November 23, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Michael Sentance  
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 $11,600 each will be awarded for Fiscal Years 2017 and 2018 beginning October 1, 2016, and ending September 30, 2018. 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 December 16, 2016. 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 December 16, 2016, at 5 p.m. Faxed submissions will not be accepted.

If you need assistance, please contact Mrs. Amanda Gann, Education Specialist, by telephone at (334) 242-8199 or by e-mail at agann@alsde.edu.

MS/AG/IRE

Attachment

cc: City and County Community Education Coordinators  
2016-2017 Dependent Care Grantees  
Mr. Barry Kachelhofer, LEA Financial Assistance Section

FY17-2016
State Department of Education
Dependent Care Development Grant Proposal
Fiscal Years: 2017 - 2018

ALABAMA STATE DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS SECTION
FY 2017-2018 APPLICATION COVER PAGE (2-YEAR GRANT)
DEPENDENT CARE DEVELOPMENT GRANT

SUBMITTED TO:
Amanda Gann
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 E-Mail Address (Required)  

LEA Superintendent  

Signature  
Superintendent of Education  

Signature  
Custodian of Funds or Chief Financial Officer  

Site(s) of Proposed Extended-Day Program  

Alabama State Department of Education, Michael Sentance, State Superintendent of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in its programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P. O. Box 302101, Montgomery, AL 36130-2101, telephone (334) 242-8165.
Dependent Care Development Grant (DCDG)
STATEMENT OF ASSURANCES

The ____________________________, as applicant, hereby assures the Alabama State Department of Education (ALSDE), Division of Teaching and Learning, 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.
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
- Civil Rights - PL 88-352
- Protection of Human Subjects - HEW policy
- Freedom of Information - PL 93-502
- Sex Discrimination, Title IX, Education Act, 1972
- 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.
**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 $11,600 each, on a competitive proposal basis to local education agencies (LEAs) for Fiscal Years 2017 and 2018. 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 December 16, 2016, 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.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>NARRATIVE DESCRIPTION</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Program Objectives</td>
<td>Include objectives for all aspects of the program that will lead to the highest quality extended-day program possible.</td>
<td>10</td>
</tr>
<tr>
<td>B. Program Operations</td>
<td>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.</td>
<td>5</td>
</tr>
<tr>
<td>C. Personnel/Training</td>
<td>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.</td>
<td>10</td>
</tr>
<tr>
<td>D. Space</td>
<td>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.</td>
<td>5</td>
</tr>
<tr>
<td>E. Activities/Scheduling</td>
<td>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.</td>
<td>20</td>
</tr>
</tbody>
</table>
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.

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.

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 Alabama State Department of Education, 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.

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.

| TOTAL POINTS | 100 |

All proposals (1 original and 3 copies) must be received by December 16, 2016, 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.
State Department of Education
Dependent Care Development Grant Proposal
Fiscal Years: 2017 - 2018

Complaints regarding Dependent Care should be addressed to:

   Federal Programs Section  
   Edmund Moore, Federal Programs Coordinator  
   Alabama State Department of Education  
   50 North Ripley Street  
   Montgomery, AL 36104  
   Telephone: 334-242-8199  
   Fax Number: 334-242-0496

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

   Amanda Gann  
   Federal Programs Section  
   5348 Gordon Persons Building  
   Post Office Box 302101  
   Montgomery, Alabama 36130-2101