



Missouri ARPA Summer Enrichment Grants

Table of Contents

Purpose of Grants 1

Eligible Entities 2

Application Options 2

 OPTION 1 - Enhancements..... 2

 OPTION 2 – Program Implementation 3

Application Dates, Period of Service, and Funds Available..... 5

Documentation/Reporting..... 6

Application – Option 1 7

 Application Content 7

 Assurances 11

Application – Option 2 13

 Application Content 13

 Budget Information..... 16

 Assurances 19

Purpose of Grants

To increase access to summer enrichment programs that help students most impacted by the COVID-19 pandemic for the purpose of addressing the social, emotional, health and wellbeing needs of youth. This opportunity will help to eliminate barriers to summer program access based on geography, socio-economic factors, demographics, and the impact of COVID-19, along with increasing access to summer programs for children and youth with disabilities and other traditionally marginalized populations.

Summer enrichment programs may apply for funds to address students social, emotional, academic, mental health and wellness, physical, or other needs brought on by the COVID-19 pandemic. Programs receiving support will identify how their program provides services to children and youth disproportionately impacted by COVID-19, including one or more of the following target populations:

- Students from low-income families
- Children with disabilities

- English language learners
- Migratory students
- Students experiencing homelessness
- Children and youth in foster care
- Other (i.e. youth involved in the criminal justice system, minority students, students who have missed the most in-person instruction or students who did not consistently participate in remote instruction, etc.)

Eligible Entities

Not-for-profit summer enrichment program providers including, but not limited to:

- ✓ Community-based organizations (CBOs) such as YMCAs, Boys & Girls Clubs, other 501c3 organizations, etc.
- ✓ Faith-based organizations
- ✓ School districts and institutions of higher education operating summer enrichment programs
- ✓ Local government entities such as parks and recreation, housing authorities, etc.

Programs must operate a minimum of four weeks (20 days) and offer full day services to families. This could include before/after summer school (considered full day when combined with the district summer school) and/or full day summer enrichment programming.

Note: All sites must have a Department Vendor Number (DVN) documenting their licensing and/or exemption status. Summer enrichment programs that do not yet have a DVN may document their exemption status by completing the [Program Evaluation Questionnaire](#). Not-for-profit summer enrichment programs may submit applications prior to having a DVN, but the contracts and payments will not be issued until a DVN is on file for the specific site receiving the grant.

Application Options

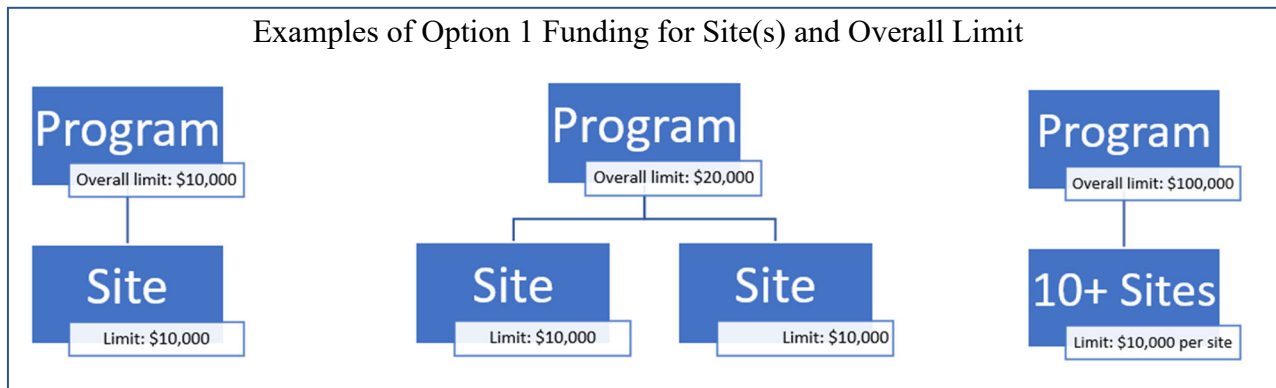
Summer enrichment providers may choose from two ARPA Summer Enrichment grant opportunities.

OPTION 1 - Enhancements

The “enhancement” option allows existing programs to easily expand their content and support increased staffing so that children impacted by the pandemic have additional opportunities to address their social, emotional, health, and wellbeing needs in a safe and secure summer enrichment environment.

Applications will focus on either increased program capacity or increased service to disproportionately impacted groups. Change will be measured against the services provided in the summer of 2022

A minimum of \$750,000 will be set aside for consulting with high scoring summer programs for small enhancements up to \$10,000 per site, with an overall limit of \$100,000 per program/entity.



These funds may be used for:

- ✓ Additional educational field trips (budget categories: transportation, salary-non certified)
- ✓ Personnel expenses - Increased staff for special needs students, teaching artists, enrichment specialists, tutors, onboarding costs, staff salaries, etc. (budget categories: salary, purchased services, etc.)
- ✓ Transportation to/from program to increase access/participation (budget categories: transportation, salary-non certified)
- ✓ Content/curriculum such as substance abuse, mental health services, STEM consumables, etc. (budget categories: materials, supplies, purchased services)
- ✓ Family educational engagement events (budget categories: purchased services, supplies, *Note: Food is not allowed; events must not be primarily entertainment in nature.*)
- ✓ Professional development (budget categories: professional development; salaries if beyond regular work hours)

Due to the limited allowable uses within Option 1, programs will complete a simple application for each site and minimal documentation will be needed to process the mini-grant payments. Selected entities will be considered vendors providing a specific purchased service as noted by the list above.

OPTION 2 – Program Implementation

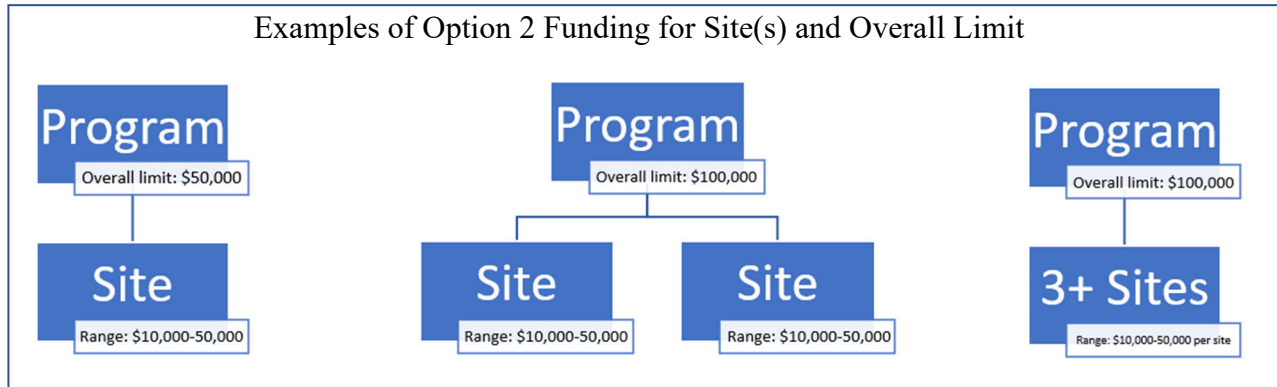
The “program implementation” option is a more traditional grant opportunity and allows for higher funding levels per site to accommodate the startup, expansion, and/or ongoing operation of summer enrichment programs that improve the availability and affordability of summer enrichment for students impacted by the COVID-19 pandemic.

These grants will result in one or more of the following:

- creating new programs in parts of the state where few or no options are currently available,
- adding capacity to existing programs (e.g., additional sites, more slots)
- increasing weeks, days, or hours of programming, and/or

- serving underserved youth impacted by the pandemic so that they have additional opportunities to address their social, emotional, health, and wellbeing needs in a safe and secure summer enrichment environment.

A minimum of \$1,000,000 will be set aside for contracting with not-for-profit organizations to start up, expand, and operate summer enrichment programs. Support in this category would range from \$10,000-50,000 per site, with a limit of \$100,000 per entity.



These funds may be used for:

- ✓ Establishing new programs including creation of new summer learning programs in areas where few or no services currently exist;
- ✓ Expanding existing summer learning programs in order to increase availability and affordability of summer enrichment programming through a variety of strategies, including but not limited to increasing the number of summer weeks and hours, or number of children served; and/or
- ✓ Enhancing existing summer learning programs with additional staff, activities, transportation, etc. so that children impacted by the pandemic have additional opportunities to address their social, emotional, health, and wellbeing needs in a safe and secure summer enrichment environment.

A competitive application process will be used for the selection of entities to operate summer enrichment programming. The application will include:

- Need for program, including target population
- Program design
- Staffing plan
- Budget and budget justification
- Assurances and agreements

Applications will be reviewed and scored by paired reviewers. Highly qualified applications will be ranked based on score and awarded until the funding set aside for Option 2 has been distributed. Highly qualified applications that are not funded due to full distribution of funds will automatically be included in any future funding cycles applicable to summer 2023. Entities

submitting non-highly qualified applications will be notified and may choose to submit a new application in any future funding cycles applicable to summer 2023.

Funded programs will be required to submit financial and programmatic reports to MASN. These ARPA Summer Enrichment grantees would be expected to participate in monitoring to ensure compliance with federal regulations, training, technical assistance, data collection, and evaluation processes, typical of a federally funded afterschool grant, and outlined in the detailed ARPA Summer Enrichment Program Operations Grant Guidance document. This including a mandatory “end of summer” meeting to take place during the MOSAC Professional Development Institute in November 2023.

Application Dates, Period of Service, and Funds Available

Due to the urgent time constraints for summer enrichment programs to apply and receive notification of funding, but also due to the administrative burden of trying to apply for funding while operating summer programming, there will be two rounds of applications for both Option 1 and Option 2.

A short application window will be open for two weeks from June 20th - June 30th for programs to apply. Programs applying during this first round will receive notice by July 10th. A second application window will remain open until July 10th. Programs applying during the second round will receive notice by July 17th. Any application that not funded in the first round will automatically be considered in the second round.

A minimum of \$750,000 will be set aside for Option 1 - consulting with summer programs for small enhancements up to \$10,000 per site, with an overall limit of \$100,000 per program/entity. Two-thirds of the funding (\$500,000) will be available in the first round (due June 30th) with the remaining funds available for the second round.

A minimum of \$1,000,000 will be set aside for Option 2 - contracting with not-for-profit organizations to start up, expand, and operate summer enrichment programs. Support in this category would range from \$10,000-50,000 per site, with a limit of \$100,000 per entity. Three-fourths of the funding (\$750,000) will be available in the first round (due June 30th) with the remaining funds available for the second round.

Based on the application review process, high scoring applicants in both Option 1 and 2 will be ranked and funded up to the minimum amount for each option (\$750,000 and \$1,000,000 respectively). If enough high scoring applicants were not received in a category (Option 1 or Option 2), or if high scoring applications exceed the minimum available funding amounts, MASN will determine how to proceed with reallocation of funds between Option 1 and 2 which may include, but is not limited to funding additional high scoring applicants in either category or reserving funding for future opportunities (e.g., summer 2024 grants).

Payments for Option 1 and Option 2 will be made on a reimbursement basis. The period of service for expenses that can be reimbursed will be from June 5th - the earlier of the first day of school for students attending the program or August 31st.

Documentation/Reporting

Once selected for funding, entities receiving either Option 1 or Option 2 funding will need to submit a W-9 to be set up as a vendor/contractor in the payment system, DVNs for each funded site, and a consulting agreement (Option 1) or contract (Option 2).

The program may invoice for expenses one or more times after the contract has been signed, with final invoices due September 15, 2023. Funds are available on a reimbursement basis, and documentation may be provided, or requested, based on the type of expense (Option 1) and should be available during the monitoring process (Option 2).

Before invoices will be processed, required reporting must be completed. This includes but is not limited to number of students enrolled, number of students directly benefiting from the funding, student demographics for ARPA targeted populations, and a brief narrative describing the benefit of the funds to the students.

Required documentation for Option 1 and Option 2

	Required for Option 1 <\$10,000	Required for Option 2 \$10,000-50,000
W-9 for program/entity	✓	✓
DVN for each site	✓	✓
Signed contract	✓	✓
Invoice for actual cost to be reimbursed (not more than the amount awarded)	✓	✓
Supporting documentation for invoiced expenses (as appropriate)	✓	(See monitoring below)
# students enrolled per site	✓	✓
# students directly benefiting from funding per site (might be different from above depending on use)	✓	✓
Student demographics for targeted populations per site	✓	✓
<ul style="list-style-type: none"> ○ Students from low-income families ○ Children with disabilities ○ English language learners ○ Migratory students ○ Students experiencing homelessness ○ Children and youth in foster care 		

○ Other (i.e. youth involved in the criminal justice system, minority students, students who have missed the most in-person instruction or students who did not consistently participate in remote instruction, etc.)		
Narrative describing the benefit to students related to these funds	✓	✓
Participate in required grant monitoring, including fiscal monitoring of invoiced expenses		✓
Attend MOSAC2 grantee session		✓
Participate in Technical Assistance (coaching) as needed		✓

Application – Option 1

Applications will only be accepted through the online application form found at https://missouri.qualtrics.com/jfe/form/SV_3selzUV1pvdpyR0. Please have the information ready to enter in one submissions period to avoid potential loss of data. Although it is sometimes possible to continue a Qualtrics survey from the same computer during a 7-day period, there is no guarantee that this feature will work on any specific computer. Also, once the final “submit” button has been used, you will no longer be able to change your responses and would need to restart a new submission survey.

Application Content

The application survey contains 4 sections:

1) Background Information

This section contains text information. No applicant responses.

2) Applicant Information

Organization Name, Contact Person, Email, Phone Number, Address

Eligible entity type:

Community-based organization such as YMCA, BGC, other 501c3, etc.

Faith-based organization

School district operating a summer enrichment program

Local government entity such as parks and rec, housing authority, etc.

How many total sites does this program operate (regardless of whether the sites are included in the proposal)?

How many sites will be included in this funding request?

If dates and hours of operation are the same at all sites, these questions are answered for all sites now:

Programs will be in session at this site during the following times

- Before Summer School
- After Summer School
- Full-day Summer
- Weekends
- Holidays
- Breaks
- Other, specify:

Dates of service that this funding will be used for:

	Before school programs	Afterschool Programs	Summer Full Day Programs
First date of operation			
Last date of operation			
Total number of hours/week			
Total number of days/week			
Total number of weeks			
Total number of days			

Hours of operation:

	Start time for before school	Start time for before school	Start time for before school	Start time for before school
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Provide a copy of a typical daily schedule

3) Site Summary

Site Name, Physical Address, Site Director Name, Email

DVN or date Program Evaluation Questionnaire submitted to the Office of Childhood

Total number of students proposed to be served at this site

Grade levels to be served at this site

Estimate of youth in each Covid category (A child may be in more than one category)

Students from low-income families

Children with disabilities

English language learners

Migratory students

Students experiencing homelessness

Children and youth in foster care

Other - youth involved in the criminal justice system

Other - minority students

Other - students who have missed the most in-person instruction or students who did not consistently participate in remote instruction

Unduplicated count of youth in at least one of the above categories

If dates and hours of operation are different for the sites, these questions are answered for each site:

Programs will be in session at this site during the following times

Before Summer School

After Summer School

Full-day Summer

Weekends

Holidays

Breaks

Other, specify:

Dates of service that this funding will be used for:

	Before school programs	Afterschool Programs	Summer Full Day Programs
First date of operation			
Last date of operation			
Total number of hours/week			
Total number of days/week			
Total number of weeks			
Total number of days			

Hours of operation:

	Start time for	Start time for	Start time for	Start time
--	----------------	----------------	----------------	------------

	before school	before school	before school	for before school
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Provide a typical daily schedule for this site

Content or services offered at this site (check all that apply)

- | | |
|---------------------|---|
| Reading or literacy | Nutrition/health ed |
| Language Arts | Service-learning/
community service |
| Mathematics | Services for individuals
with disabilities |
| Science | Cultural programs |
| Arts | Youth development
activities |
| Counseling | Remedial education
activities |
| Tutoring | Music |
| Career readiness | |
| STEM activities | |

Which will be provided at this site:

- Breakfast provided by program
- Snack provided by program
- Snack brought by kids from home
- Lunch meal provided by program
- Lunch meal brought by kids from home
- Dinner meal provided by the program

Which enhancement are you applying for:

(for each one selected you will see the additional questions)

- Additional educational field trips (budget categories: transportation, salary-non certified)
 - Please describe the additional educational field trips (e.g., how many, where to, etc.)
 - Budget amount for this item for this site:
 - What documentation will you submit when requesting reimbursement for this expense?
- Personnel expenses - Increased staff for special needs students, teaching artists, enrichment specialists, tutors, onboarding costs, staff salaries, etc. (budget categories: salary, purchased services, etc.)

- Please describe how the funding for personnel expenses would be used:
- Budget amount for this item for this site:
- What documentation will you submit when requesting reimbursement for this expense?
- Transportation to/from program to increase access/participation (budget categories: transportation, salary-non certified)
 - Please describe how funding for transportation to/from the program would increase access/participation. When would the transportation be available? Who would be likely to use the increased transportation? How would the transportation be provided?
 - Budget amount for this item for this site:
 - What documentation will you submit when requesting reimbursement for this expense?
- Content/curriculum such as substance abuse, mental health services, STEM consumables, etc. (budget categories: materials, supplies, purchased services)
 - Please describe the content/curriculum items that you will use this funding to purchase? How will this benefit your students?
 - Budget amount for this item for this site:
 - What documentation will you submit when requesting reimbursement for this expense?
- Family educational engagement events (budget categories: purchased services, supplies) Note: Food is not allowed; events must not be primarily entertainment in nature.
 - Please describe the family educational engagement activities/events that will be provided with this funding.
 - Budget amount for this item for this site:
 - What documentation will you submit when requesting reimbursement for this expense?
- Professional development (budget categories: professional development; salaries if beyond regular work hours)
 - Please describe the professional development that would be completed with these funds.
 - Budget amount for this item for this site:
 - What documentation will you submit when requesting reimbursement for this expense?

4) Assurances and agreement

Please check each box to acknowledge the following information:

(See list of assurances in this document)

Please type your name below to indicate you have read and agree to the assurances.

Assurances

Please check each box to acknowledge the following information:

- Funded programs will be required to submit financial and a statement of use to MASN.

- Payments will be made on a reimbursement basis. The period of service for expenses that can be reimbursed will be from June 5th through the earlier of the first day of school for students attending the program or August 31st.
 - Once selected for funding, entities receiving funding will need to submit a W-9 to be set up as a vendor/contractor in the payment system, DVNs for each funded site, and a contract to be signed by both parties.
 - The program may invoice for expenses one or more times after the contract has been signed, with final invoices due September 15, 2023. Funds are available on a reimbursement basis, and documentation may be provided, or requested, based on the type of expense and should be available during the monitoring process.
 - Before invoices will be processed, required reporting must be completed. This includes but is not limited to number of students enrolled, number of students directly benefiting from the funding, student demographics for ARPA targeted populations, and a brief narrative describing the benefit of the funds to the students.
 - The program will take place in a safe and easily accessible facility.
 - Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and in no case supplant federal, state, local or non-federal funds.
 - No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship or prayer. If such practices are offered by the organization, they may not be offered as a part of the program receiving assistance. Grantees must use generally applicable cost accounting procedures to ensure that 1) funds will not be used to support religious practices, 2) the governance of the award program shall operate independently from religious practices of the organization and 3) the program activities are not held in conjunction with religious instruction, worship or prayer.
 - Programs will offer services no less than 19 total full days of programming.
 - The applicant agrees to keep records and provide information to MASN as required.
 - All applicants awarded a ESSER III Summer Enrichment grant by MASN must ensure that records directly associated with the program's funding are available for viewing by members of the public upon request.
 - The applicant has inquired with the Office of Childhood in the Department of Elementary and Secondary Education for licensing determination of all sites (the DVN or documentation of the Program Evaluation Questionnaire will be required before payment).
 - If awarded the grant, grantees agree to follow all requirements as outlined in the application and any additional requirements authorized by MASN.
 - If awarded, grantees will administer the ESSER III Summer Enrichment project in accordance with all applicable statutes, regulations, program plans and applications.
- Please type your name below to indicate you have read and agree to the assurances

Application – Option 2

Applications will only be accepted through the online application form found at https://missouri.qualtrics.com/jfe/form/SV_3yIogelUrYg35ey. Please have information ready to enter in one submissions period to avoid potential loss of data. Although it is sometimes possible to continue a Qualtrics survey from the same computer during a 7 day period, there is no guarantee that this feature will work on any specific computer. Also, once the final “submit” button has been used, you will no longer be able to change your responses and would need to restart a new submission survey.

Application Content

The application survey contains 8 sections:

1) Background Information

This section contains text information. No applicant responses.

2) Applicant Information

Organization Name, Contact Person, Email, Phone Number, Address

Eligible entity type:

Community-based organization such as YMCA, BGC, other 501c3, etc.

Faith-based organization

School district operating a summer enrichment program

Local government entity such as parks and rec, housing authority, etc.

How many total sites does this program operate (regardless of whether the sites are included in the proposal)?

How many sites will be included in this funding request?

3) Site Summary

Site Name, Physical Address, Site Director Name, Email

DVN or date Program Evaluation Questionnaire submitted to the Office of Childhood

Total number of students proposed to be served at this site

Grade levels to be served at this site

Estimate of youth in each Covid category (A child may be in more than one category)

Students from low-income families

Children with disabilities

English language learners

Migratory students

Students experiencing homelessness

Children and youth in foster care

Other - youth involved in the criminal justice system

Other - minority students

Other - students who have missed the most in-person instruction or students who did not consistently participate in remote instruction

Unduplicated count of youth in at least one of the above categories

Programs will be in session at this site during the following times

- Before Summer School
- After Summer School
- Full-day Summer
- Weekends
- Holidays
- Breaks
- Other, specify:

Dates of service that this funding will be used for:

	Before school programs	Afterschool Programs	Summer Full Day Programs
First date of operation			
Last date of operation			
Total number of hours/week			
Total number of days/week			
Total number of weeks			
Total number of days			

Hours of operation:

	Start time for before school	Start time for before school	Start time for before school	Start time for before school
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Content or services offered at this site (check all that apply)

- Reading or literacy
- Language Arts
- Mathematics
- Science
- Arts
- Counseling
- Tutoring
- Career readiness
- STEM activities
- Nutrition/health education

Service-learning/community service
Services for individuals with disabilities

Cultural programs
Youth development activities
Remedial education activities
Music

Which will be provided at this site:

Breakfast provided by program
Snack provided by program
Snack brought by kids from home
Lunch meal provided by program
Lunch meal brought by kids from home
Dinner meal provided by the program

4) Need for Program

These grants will result in one or more of the following: (please mark outcomes for your grant):

Creating new programs in parts of the state where few or no options are currently available,
Adding capacity to existing programs (e.g., additional sites, more slots)
Increasing weeks, days, or hours of programming
Serving underserved youth impacted by the pandemic so that they have additional opportunities to address their social, emotional, health, and wellbeing needs in a safe and secure summer enrichment environment
Other

Briefly summarize the summer enrichment program. Provide a brief overview of the need, intended outcomes, targeted population, and how the services and activities offered will help meet the identified needs.

5) Program Design

Provide a typical daily schedule, including start and end times. The schedule should demonstrate how youth are exposed to a broad array of enriching activities.

If this request includes multiple sites, please include schedules from all sites. (file upload)

Please describe how youth will be exposed to a broad array of enriching activities.

Briefly describe the program's attendance policy

6) Staffing Plan

Please describe the staffing plan for the program.

7) Budget and Justification

Will this program collect parent fees, subsidy payments, or other types of program income?

If yes,

How often will the program collect fees (weekly, monthly, etc.)

What is the estimated dollar amount to be collected?

How will the grant funds be used to supplement, and not supplant, the fees/program income?

Budget per site

	Site 1	Site 2	Site 3, 4, 5, etc.
Salary and Benefits			
Travel and Transportation			
Supplies			
Equipment			
Professional Development			
Purchased Services			
Indirect cost			
Total per site			

Please explain the expenses in each category:

Salary and Benefits
 Travel and Transportation
 Supplies
 Equipment
 Professional Development
 Purchased Services
 Indirect cost

Please upload a copy of the Itemized Budget Worksheet

Download a copy of the Itemized Budget Worksheet [here](#):

<http://moafterschool.org/wp-content/uploads/2023/06/Itemized-budget.xlsx>

The link will take you to the MASN website and the Excel file should automatically download (look at the bottom left corner of the screen).

8) Assurances and Agreement

Please check each box to acknowledge the following information:

(See list of assurances in this document)

Please type your name below to indicate you have read and agree to the assurances.

Budget Information

Please note the following for completing budgets:

- This grant opportunity is being made available through federal American Rescue Plan Act (ARPA) funds, specifically the 1% set aside for the Elementary and Secondary School Emergency Relief (ESSER) III. These are federal funds and all requirements for spending

federal education dollars apply.

- See the list below for a list of what should not be included in grant budgets.
- Be realistic when developing your budgets. They will be reviewed based on the number of students to be served to demonstrate the most cost effective use of these funds.
- Minor budget amendments (in line with program design, intent, goals, etc.) may be submitted for prior approval before the final payment.
- All budget items should pertain to a specific budget category provided on the budget pages.

The following is an example of how to complete the itemized justification page:

Acceptable example: \$7770 Travel and Transportation:

- 3 busses @ \$35/hr X 74 days = \$7770

Unacceptable example: \$7770 for 3 buses for student transportation

- If awarded, unexpended money does not carryover.
- Budget Categories
 - **Salaries and Benefits:** provide details by each title/role in the program.
 - **Travel and Transportation:** specify by each type of transportation and travel (i.e. field trip transportation; busing transportation to/from home and center; professional development activity travel).
 - **Supplies Category:** supplies (and materials) are items which are either consumed in nature, have a useful life of less than one year, cost less than \$1,000 per unit, or are more feasibly replaced than repaired. Most computers, iPads, tablets, cameras, etc. fall under the supply category; however, because they are considered attractive or easily pilfered, they are subject to inventory management and control. IT software/systems that are less than \$1,000 per-user license cost would be considered a supply.
 - **Equipment Category:** Equipment means tangible personal property (including information technology systems) that have a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$1,000. Purchases of items greater than \$1,000 or items which have the potential to be shared with regular school day activities must have a cost share in place and obtain written approval from MASN prior to purchase (i.e. Smart Boards, 3D printer, fitness equipment, robotics, etc.). Please note, for IT systems or software, inventory is based on the per-user license cost and not the total cost.
 - **Professional Development:** should include all required training specified in the application as well as any additional professional development to be provided.
 - **Purchased Services:** specify all services in which grant funds are paying for. All purchased services *must* have a contract and the contract must be available upon request.
 - **Indirect Cost:** based on your expenditures and not the amount of funds you are requesting. Capital Outlay/Equipment cannot be included in your indirect cost.

Items ESSER III Summer Enrichment Funds Cannot Be Used For (Not All Inclusive)

1. Any supplanting of current items or funds (e.g. using grant dollars to fund summer school classes previously offered and paid for by district or other funds; text books used by students during the regular day)
2. Capital improvements/expenditures: Costs which add to the permanent value of property or appreciably prolong its intended life
3. School construction, renovation, or repair

4. Permanent playground equipment
5. Entertainment; amusement, diversion, and social activities and any costs directly associated with such costs (i.e. tickets to shows/movies or sports events, meals, lodging, rentals, transportation, and gratuities)
6. Preparation of the proposal: costs to develop, prepare, and/or write the 21st CCLC proposal cannot be charged to the grant directly
7. Pre or Post-Award Costs: purchases made, services performed either before date of award or after conclusion of each award year
8. Purchases/services not related to or not approved for the awarded afterschool program
9. Game tables (i.e. fuse ball, ping-pong, air hockey, etc.)
10. Daily snacks
11. Inflatables (i.e. bounce houses)
12. Food for non-instructional purposes
13. Incentives (student, staff, or families)
14. Gifts (students, staff, or families)
15. Student and/or child tuition fees, scholarships
16. Student stipends to attend program
17. Gift cards
18. Installation
19. Parking lots
20. Signs (i.e. marquee & electronic)
21. Fundraising with grant money or with grant purchased items (regardless of the purpose for which the funds will be used)
22. Advertising not directly related to summer enrichment program
23. Promotional or marketing items
24. Website creation/maintenance
25. Purchase of vehicles, buses, and golf carts
26. Cell phones for personal use or cell phone data plans
27. Materials not age appropriate to the ages served in grant
28. Popcorn/sno-cone machines
29. Firearms of any kind
30. Office furniture/equipment/supplies
31. Sheds
32. Large fitness equipment (i.e. elliptical, treadmills, weight machines, etc.)
33. Smart boards
34. Servers
35. Excessive electronic purchases (i.e. computer carts, iPads, video equipment, digital cameras, video game consoles, etc.)
36. Necessary maintenance
37. Car Rentals (must have prior approval)
38. T-Shirts (must be for safety of children on field trips)*
39. Student overnight trips
40. Out-of-state trips (based on geographic proximity)

41. Rental of building/facility (may be considered on a case by case basis)
42. Purchase of trailers
43. Cannot be used for matching funds for other state or federal grants

Indirect Costs

Indirect costs are based on your expenditures and not the amount of funds you are requesting. Capital Outlay/Equipment cannot be included in your indirect costs. A cost may not be allocated to a federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Please Note: you do not have to request indirect costs for purposes of this application

Assurances

By signing these assurances, the applicant hereby assures MASN that:

- Funded programs will be required to submit financial and programmatic reports to MASN. These ARPA Summer Enrichment grantees would be expected to participate in monitoring to ensure compliance with federal regulations, training, technical assistance, data collection, and evaluation processes, typical of a federally funded afterschool grant, and outlined in the Summer Enrichment Program Grant Guidance and Application document. This including a mandatory “end of summer” meeting to take place during the MOSAC Professional Development Institute in November 2023.
- Payments will be made on a reimbursement basis. The period of service for expenses that can be reimbursed will be from June 5th through the earlier of the first day of school for students attending the program or August 31st.
- Once selected for funding, entities receiving funding will need to submit a W-9 to be set up as a vendor/contractor in the payment system, DVNs for each funded site, and a contract to be signed by both parties.
- The program may invoice for expenses one or more times after the contract has been signed, with final invoices due September 15, 2023. Funds are available on a reimbursement basis, and documentation may be provided, or requested, based on the type of expense and should be available during the monitoring process.
- Before invoices will be processed, required reporting must be completed. This includes but is not limited to number of students enrolled, number of students directly benefiting from the funding, student demographics for ARPA targeted populations, and a brief narrative describing the benefit of the funds to the students.
- The program will take place in a safe and easily accessible facility.
- Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and in no case supplant federal, state, local or non-federal funds.
- No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship or prayer. If such practices are

offered by the organization, they may not be offered as a part of the program receiving assistance. Grantees must use generally applicable cost accounting procedures to ensure that 1) funds will not be used to support religious practices, 2) the governance of the award program shall operate independently from religious practices of the organization and 3) the program activities are not held in conjunction with religious instruction, worship or prayer.

- Programs will offer services no less than 19 total full days of programming.
- The applicant agrees to cooperate with technical assistance teams and site visits as needed.
- Students will be offered a broad array of services, programs and activities.
- The applicant agrees to keep records and provide information to MASN as required.
- Generally accepted cost accounting methods will be utilized to ensure funds are not used to support activities that do not conform to this application.
- All applicants awarded a ESSER III Summer Enrichment grant by MASN must ensure that records directly associated with the program's funding are available for viewing by members of the public upon request.
- The applicant has inquired with the Office of Childhood in the Department of Elementary and Secondary Education for licensing determination of all sites (the DVN or documentation of the Program Evaluation Questionnaire will be required before payment).
- If awarded the grant, grantees agree to follow all requirements as outlined in the application and any additional requirements authorized by MASN.
- If awarded, grantees will administer the ESSER III Summer Enrichment project in accordance with all applicable statutes, regulations, program plans and applications.