



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

October 17, 2018

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EJM*
State Superintendent of Education

RE: Proposal for the Dependent Care Development Grant

Attached is a proposal packet for the Dependent Care Development Grant. These funds are being provided by the Alabama Department of Human Resources (DHR) through an interagency agreement to start, expand, or improve the quality of programs for school-age, extended-day/-year childcare services for communities needing this service. This includes before/after school and summer childcare for programs that include students from kindergarten to age 13.

Contingent upon the Alabama State Department of Education (ALSDE) receiving a signed agreement from DHR, approximately 20 grants in the amount of \$15,000 each will be awarded for the fiscal years 2019 and 2020 beginning October 1, 2018, and ending-September 30, 2020. This is a two-year grant.

If your local education agency (LEA) is interested in applying for these funds, please complete and return the attached proposal packet in the format requested by November 16, 2018. We encourage you to duplicate this proposal for schools serving children from kindergarten to age 13. Systems may submit multiple proposals, but only one proposal per school may be submitted. The extended-day/-year program must operate in a school or school system building. Schools presently served by 21st Century Community Learning Center grants administered by the ALSDE are not eligible to apply. The proposal must be in the Federal Programs Section by November 16, 2018, at 5 p.m. Faxed submissions will not be accepted.

If you need assistance, please contact Dr. Milanda Dean, Education Specialist, by telephone at (334) 694-4516 or by email at mdean@alsde.edu.

EGM/MD/JRE

Attachment

cc: City and County Community Education Coordinators
2017-2018 Dependent Care Grantees
Mr. Barry Kachelhofer, LEA Financial Assistance Section

FY19-2003

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of Education

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ALABAMA STATE DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS SECTION
FISCAL YEAR (FY) 2019-2020 APPLICATION COVER PAGE (2 YEAR GRANT)
DEPENDENT CARE DEVELOPMENT GRANT

SUBMITTED TO:
Dr. Milanda Dean
Federal Programs Section
5348 Gordon Persons Building
Post Office Box 302101
Montgomery, Alabama 36130-2101

APPLICANT INFORMATION

LEA Name _____

LEA Address _____

Specific School(s) That This Grant Will Serve (Note: Schools served by the 21st CCLC grants
may NOT be served with Dependent Care Grants) _____

LEA/School Contact _____

Address (if different from LEA) _____

LEA/School Contact Telephone _____

LEA/School Contact Fax _____

LEA/School Contact Email Address (Required) _____

LEA Superintendent _____

Signature _____
Superintendent of Education

Signature _____
Custodian of Funds or Chief Financial Officer

Site(s) of Proposed Extended-Day Program _____

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 694-4516.

**Alabama State Department of Education
Dependent Care Development Grant Proposal
Fiscal Years: 2019-2020**

**DEPENDENT CARE DEVELOPMENT GRANT (DCDG)
STATEMENT OF ASSURANCES**

The _____, as applicant, hereby assures the Alabama State Department of Education (ALSDE), Division of Instructional Services, Federal Programs Section that it will:

1. Establish or develop more fully a five-day-a-week extended-day program and/or summer program.
2. Provide documentation of program operations in two reports to the ALSDE (Mid-Year and End-of-Year) as well as program activities in quarterly reports. **Reports must be submitted on time:** Report forms will be sent to participating applicants. **Have extended-day staff attend at least two in-state training workshops approved by the ALSDE.** Budget for at least one person per grant attending a three-day statewide training.
3. Publish a parent handbook for families participating in the extended-day program.
4. Establish school procedures or policies for the extended-day program.
5. Serve as a model school site for other school systems in Alabama to address the latchkey child problem by encouraging visitation and responding to letters of inquiry.
6. Provide at least two parent seminars for the parents of the children enrolled in the extended-day/-year program.
7. Use full school facilities as needed, including classrooms, computer labs, libraries, etc., to conduct a quality extended-day program.
8. Ensure that the extended-day or extended-year program is operated in a school or school-owned/-operated facility.
9. Expend funds only for allowable categories that include salaries, benefits, in-area and in-state travel, materials and supplies (non-consumable supplies must be under \$100), printing, advertising, and other approved categories. Equipment, indirect costs, and food items are not allowable expenditures. No out-of-state travel is allowed.
10. Maintain at the LEA level source documentation of expenditures such as copies of invoices, travel claims, time sheets, etc., with check numbers and dates paid for each.
11. Provide fiscal control and fund accounting procedures as may be necessary to ensure proper disbursement of and accounting for federal funds.
12. Comply fully with the *Alabama Child Protection Act of 1999* (99-361) as applicable.
13. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks, if applicable.
14. Please specify if these funds will be used for summer months only, extended-day activities during the school year, or both.

The applicant further assures the ALSDE that the following compliances will be met:

Individuals with Disabilities Education Act - PL 108-446
Protection of Human Subjects - HEW policy
Sex Discrimination, Title IX, Education Act, 1972

Civil Rights - PL 88-352
Freedom of Information - PL 93-502
Privacy Act of 1974 - PL 93-579

Signature of LEA Superintendent

Typed Name

Date

NOTE: THE DEPENDENT CARE DEVELOPMENT GRANT IS INTENDED TO BE USED FOR CHILDREN FROM KINDERGARTEN TO AGE 13.

**Alabama State Department of Education
 Dependent Care Development Grant Proposal
 Fiscal Years: 2019-2020**

PROGRAM DESCRIPTION: The Alabama State Department of Education (ALSDE) will award funds to plan, develop, expand, or improve extended-day/-year childcare services. Approximately 20 grants will be distributed, for \$15,000 each, on a competitive proposal basis to local education agencies (LEAs) for Fiscal Years 2019-2020. **The proposals must be in the format established and must not exceed eight (8) double-spaced, typewritten pages.** Applications that exceed eight pages will not be accepted. The Dependent Care Development Grant funds cannot be used for equipment, indirect costs, out-of-state travel, or food items. **Proposals (1 original and 3 copies) must be in the Federal Programs Section by November 16, 2018, at 5 p.m. Faxes will not be accepted.**

ASSURANCES: The Statement of Assurances **must** be signed by the LEA superintendent. Each proposal must have the signed assurances with the cover sheet.

SELECTION CRITERIA: Please submit a narrative that addresses the following established categories in the order listed. The proposals will be read and scored by impartial readers.

CATEGORIES:	NARRATIVE DESCRIPTION	POSSIBLE POINTS
A. Objectives of the Program	Include objectives for all aspects of the program that will lead to the highest quality extended-day program possible.	10
B. Program Operations	List the hours the program will operate, the days per week, and the days per year. Detail which of these days the program will be open to serve working families. Up to 5 points will be awarded if the program will operate a significant amount of days when school is not in session, including school holidays.	5
C. Personnel/Training	Name, by position, all personnel who will be working with children. Include the anticipated staff-pupil ratio. ALSDE requires a 1 to 15 student-teacher/teacher aide ratio. LEAs should attempt to utilize a significant number of high school and/or college students as teacher aides. Specify the anticipated number of high school and college students to be working in the program during the school year and/or in the summer. Provide details of all staff training which will occur during the year as well as of training and/or use of high school/college students.	10
D. Space	Describe where the program will be located and how space will be utilized. The program must be located in a building that is owned or operated by the school system. Describe how the entire school facilities will be utilized as needed to the extended-day/-year program.	5
E. Activities/Scheduling	List scheduled activities that will take place during the program. Include after-school, morning before-school, summer, and school break programs, if appropriate. List the non-public school agencies/organizations that will provide services, the service, and the frequency.	20

**Alabama State Department of Education
 Dependent Care Development Grant Proposal
 Fiscal Years: 2019-2020**

F. Staff-Child-Parent-Interaction	Describe how parents will be involved with the staff and children in the program. Include details about activities and events that aim to enhance family responsibility for education. For example, discuss required parent seminars, setting family goals, and daily communication with parents. Please provide details regarding a communication plan between extended-day staff and a regular school day teachers, parents, extended-day/-year program coordinator, and children how family responsibility for education will be enhanced. Discuss the required parent seminars and daily communication with parents.	15
G. Budget	Provide a complete and detailed line-item budget for program components, including staff salaries, travel for in-area and in-state trainings, materials, supplies, printing, advertising, etc. Include other funds that will be used to support the program and tuition income. Specify what will be paid by Dependent Care grant funds and be sure to budget for at least one statewide training. Please remember that non-consumable supplies must not exceed \$100. Equipment, indirect costs, and food items are not allowable expenditures.	15
H. Safety and Health	Describe precautions and procedures to ensure the safety of children. All sites must be included in the school safety plan that is submitted to the SDE, Prevention and Support Services Section. Specifically describe how the after-school program will contribute to student health, specifically the problem of student obesity. Describe if and how the Child Nutrition Program (CNP) will be utilized. Student assistants must be high school seniors.	10
I. Evaluation	Describe how the program's effectiveness will be determined, particularly in terms of improved student academic achievement, student motivation, and family involvement. Include details of specific instruments or tools employed to assess program effectiveness. Please consider the National Association of Elementary School Principals' Checklist for Quality Indicators when developing an evaluation plan.	10
TOTAL POINTS		100

All proposals (1 original and 3 copies) must be received by November 16, 2018, at 5 p.m. in the ALSDE, Federal Programs Section. Include cover sheet and signed Statement of Assurances with each proposal. Each proposal stands alone and must not be identical or nearly identical to other proposals. If multiple proposals are submitted that are identical or nearly identical, all proposals will be disqualified. If an LEA submits more than one proposal, each must have a signed Statement of Assurances and cover sheet. Schools presently served by 21st Century Community Learning Center grants administered by the ALSDE are not eligible to apply.

**Alabama State Department of Education
Dependent Care Development Grant Proposal
Fiscal Years: 2019-2020**

Complaints regarding Dependent Care should be addressed to:

**Federal Programs
Edmund Moore: Federal Programs Coordinator
Alabama State Department of Education
50 North Ripley Street
Montgomery, AL 36130
Telephone: 334-694-4516
Fax: 334-694-4965**

Please submit one original proposal and three copies, each stapled in the upper left, to:

**Dr. Milanda Dean
Federal Programs Section
5348 Gordon Persons Building
Post Office Box 302101
Montgomery, Alabama 36130-2101**