

## APPLICATION FINANCIAL GUIDANCE:

In Iowa, this grant is funded based upon the number of children you will serve (we have a spreadsheet posted to help you calculate your base award request but don't forget to deduct district and community contributions to the program) who are at-risk and in poverty. This grant is a Federal Title Program- TITLE IV part B.

The Funding estimator spreadsheet is a TOOL (not a per diem) to help you estimate your award. You still need to complete your budget where you will incorporate partner contributions, district support and other factors to determine your final award request. If an adjustment is later required, we are contract bound to use the final budget that you submitted on form D2 divided by the number of children served to correctly calculate any adjustment. We do not ignore all the other factors that you originally included in your budget.

This grant is about serving the needs of at-risk children before school, after school and during the summer. This grant provides ONLY for the staff needed to serve the children. It was not designed to create full time positions. Seeing full time administrative positions on this grant without in-kind funding to support the position beyond the 8% limit raises the concern of supplanting with federal funds. This one mistake can render an entire application un-fundable.

**Your budget should not have more than 25% in personnel from contracted sources (vendors or partners)**

**Being a "pass-through" grantee and outsourcing your activities is considered an AT-RISK practice by the USDOE.**

**We have strict guidelines for administrative costs, with a limit of 8%.** This means, that if you are serving 100 children in a single school, and have requested \$125,000 a year, **you cannot use the grant funding to hire a full time administrator** of the grant at a salary of \$40,000.

According to the grant application guidelines, you can ONLY allocate \$10,000 for administrative costs. If this is not sufficient, the district or the community group should provide additional in-kind funding. Keep in mind that this is NOT a full time program.

If you operate afterschool only from 3:00-6:00 that is 3 hours a day. Which is 15 hours a week. Administration may require work outside of program hours to complete reports, enter data and attend meetings. With a grant serving one or two buildings, the district may need to provide in-kind support. This grant is designed to serve the needs of children and is not for creating full time positions that cannot be justified by the hours of program operation.

Districts or Community Groups with multiple sites and multiple cohorts can aggregate the administrative allowable expenses to provide full time administration (and support the additional work required to manage multiple sites).

RECOMENDED: If you are a small district or community group- ask teachers or staff to divide the administrative duties. In small programs, you have to wear multiple hats.

**REQUIRED CONTACT HOURS:** Say you run your program 2.5 hours a day x 5 days (12.5 week) which is only 50 hours a month (below our required minimum of 60 hours a month). If you have a weekly teacher in-service and release the children after lunch at 1:00 then you can add 2.5 hours a week (if you provide programming) which gives you an additional 10 hours a month to meet the minimum required hours. You can also do field trips on a Saturday to meet your required hours.

**Early Out and Teacher In-Service Days-** The whole reason for this program is to take at-risk children who would be home alone and create an engaging program for their learning. You are expected to provide programming for the children on these days. If, most of your staff are teachers, then you should partner with a local community group to provide supervised activities or a local field trip.

**SUMMER SCHOOL:** We require 30 days of Summer school at a MINIMUM (we recommend 35 days because you cannot count a student with less than 30 days attendance). However, since we are serving at-risk children who are often chronically absent, it is highly recommended to run a summer program for 35 or more days. This way, when children who are working to improve absenteeism miss a couple of days, you can still have enough attendance to count them in the federal data collection system (which requires a minimum of 30 days attendance).

**WHEN STAFF CAN WORK-** Staff may work before school starts, after school ends, any time or day when school is not in session and during the summer. You cannot pay for staff to come in and work with children during the school day. Title I funding would cover during the school day and using Title IV B funds during the school day would be supplanting. However, you can provide professional development for staff outside of program hours.

**FINANCIAL:** In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number.

DUNS NUMBER- The application requires the Finance Person include a DUNS number. If you are a community group without a DUNS, you can apply for one online.

To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>

Enter the DUNS above the Fiscal Contact (your finance person may already have this number

<b>DUNS Number:</b>	
<b>Fiscal Contact:</b>	
Address:	
City:	Zip:
Phone:	FAX:
Email:	

**EDGAR 80.30 (Line item adjustments)**

(a) *General.* Grantees and sub-grantees are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, unless waived by the awarding agency, certain types of post-award changes in budgets and projects shall **require the prior written approval of the awarding agency.**

*This is the federal regulation that allows Iowa grantees to re-budget with line item adjustments. Note: These changes to your budget must be approved by the SEA. Some budget changes may require a formal amendment- this will be determined by the SEA after communication by the grantee about the proposed change.*

***Programmatic changes.***

Grantees or sub-grantees must obtain the prior approval of the awarding agency whenever any of the following actions is anticipated:

- (1) **Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).**
- (2) Need to extend the period of availability of funds. (carryover)
- (3) **Changes in key persons** in cases where specified in an application or a grant award. In research projects, a change in the project director or principal investigator shall always require approval unless waived by the awarding agency.

(Authority: 20 U.S.C. 3474; OMB Circular A 102)

**Edgar 80.51 Later disallowances and adjustments.**

The closeout of a grant does not affect:

- (a) The Federal agency's right to disallow costs and recover funds on the basis of a later audit or other review;
- (b) The grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
- (c) Records retention as required in §80.42;
- (d) Property management requirements in §§80.31 and 80.32; and
- (e) Audit requirements in §80.26.

(Authority: 20 U.S.C. 3474; OMB Circular A 102)

Note: We generally follow the financial rules in Edgar, however, states may modify these rules and such modifications are found in the application guidelines.