *reimbursement*. These changes better represent the intent of the reimbursement process and will allow for more transparency in terms of grant financing.

New Financial Protocol

In order to become more accountable financially at the program and state levels, more transparency needs to exist between the two. Effective immediately, programs at random will be asked to submit copies of all receipts, invoices, time sheets and any other financial statements. The programs will be chosen from randomly selected Request for Reimbursement forms (formerly known as the Invoice form). The financial statements will be reviewed internally by the Department of Elementary and Secondary Education, and programs will be notified in writing as to any related findings. If you have questions, please contact your grant supervisor at the Department.

March 2011

INSIDE THIS ISSUE

Wild Wild MAACCE!	2
Grant Readers Needed	2
Approval for Key Staff (21st CCLC Only)	2
APR/PPICS Federal Afterschool Reporting	2

Wild Wild MAACCE!

Make plans to attend the 2011 Missouri Association for Adult Continuing and Community Education (MAACCE) conference June 21-24 at Tan-Tar-A in Osage Beach. Not only will the conference offer top-notch professional development (including several peer-to-peer sessions), but entertainment for this year's conference includes riding a mechanical bull. To register for Wild Wild MAACCE, please click on the conference logo.

In the near future, programs will be contacted and asked to present breakout sessions during the conference. If you are interested in presenting, please go to www.maacce.org/conference.php and scroll down the page for information about requests for presentations.

Approval for Key Staff (21st CCLC Only)

Grant guidelines indicate that programs must inform the Department of key staff changes. Original first-year applications were required to list key staff information. To clarify EDGAR rules (see below) as they pertain to your staff, you must receive prior approval from your Department grant supervisor of any changes or new hires of key staff. Until an official form is created, you must submit e-mails to your grant supervisor indicating: 1) the person being replaced, 2) a brief explanation why he or she is being replaced, 3) the name of a possible new hire, 4) the possible new hire's qualifications and job responsibilities, 5) the salary amount paid for by 21st CCLC grant funds, 6) the percentage of time devoted to the program and 7) justification if the salary is different than the previous staff person.

In situations where a key staff position has been absent for more than three months or has a 25 percent reduction in time devoted to the project, submit an e-mail describing the situation and rationale to your Department grant supervisor.

Per EDGAR requirements that all CCLC grantees must follow; specific to changes in key staff, grantees must get prior approval from program officer....

EDGAR 74.25 Revision of budget and program plans

- (c)(2) Change in a key person specified in the application or award document
- (c)(3) The absence for more than three months, or a 25 percent reduction in time devoted to the project

EDGAR 80.30 Changes

- (d)(3) Changes in key persons in cases where specified in an application or grant award

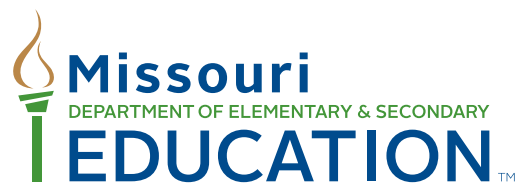
Grant Readers Needed

If you are interested in reading and evaluating 21st CCLC grants, now is your chance to apply. Once the grant becomes available, the Department will begin accepting applications for this much needed service. Grant reading enables individuals to learn the grant-evaluation process from beginning to end. Most individuals who participated in the past have credited grant reading with future successful grant applications.

If you are interested in becoming a grant reader, please contact James Reed at 573-526-3961 or via e-mail at james.reed@dese.mo.gov. (If you are applying for a 2011-2012 21st CCLC grant, you are not eligible to be a grant reader.)

APR/PPICS Federal Afterschool Reporting

Please be sure you are entering all of your program data in the Kids Care Center system in a timely manner. As in previous years, the APR reporting process will begin April 15 and will be due to the Department no later than July 15. The data, as it appears in Kids Care Center, is what is supplied to the U.S. Department of Education to meet federal reporting requirements. It is imperative that the data entered is accurate and complete. If you have questions about your data or if you need assistance with data entry, please contact Angela Mobley at 573-289-6232 or via e-mail at mobleyad@umsystem.edu. Entry instructions, due dates and other resources are also available [on the Afterschool Portal](#) under the *Kids Care Cnt Resources and Trng* tab.



Office of Early and Extended Learning

Afterschool Programs

205 Jefferson St.
P.O. Box 480
Jefferson City, MO 65102-0480

Phone: 573-526-9761

Fax: 573-522-5085

E-mail: james.reed@dese.mo.gov

Website: dese.mo.gov/divcareered/afterschool.htm

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.