Program and Fiscal Staff Information

EXTENDED SCHOOL DAY/ SCHOOL VIOLENCE PREVENTION (ESD/SVP)

Extended School Day &
School Violence Prevention

What is Extended School Day/School Violence Prevention (ESD/SVP)?

- Article 55 of the SAVE Legislation; 2814 Omnibus School Violence Prevention Program

- Originally October 1, 2010- June 30, 2013

- 2-1 Year extensions approved October 1, 2010 –June 30, 2015

- $ 24.3 Million per year

Purpose of Funding

- To provide support to students through extended school day (ESD) and/or school violence prevention (SVP) programs;

- Programs can offer ESD, SVP or a combination of both.

Who are the Grantees?

- Public school districts
- Not−for-Profit Organizations working in collaboration with public school districts
- 104 programs across the State
- 34 Grants (LEA) & 70 Grant Contracts (CBO)
- 55 ESD Only, 11 SVP Only, 38 Combination

Program Requirements - ESD

- Serve children within grades K-12
- Operate outside the regular school day programs may operate before or after school, on Saturdays, Sundays and/or in the summer
- Operate for a minimum of two hours a day for at least 3 days per week
- Provide extra curricular enrichment activities
- Serve a minimum of 50 children

ESD Program Activities

Enrichment activities include but not limited to;

- Tutoring and Academic Enrichment
- Recreation
- Art, Music and Drama
- Mentoring
- Student Leadership
- Community Service
- Related Programs that will Increase Student Achievement and Contribute to School Violence Prevention

Program Requirements- SVP

May include but not limited to;

- Comprehensive school-based intervention models

- SVP and intervention services

- Involvement of teachers, parents, school administrators in the development and implementation of the program

SVP Program Activities

Programming that helps maintain a safe and secure school environment for students and staff:

◉ Must be consistent with district's safety plan

◉ Conflict Resolution

◉ Peer Mediation

◉ Diversity Awareness

◉ Safe Corridor

◉ Parent Education

◉ Metal Detectors

◉ Intercom/intra-school communication devices to increase security and Safety

◉ School Safety Programs w/ Law Enforcement Agencies or SBO

Your Application

❖ The ESD/SVP grant program was a very competitive process. Over 425 applications received, 104 funded

❖ It is a MUST that each existing program be aligned with the submitted, rated and funded application

❖ It is a MUST to review the program goals and objectives, targeted populations, program design and the approved budget regularly

❖ It is a MUST that program staff, program directors, fiscal staff, partners and administrators READ the application

RFP Outline

- Need for Program: You MUST know your targeted population and how your program is expected to address their needs. These are the only students your program should be serving.

- Program Design: Goals/Objectives and Activity Form; Annually review your goals, planned activity and timeline to implement the goals and how they link to current program

RFP Outline

- Program Focus: ESD, SVP or Both: What is your program focus?

Extended School Day: Are these things happening?

- Programming conducted outside the regular school day as outlined on each site form
- Recruitment and Retention of students in the program
- Daily attendance procedures
- Activities aligned, coordinated and in collaboration with the regular school day

RFP Outline

School Violence Prevention: Are these things happening?

- Programming is consistent with school safety plan

- Key stakeholders are involved and will continue to be involved in planning and implementation of the program

- Programming is coordinated with other services being provided

RFP Outline

- Budget and Budget Narrative:
  - FS10 Budget **MUST** be aligned with program activities
  - All costs **MUST** be reasonable and necessary for achievement of program goals
  - Program staff and Fiscal staff MUST communicate about allowable expenditures
  - Program coordinators must have access to the Budget

Grant Restrictions

- *Administrative Costs*: No more than 5% of the annual award amount, inclusive of the Indirect Cost Rate

- *Professional Development:* No more than 5% of the annual award amount

Documents that should be available....

- Liability Insurance
- SACC License (If required)
- Certificate of Occupancy
- ESD/SVP employee handbook
- ESD/SVP parent/participant handbook
- Current Partnership Agreements (If applicable)
- Safety Plans, including procedures for early dismissal and emergency closings
- List of grant expenditures

Employee Handbook

- Guidelines, procedures, policy and expectations for staff including: a copy of the application; medical for students; code of conduct; emergency phone numbers; and transportation procedures.

Parent/Student Handbook

- Guidelines, procedures, policies and expectations for participants and their families, including: attendance; code of conduct; sign-in/out and emergency release procedures. This can be included on the registration form as a sign off.

School-Aged Child Care (SACC)

Any Not-For-Profit Organization:

- Serving 7 or more children under the age of 13

- Serving a mixture of children under and over 13 years of age

- Operating in a school or community site

- Applicants should contact OCFS Bureau of Early Childhood Services (Contact list attached to RFP)

Partnership Agreements

- ESD/SVP did not require a signed partnership agreement to be included in the application
- School districts who were lead applicants did not have to partner with anyone
- CBOs as lead applicants had to be in collaboration with a public school district
- If your program has a copy of a partnership agreement, it should be reviewed annually to determine if the tasks are being completed as agreed too

Safety Plans for ESD/SVP

Should include, but not limited to:

- Procedures for early dismissal release;

- Policy on how parents will be notified if an emergency closing of program occurs;

- What steps are taken to notify Administrators and/or parents of attendance/behavior concerns.
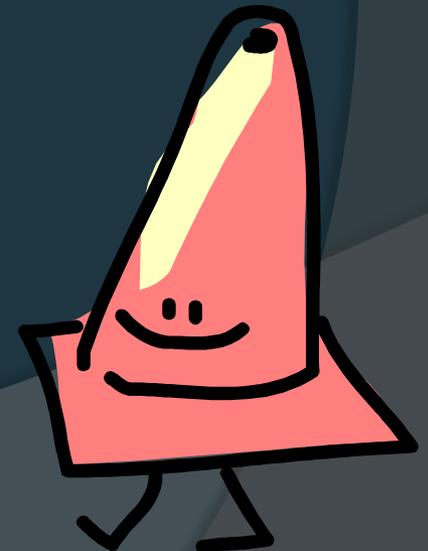
Expenditures

- Are program expenditures aligned with the approved budget?

- Have you submitted budget amendments for any anticipated changes? Are program expenditures aligned with the application?

- Are the expenditures allowable?

- Does the program office and the fiscal office communicate?

- Are you aware that program changes cannot occur without prior approval from SED program staff?

Materials that MUST be kept on file:

- Time and Effort records for employees
- Participant files
- Attendance records of all participants
- Current and accurate activity schedule with room assignments
- Lesson plans

Time and Effort: OMB Circular A-87 Appendix B (8)(H)
http://www.oms.nysed.gov/cafe/guidance/Guide.html

Support of salaries and wages.

- Employees working solely on a single Federal award or cost objective, charges for salaries will be supported by periodic certifications that the employee worked solely on that program for the period of covered by the certification. They must be prepared at least semi annually and signed by employee or supervisory official
- Employees working on multiple activities or cost objectives, a distribution of salary will be supported by Personnel Activity Reports (PARs)
  - After the fact of actual activity of each employee
  - Total activity for employee is compensated
  - Prepared at least monthly
  - Signed by employee
- Changes in statutes effective in December may affect this requirement
- Although ESD/SVP is a State funded program, SED uses the Federal Fiscal Guidelines as a guide for administration and implementation for ESD/SVP

Participant File

- Updated participant files and documentation are maintained and available including emergency contacts and medical concerns
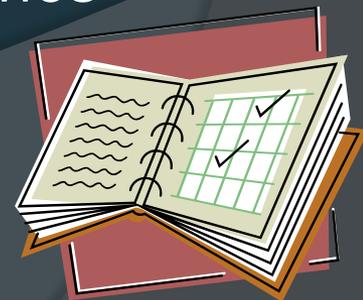
Attendance Records

- Efficient system is in place for safe participant check in/sign out

Activity Schedule

- Current, accurate and includes room assignments & participant lists

Lesson plans

- Activities reflect the goals, objectives and timelines of the program

How can your LEA/CBO use this money??

Allowable Costs:

To be considered allowable for reimbursement, costs must meet the following general criteria:

- Be **Necessary** and **Reasonable** for proper and efficient operation of the program;

- Be permissible under applicable state and/or federal laws and regulations;

- Conform to any limitations or exclusions set forth in these guidelines, laws or regulations, or other governing limitations as to types or amounts of cost items;

- Be the net amount after applying all applicable credits, such as purchase discounts, project-generated income, and adjustments of overpayments;

- Must not be included as a cost in any other project or grant.

Allowable Costs

Purchased items must be reasonable and necessary, aligned with program Focus, Goals, and Objectives and MUST be approved in the budget or budget amendments

- Program Supplies and Materials
- Snacks for programs and family events
- Stipends for student tutors
- Minor Remodeling
- Transportation costs for staff
- Field Trips related to program goals
- T-shirts for safety purposes
- Rent and Utilities (proportioned)

Unallowable Costs

- Rewards & Incentives for participants, parents and staff
- Student Participant Stipends
- Staff/participant uniforms/shirts
- Evaluator/Evaluation
- Major Remodeling
- Purchasing a Vehicle
- Funding for staff time outside the approved schedule
- Funding events/activities for non- ESD/SVP participants
- Absorbing 100% of Supplies/Equipment costs shared by programs funded with non-ESD/SVP funds

Encumbrances

All encumbrances (or obligations) must be made within the approved funding period of the grant, (July 1 – June 30). Encumbrances for both federal and state projects are incurred on the following basis:

- Acquisition of real or personal property
  - The encumbrance is made on the date on which a binding written commitment to acquire the property is made.
- Personal services by an agency employee
  - The encumbrance is made when the services are performed.
- Personal services by a contractor who is not an agency employee
  - The encumbrance is made on the date on which the agency makes a binding written commitment to obtain the work.
- Performance of work other than personal services
  - The encumbrance is made on the date on which the agency makes a binding written commitment to obtain the work.
- Public utility services
  - The encumbrance is made when the agency receives the services.
- Travel
  - The encumbrance is made when the travel is taken.
- Rental of real or personal property
  - The encumbrance is made when the agency uses the property.

Fiscal Forms

FS-10:   Proposed Budget Detail

FS-25:   Request for Interim Payment

FS-10A: Proposed Amendment

FS-10F: Final Expenditure Report
(Short/Long Form)

All fiscal forms can be found at:

http:// / www.oms.nysed.gov/cafe/forms

QUESTIONS????

Please contact Lori Genito, ESD/SVP

State Coordinator

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