



## **Missouri ARPA Summer Enrichment Grants**

### 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

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 offering a non-religious summer enrichment program
- ✓ School districts and institutions of higher education operating summer enrichment programs
- ✓ Local government entities such as parks and recreation, housing authorities, etc.
- ✓ Legally operating child-care centers
- ✓ Properly documented summer recreation businesses

## Priorities

Priority will be given to programs that operate for 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. Part-day and programs of shorter duration are encouraged to apply.

Review of applications from summer enrichment programs serving only school age children will be prioritized.

Programs that offer service learning opportunities as part of their summer learning program will receive extra points in the review process.

*Note: School age child care programs applying for Option 2 (Program Implementation) will need to have a Department Vendor Number (DVN) documenting their status as an exempt summer program. Summer enrichment programs that do not yet have a DVN may start the process of documenting their exemption status by completing the [Program Evaluation Questionnaire](#). The determination letter and DVN will be required prior to payment for programs requesting funds through Option 2.*

## Timeline

The American Rescue Plan Act (ARPA) funding ends in September 2024. Programs receiving Summer Enrichment Grants through this funding opportunity will have a very limited timeframe to submit their final invoice in order to receive funding. Programs must submit invoices by 8/30/24 to be guaranteed reimbursement.

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

### **OPTION 1 - Enhancements**

The enhancement option allows summer programs to apply for up to \$10,000 per site to enhance the content, quality, and/or staffing of existing programs 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.

These funds may be used for enhancements in the form of:

- ✓ Educational field trips
- ✓ Personnel Expenses - Staff for special needs students, teaching artists, enrichment specialists, tutors, onboarding costs, staff salaries, etc.
- ✓ Transportation to/from program to increase access/participation
- ✓ Content/curriculum/supplies such as substance abuse, mental health services, STEM consumables, etc.

- ✓ Family educational engagement events (Note: food is not allowed; events must not be primarily entertainment in nature)
- ✓ Professional development

Due to the limited allowable uses within Option 1, the MASN will use a simple application and require minimal documentation to process the mini-grant payments. Applications will focus on either increased program capacity or increased quality of service to disproportionately impacted groups. Selected entities will be considered vendors providing a specific purchased service as noted by the list above.

MASN recognizes that the early application window may make it more challenging to differentiate between an enhancement and programming/costs that might be implemented regardless of funding so bonus points on the review rubric will be given for responses that clearly explain the enhancement (e.g., “compared to last summer”, “add if awarded”, etc.) This will help to prioritize enhancements while recognizing that all funding support is helpful to the children, youth, families, and programs supported through the Option 1 enhancement mini grants.

## **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. Support in this category would range from \$1,000-40,000 per site.

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

Highly qualified applications will be ranked based on score. 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.

#### Application Dates, Period of Service, and Funds Available for Option 1 and Option 2

The application window will open January 16, 2024, with reviews starting February 1, 2024. Reviews and approvals will occur on a rolling basis with the application window closing on March 15, 2024. Additional windows may be opened depending on the amount of remaining funds not yet allocated.

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 April 1st through the earlier of the first day of school for students attending the program or August 30th. Staffing costs can only be reimbursed for days during the summer enrichment period. Some other costs, such as supplies, may be considered even if they occurred prior to program start-up.

#### 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 and a consulting agreement (Option 1) or contract (Option 2). Further instructions will be included in your approval emails and available through the grant portal. Additional forms may be required before reimbursement can be processed.

Due to federal ESSER funding ending in September 2024, programs must submit invoices by August 30, 2024, to be reimbursed for Summer Enrichment grant expenses. Failure to submit invoices by the deadline may result in forfeiture of funds.

Funds are available on a reimbursement basis, and MASN may request additional documentation as needed to process invoices (Option 1 and 2) and monitoring the grant process (Option 2).

Before invoices will be processed, required reporting must be completed in grant portal. 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.

Also, see chart on next page.

## Required documentation for Option 1 and Option 2

	Required for Option 1 (Enhancements) <\$10,000	Required for Option 2 (Program Implementation) \$1,000-40,000
W-9 for program/entity	✓	✓
DVN for each site	Extra points if available	✓
Signed contract	✓	✓
Invoice for actual cost to be reimbursed (not more than the amount awarded)	✓	✓
Supporting documentation for invoiced expenses (as appropriate)	If requested	✓
# 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"> <li>○ Students from low-income families</li> <li>○ Children with disabilities</li> <li>○ English language learners</li> <li>○ Migratory students</li> <li>○ Students experiencing homelessness</li> <li>○ Children and youth in foster care</li> <li>○ 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.)</li> </ul>	✓	✓
Narrative describing the benefit to students related to these funds	✓	✓
Participate in required grant monitoring, including fiscal monitoring of invoiced expenses		✓
Participate in Technical Assistance (coaching) as needed		✓

## Assurances and Agreement

By applying for this funding, you agree that:

- The program will take place in a safe and easily accessible facility.
- Students will be offered a broad array of services, programs, and activities.
- Payments will be made on a reimbursement basis. The period of service for expenses that can be reimbursed will be from April 1 (supplies) through the earlier of the first day of school for students attending the program or August 30th. Staffing expenses are only allowed during the actual summer programming dates.
- Funds under this grant will be used to increase the total funds expended for the summer enrichment program, and in no case will be used to 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.
- 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.
- If awarded, grantees will administer the ESSER III Summer Enrichment project in accordance with all applicable statutes, regulations, program plans and applications.
- The applicant agrees to keep records and provide information to MASN as required.

Additional items for Option 2:

- 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.
- The applicant has included the site DVN(s) in the application above or submitted the Program Evaluation Questionnaire for determination of the summer exemption status with the Office of Childhood in the Department of Elementary and Secondary Education for all sites in the application. (Note: The DVN will be required before payment).
- Generally accepted cost accounting methods will be utilized to ensure funds are not used to support activities that do not conform to this application.

## Budget Information for Option 2 Applications

Please note the following for completing budgets:

- This grant opportunity is being made available through federal American Rescue Plan Act (ARPA) funds. 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 Dept. of Education 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.
- 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.
  - **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 should be specifically identified in the application and/or obtain written approval from MASN prior to purchase. 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.

**Items ESSER III Summer Enrichment Funds Cannot Be Used For  
(Not All Inclusive) – Option 1 and Option 2**

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, or diversion activities and any costs directly associated with such costs (i.e., tickets to movies or sports events, meals, lodging, rentals, transportation, and gratuities)
6. Preparation of the proposal: costs to develop, prepare, and/or write the 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 program
9. Daily snacks (The CACFP program can cover meals and snacks.)
10. Inflatables (i.e., bounce houses)
11. Food for non-instructional purposes
12. Incentives (student, staff, or families)
13. Gifts (students, staff, or families)
14. Student and/or child tuition fees, scholarships
15. Student stipends to attend the program
16. Gift cards
17. Installation
18. Parking lots
19. Signs (i.e., marquee & electronic)
20. Fundraising with grant money or with grant purchased items (regardless of the purpose for which the funds will be used)
21. Advertising not directly related to the summer enrichment program
22. Promotional or marketing items
23. Website creation/maintenance
24. Purchase of vehicles, buses, and golf carts
25. Cell phones for personal use or cell phone data plans
26. Materials not age-appropriate to the ages served in grant
27. Popcorn/snow cone machines
28. Firearms of any kind
29. Office furniture/equipment/supplies
30. Sheds
31. Large fitness equipment (i.e., elliptical, treadmills, weight machines, etc.)
32. Smart boards
33. Servers



34. Excessive electronic purchases (i.e., computer carts, iPads, video equipment, digital cameras, video game consoles, etc.)
35. Necessary maintenance
36. Car rentals (must have prior approval)
37. T-shirts (must be for safety of children on field trips)\*
38. Student overnight trips
39. Out-of-state trips (based on geographic proximity)
40. Rental of building/facility (may be considered on a case by case basis)
41. Purchase of trailers
42. Cannot be used for matching funds for other state or federal grants