Georgia Division of Family and Children Services
Collaborative Services Section
Community Programs Unit
Afterschool Care Program

Federal Fiscal Year (FFY) 2016 Afterschool Care Program

FFY 2016 Statement of Need For Positive Youth Development Programs

Statement of Need Release Date

Monday, March 9, 2015

Application and Proposal Submission Date

Friday, May 1, 2015 – 3:00 PM, EST

This Statement of Need has been updated as of March 17, 2015.

Georgia Division of Family and Children Services
Afterschool Care Program Statement of Need (SON) Overview

The Afterschool Care Program is located within the Georgia Division of Family and Children Services (DFCS), Collaborative Services Section, Community Programs Unit. The Georgia Division of Family and Children Services investigates child abuse; provides foster homes for abused and neglected children; assists low to moderate income families by providing financial assistance; provides support to families seeking childcare assistance; and provides many other numerous support services to assist and support families in need. In an effort to continue to support DFCS' broader goal of being a resource to families by promoting self-sufficiency and independence, the Afterschool Care Program provides federal funding to non-profit organizations and public agencies who serve youth and families during the out-of-school time. By funding positive youth development programs and services that are provided during before school, after school, intercession and summer hours, the Afterschool Care Program also supports two Temporary Assistance for Needy Families (TANF) goals: (a) End the dependency of needy parents on government benefits by promoting job preparation, work, and marriage and (b) Prevent and reduce the incidence of out-of-wedlock pregnancies.

The mission of the Afterschool Care Program is to provide resources to youth-serving organizations within the state of Georgia who serve families within low-to-moderate income communities and the foster care system. The vision of the Afterschool Care Program is to ensure every child and youth has access to high quality positive youth development programming within their community. Academic attainment and an enhanced well-being through positive youth development services are key factors in ensuring youth successfully transition into young adulthood, particularly youth of economically disadvantaged communities. Through out-of-school time programs, parents and caregivers can ensure their youth have a safe and enriching environment when the traditional school day ends. By providing funding through a Statement of Need (SoN) solicitation process, DFCS partners with community-based organizations and public agencies throughout the state of Georgia who provide services to youth and their families.

The goals of the DFCS Afterschool Care Program are to:

- Strengthen youth-serving organizations and institutions by providing funding that increases their capacity to design, implement, and sustain quality youth development programs and services;

- Provide opportunities for youth to establish positive relationships with their peers and caring adults during traditional non-school day hours; and

- Provide technical assistance to organizations and agencies as they implement services and activities that support their youth's overall well-being as they prepare for and transition into young adulthood.

This Statement of Need has been issued by the Georgia Division of Family and Children Services Afterschool Care Program to seek proposals from non-profit organizations and public agencies that provide quality out-of-school time positive youth development programs and services to youth between the ages of 5 and 17. Out-of-school time programs funded through this SoN must serve youth and families within low-to-moderate income communities and the foster care system within the state of Georgia based on the eligibility guidelines outlined. The Georgia Department of Human Services, Division of Family and Children Services and Afterschool Care Program reserve the right to make any updates or omissions to this SoN while it is posted and reserve the right the cancel this SoN at any time. Additionally, the DFCS Afterschool Care Program reserves the right to reject any or all proposals upon review and evaluation.

NOTICE FOR CURRENT CONTRACTORS: All current Federal Fiscal Year (FFY) 2015 contractors of the DFCS Afterschool Care Program MUST respond to this SoN based on the guidelines herein if seeking consideration for funding for FFY 2016. A prior award or current contract with DHS/DFCS is not a guarantee or commitment for continued or future funding.

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*** Remember to complete and submit all Forms that accompany this Statement of Need. You will find the link for each Form on the Afterschool Care Program webpage. All accompanying Forms are not included within this *Statement of Need Proposal Guidelines* document and are located on the DFCS Afterschool Care Program webpage.**

Timeline

This timeline represents all activities related to this SoN. It does not include additional professional development opportunities and meeting dates that will be required throughout the contract period for agencies who are awarded funding. Additional dates for *awardees* are provided in **Section VII** of this SoN.

Date	Activity
Monday, March 9, 2015	**Statement of Need Release Date**
Tuesday, March 24, 2015	**MANDATORY Statement of Need Information Session** **MANDATORY PARTICIPATION NOTICE** All organizations and agencies who would like to submit an application for funding consideration for FFY 2016 MUST ensure a representative from their organization/agency attends the mandatory SoN Information Session that will be held on **Tuesday, March 24, 2015 at the Hilton Atlanta Marietta Hotel and Conference Center - 500 Powder Springs Street, Marietta, GA 30064**. There will be three opportunities to attend the mandatory information session – **10:00 AM, 3:00 PM or 6:00 PM**. An agency does not have to attend each Information Session. An agency's attendance is only required during one session. There is no pre-registration required to attend the Information Session. **Please Note: Information Session doors will close 5 minutes after the indicated start time of each session. You must remain in the session room throughout the entire duration of the Information Session** in order to receive your *Confirmation of Attendance for Proposal Submission*. **There will be no exceptions to this requirement.** Additionally, all travel and lodging expenses incurred for attendance to the Information Session is not the responsibility of the Georgia Division of Family and Children Services or DFCS Afterschool Care Program and will not be reimbursed. All attendees are responsible for their travel and lodging expenses. Afterschool Care Program Statement of Need Information Session Date: Tuesday, March 24, 2015 Location: Hilton Atlanta Marietta Hotel and Conference Center: 500 Powder Springs Street, Marietta, GA 30064 Time: 10:00 AM, 3:00 PM **or** 6:00 PM
Monday, March 23, 2015 – Friday, April 3, 2015	**Statement of Need Technical Assistance Q & A**
Friday, May 1, 2015 3:00 PM, Eastern Standard Time	**Statement of Need Application and Proposal Due**
During or after May 2015	**Statement of Need Award Notice to Awardees and FFY 2016 Awardee Contract Consultation**
During or after October 2015	**MANDATORY Contractor Orientation**
During or after July 2016	**Afterschool Care Program Contractor STEAM Youth Exhibition**
October 1, 2015 - September 30, 2016	**FFY 2016 Contract Period**

Section I: General Information

Purpose

This Statement of Need has been issued by the DFCS Afterschool Care Program to seek proposals from non-profit organizations and public entities who provide quality out-of-school time positive youth development programs and services to youth between the ages of 5 and 17. Youth served in funded programs must be within low-to-moderate income families, the *foster care system* or *congregate care settings* within the state of Georgia. Funded out-of-school time programs and services **MUST** engage participants in **Science, Technology, Engineering, the Arts and/or Math (STEAM)** programming/curriculum; health and well-being activities; and additional enrichment programs and services as outlined in this Statement of Need. Funded out-of-school time programs and services will also follow all of the Georgia Department of Human Services, Division of Family and Children Services, and Afterschool Care Program funding requirements and expectations.

Youth Served

If awarded funding from the DFCS Afterschool Care Program, all youth participating within the awarded agency's DFCS Afterschool Care Program funded programs and services MUST meet the following requirements:

a. Be a U.S. citizen or legal immigrant; **AND**
b. Be a Georgia resident; **AND**
c. Currently receive Supplemental Nutrition Assistance Program (SNAP)/Food Stamps, Temporary Assistance for Needy Families (TANF), Medicaid or Supplemental Security Income (SSI) **or** have a household income 300% or less of the Federal Poverty Level (FPL); **AND**
d. Be 5 - 17 years old; **or** Be 18 years old and currently enrolled in school *(high school, GED program or equivalent, or post secondary institution)* and will be enrolled in AND attend school during the upcoming academic year *(Verification of school enrollment includes a letter from the school on official school letterhead):* **or** Be 18 - 19 years old and have a dependent child AND be the custodial parent.

Agencies funded by the DFCS Afterschool Care Program must also recruit and maintain enrollment of youth who are also in DFCS programs (the Georgia Independent Living Program (ILP), Foster Care, child protective services, Grandparents Raising Grandchildren etc).

Who May Apply

Non-profit organizations, state and local government agencies, schools/school systems and other public entities may apply to this Statement of need. Agencies that are listed on the DHS delinquent audit list and/or not identified on the State of Georgia Secretary of State website as "Active/Compliance" are considered ineligible for funding. The Georgia Department of Human Services, Division of Family and Children Services and Afterschool Care Program reserve the right to make any updates or omissions to this SoN while it is posted and reserve the right the cancel this SoN at any time. Additionally, the DFCS Afterschool Care Program reserves the right to reject any or all proposals upon review and evaluation.

NOTICE FOR CURRENT CONTRACTORS: All current Federal Fiscal Year (FFY) 2015 contractors of the DFCS Afterschool Care Program MUST respond to this SoN based on the guidelines herein if seeking consideration for funding for FFY 2016. A prior award or current contract with DHS/DFCS is not a guarantee or commitment for continued or future funding.

Use of Funds

The funds awarded to agencies are to be used according to the guidelines within this SoN for the delivery of positive youth development services to youth and families in the following programs:

Before School Programs - Before school programs are programs and services provided to youth and families before the traditional school day has begun.

After School Programs - After school programs are programs and services provided to youth after the traditional school day has ended. These programs also include services provided on non-school days such as Saturday and Sunday.

Summer Programs - Summer programs are programs and services provided to youth during the summer months when the traditional academic teaching and learning is not in session. These months may include May, June, July and/or August.

Intercession Programs - Intercession Programs are programs and services provided to youth during the holiday and academic recess(es) when the traditional academic teaching and learning is not in session.

SUPPLANTING NOTICE: Awardees must use program funds to supplement, not supplant, other Federal, state, local, or non-Federal funds or existing out-of-school time programs. Therefore, DFCS Afterschool Care Program funds cannot be used to support or replace existing programs, activities and/or services. Funds must be used for new populations and/or new programs and services.

Cash/In-Kind Match

The DFCS Afterschool Care Program has a mandatory cost-sharing requirement, which can be met through a combination of cash and in-kind contributions. All agencies must provide at least a one-to-one (1:1) non-federal match contribution (at least 50% of the total cost of proposed services must be cash/in-kind match). If awarded funding, the value of the contract will be the sum total of the DFCS awarded funding and the contractor's committed and certified non-federal match contribution.

All funded agencies will be required to provide a non-federal category match of 1, 2, or 3 as detailed below. As previously stated, the value of a contract will be the sum total of the DFCS awarded funding and the contractor's committed and certified non-federal match contribution.

Match Level Category	Required Dollar for Dollar Match	Funding Request and Award Threshold
1	1:1 (Agency – $1: DHS – $1)	< or = 200,000.00
2	1.5:1 (Agency – $1.5:DHS – $1)	200,001.00 – 1,000,000.00
3	3:1 (Agency – $3: DHS – $1)	1,000,001.00 – 8,000,000.00

Example:

Your organization is requesting a DFCS Afterschool Care Program award of $50,000. If awarded $50,000, your organization's required certified non-federal match contribution would be $50,000 and the total contract value would be $100,000.

The match provided by the agency must be allocated based on each individual eligible youth served (see *Youth Served* on Page 5 of this SoN). If the program is serving all eligible youth, all certified costs (like the donated value of space) used as match can be documented. If the program is serving a percentage of eligible youth, costs should be allocated appropriately. For example, if an organization/agency serves 50% eligible youth, and has $10,000 in donated space for the entire program of eligible and ineligible youth, only $5,000 in donated space costs can be used match costs. The agency must allocate costs based the on percentage of eligible youth served.

Award Limits

Agencies may submit a proposal for their total cost of proposed services. The DFCS Afterschool Care Program will determine the final amount each selected organization is awarded based on the agency's proposed services and cash/in-kind match level ability. Funding will also be based on the DFCS Afterschool Care Program geographic areas of need, funding availability and the SoN evaluation criteria. Additionally, the Division is interested in developing a vast network of funded service providers among a diverse group that will cover the 15 DFCS regions of the state. **APPENDIX B** identifies DFCS regions and the counties that comprise each region. Funding availability, geographic location and programmatic need to serve particular areas within the state of Georgia will determine the number of service providers that will be awarded contracts.

State Priority

Funding priority will be awarded for those agencies that meet certain priority need criteria listed below. Priority will be given by adding additional points to proposals meeting these criteria.

1. Agency proposes to implement the funded youth development program in one of the following DFCS Regions (**See APPENDIX B**): Regions 2, 8, 9, 10 and/or 11.
2. Agency proposes to implement the funded positive youth development program for middle school youth who are in grades 6 – 8 and/or high school youth in grades 9 – 12. The number of high school and/or middle school youth served has to represent at least 50 % of the program's youth participant population that will be served through the DFCS Afterschool Care Program awarded funding.
3. Agency proposes to implement the funded youth development program for youth who attend a *Title I* school. The number of youth who attend the Title I school within the funded program must represent at least 70% of the proposed program's youth participant population.

Proposal Submission Deadline

Friday, May 1, 2015 - 3:00 PM, Eastern Standard Time

Applicants are required to submit all proposal documents. ALL required components of the proposal MUST be received in the specified format **(See Section VIII)** by **Friday, May 1, 2015 - 3:00 PM, Eastern Standard Time** or the proposal and all of its contents will NOT be considered for funding for FFY 2016. There will be no exceptions to this requirement.

NOTICE FOR HAND-DELIVERY ONLY (April 30th and May 1st ONLY): If hand-delivering the proposal package, please DO NOT hand-deliver the proposal package to the 26th floor as indicated in the address in Section VII, Page 32. There will be a table in the 2 Peachtree building Lobby on Thursday, April 30th and Friday, May 1st, 2016 (ONLY) where proposal packages can be submitted by hand delivery.

Proposal Review and Evaluation

Proposals will undergo both a compliance and qualitative review during the SoN evaluation.

<u>Compliance Review includes</u>:

Proposal Submission

- Proposal submitted by due date AND time
- All required MANDATORY business documents included
- Authorized signatures included on Form H – PROPOSAL CONFIRMATION

Proposal Components

- Required proposal narrative included
- Required proposal forms and budget documents included

IMPORTANT NOTICE: Proposals that do not pass the compliance review will be disqualified from further consideration.

Qualitative Review includes:

Comprehensive evaluation of the responsiveness of the entire proposal and each required component including, but not limited to:

- Geographic area of need location
- Demonstrated programmatic need
- Staff qualifications and capacity to execute programming
- Proposal narrative responses
- Proposal format and number of pages included
- Proposal forms and budget documents completed as instructed
- Proposed use of funds

USE THE CHECKLIST PROVIDED IN SECTION VIII TO ENSURE ALL REQUIRED PROPOSAL DOCUMENTS ARE INCLUDED.

Award Notification

Agencies and organizations that have been selected as DFCS Afterschool Care Program funding award recipients (awardees) will be notified via email during or after May 2015.

Contract Period

October 1, 2015 – September 30, 2016
or
Date contract is fully executed (if after October 1, 2015) through September 30, 2016

Contracts will be awarded annually for two years contingent upon Departmental and Division approval, contractor programmatic and contract compliance, continuation proposal request and submission, and availability of funding. The initial contract period will be from October 1, 2015 – September 30, 2016 or date contract is fully executed (if after October 1, 2015) through September 30, 2016.

IMPORTANT NOTICE: Agencies who are awarded funding from the DFCS Afterschool Care Program for FFY 2016 may NOT provide programs services that will be funded by the DFCS Afterschool Care Program until the awarded agency has received a fully executed contract for FFY 2016. Agencies who do not adhere to this contractual requirement will not be reimbursed for programs and services that were provided without a fully executed contract.

Technical Assistance

Technical assistance in the form of Questions and Answers (Q&A) will be available from Monday, March 23, 2015 – Friday, April 3, 2015. Questions must be submitted to afterschool@dhs.ga.gov in the following format:

1. Section Letter, Page Number
Question

2. Section Letter, Page Number
Question

Questions submitted to other email addresses that are not afterschool@dhs.ga.gov will not be considered for a response. An updated copy of questions and answers will be uploaded periodically until Friday, April 3, 2015 on the DFCS Afterschool Care Program webpage on the DFCS website at http://dfcs.dhs.georgia.gov/ *(*CLICK ON *Services tab at the top of the page,* CLICK ON *Afterschool Services*). After Friday, April 3, 2015, only the

questions that were submitted during the technical assistance timeline from Monday, March 23, 2015 – Friday, April 3, 2015 and their corresponding answers will be posted and available.

Communication

From the release date of this SoN until the final award is announced (or if the SoN is officially cancelled), agencies are not allowed to communicate with any DFCS Afterschool Care Program staff regarding information provided within this SoN except during the Information Session, Technical Assistance period or through an existing work or contractual agreement. Prohibited communication includes all contact or interaction including but not limited to: telephone communications, emails, faxes, letters, or personal meetings such as breakfast, lunch, dinner, entertainment or other. The Division of Family and Children Services and the DFCS Afterschool Care Program reserves the right to reject a SoN proposal from any agency violating this provision.

DFCS Afterschool Care Program Staff

Main Office Phone Number: 404-657-4651
Main Program Email Address: afterschool@dhs.ga.gov

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Section II: Contract Requirements for FFY 2016

If awarded funding, the agency will become a Contractor with the DFCS Afterschool Care Program and will have to follow the programmatic contract deliverables outlined below. The Department of Human Services, Division of Family and Children Services and the Afterschool Care Program reserve the right to amend these deliverables at any time before the FFY 2016 contract is fully executed. Awarded agencies will be contacted if these contract deliverables are amended and will have to adjust proposed programs and services accordingly.

1. Contractor will serve a minimum of 30 youth throughout the contract period. The number of youth served must also be served in accordance with the funds awarded.

2. Contractor will ensure all youth who participate in the DFCS Afterschool Care Program funded programs and services meet all the following eligibility requirements under this agreement:
    a. Be a U.S. citizen or legal immigrant; **AND**
    b. Be a Georgia resident; **AND**
    c. Currently receive Supplemental Nutrition Assistance Program (SNAP)/Food Stamps, Temporary Assistance for Needy Families (TANF), Medicaid or Supplemental Security Income (SSI) **or** have a household income 300% or less of the Federal Poverty Level (FPL); **AND**
    d. Be 5 - 17 years old; **or** Be 18 years old and currently enrolled in school *(high school, GED program or equivalent, or post-secondary institution)* and will be enrolled in AND attend school during the upcoming academic year *(Verification of school enrollment includes a letter from the school on official school letterhead):* **or** Be 18 - 19 years old and have a dependent child AND be the custodial parent.

IMPORTANT NOTICE: Eligibility Forms (APPENDIX D) must be completed and signed for each youth participating in DHS DFCS Afterschool Care Program funded programs and services.

3. Contractor will Provide Science, Technology, Engineering, Arts and Math (STEAM) focused Project-based Learning and/or Youth Apprenticeship programming a minimum of 2 days per service week for a minimum of 60 minutes a day as outlined in the FFY 2016 Statement of Need Proposal. The number of service days provided and program and activity dosage must also be served in accordance with the funds awarded.

4. Contractor will provide health programming a minimum of one (1) day per service week, for a minimum of 30 minutes a day as outlined in the FFY 2016 Statement of Need Proposal.

5. Contractor will provide well-being programming a minimum of one (1) day per service week, for a minimum of 30 minutes a day as outlined in the FFY 2016 Statement of Need Proposal. Contractors will follow the service day and time guidelines provided in the FFY 2016 Statement of Need Proposal.

6. Contractor will attend all mandatory meetings, as required by the DFCS Afterschool Care Program.

7. Contractor will ensure and verify all program staff has the required certifications, trainings and /or credentials for youth development service provision and supervision of youth and families. The Department of Human Services, Division of Family and Children Services and the Afterschool Care Program reserves the right to review the certification and credentials of staff indicated within the submitted proposal for FFY 2016.

8. Contractor will provide age-appropriate youth development activities in a setting that is safe for all youth participants, regardless of race, gender, ethnicity, and ability.

9. Contractor will provide a nutritional snack and/or meal during programming to DFCS Afterschool Care Program funded participants that adhere to USDA nutritional snack/meal guidelines.

10. Contractor's DFCS Afterschool Care funded sites will be designated site locations for the DFCS Educational Programming, Assessment and Consultation (EPAC) Unit. As a designated site location for the EPAC Unit, the Contractor will:
    a. Allow EPAC Education Specialists (ES)/tutors and youth within the local area utilize a specific area where tutoring and educational support services may be provided. A list of Education Specialists (ES) will be provided to the Contractor for their records.
    b. Ensure the sign in sheet is completed each time a tutoring session/educational support service is provided. The DFCS Afterschool Care Program will provide the sign-in sheet.
    c. Submit the sign-in sheet each month (if the site was utilized).

Agencies will receive additional information regarding the EPAC Unit and the designated site location requirement if awarded funding.

11. Contractor will provide Georgia TeenWork Internship Program youth opportunities and internships, as requested.

Agencies will receive additional information about the Georgia TeenWork Internship Program requirement if awarded funding.

12. Contractor will submit each month:
    a. Invoice;
    b. Monthly report detailing number of children served, activities provided, any barriers to service provision and additional information and requested by DFCS;
    c. Roster of youth (names) served during the reporting period and
    d. Any additional reports requested.

Agencies will receive the Schedule of Reporting Requirements and Reports if awarded funding.

13. Contactor will administer evaluations and surveys, as required and requested by the DFCS Afterschool Care Program.

14. Contractor will comply with any and all data requests including, but not limited to: surveys, questionnaires, evaluations and focus groups. Agency and program staff, youth and families may be requested to participate in data requests.

15. Contractor will utilize the approved Afterschool and Youth Development (ASYD) Standards Evaluation Tool to perform the self-evaluation of their funded DFCS Afterschool Care Program activities to identify areas of strengths and opportunities for improvement. The results of the self-evaluation will be made available to the DFCS Afterschool Care Program staff upon request. The DFCS Afterschool Care Program will provide the evaluation tool to all contractors upon its release.

16. Contractor will develop and implement a participant sign-in sheet per service day and when requested, submit an original copy as verification of service provision.

17. Contractor will develop a DFCS approved Emergency Management plan for all programs funded by the DFCS Afterschool Care Program.

18. Contractor will complete criminal history investigations (background checks) using the Cogent Georgia Applicant Processing Services (GAPS) for all staff serving youth in DFCS Afterschool Care Program

funded programs and services according to the Georgia Department of Human Services Criminal Investigations contract requirement.

19. Contractor will provide services as proposed and approved within their contract that was submitted to the DFCS Afterschool Care Program for the FFY 2016 contract year.

Georgia Division of Family and Children Services
Collaborative Services Section
Community Programs Unit
Afterschool Care Program

Federal Fiscal Year (FFY) 2016
Afterschool Care Program

Statement of Need Proposal Guidelines

Section III: Proposal Business Documents - MANDATORY

All proposing agencies must submit the business documents listed within this section section (Section III, A – F). Proposals that do not contain **ALL** of the business documents identified in this **WILL NOT pass the Compliance Review** of the proposal evaluation. Proposals that do not pass the Compliance Review will be disqualified from further consideration and will not be further evaluated and considered for FFY 2016 funding from the DFCS Afterschool Care Program. **(See Section VIII for proposal format and submission requirements)**. There will be no exceptions to this requirement.

A. Financial Information

The proposing agency will provide financial information that will allow proposal evaluators and the Department to ascertain the financial stability and capacity of the agency to serve youth and families. The financial information that will be accepted is listed below. The proposing agency should review each of the two (2) financial document requests listed below and submit them according to the instructions provided.

1. **Financial Audit**
   If the proposing agency is a non-profit entity, the agency will provide its most recent audited financial report (2013 or later).

   If the proposing agency is a public entity, no audited financial report is due at this time, however the public entity MUST provide a letter on its agency's letterhead stating it is a public entity and will not be providing an audited financial report within its FFY 2016 SON proposal. The letter should be on the proposing agency's letterhead and the Executive Director, Superintendent or authorized signature of the proposing agency must provide his/her signature and title on the letter.

2. **Form 990**
   If the proposing agency is a non-profit entity, the agency will provide a copy of its submitted Form 990 filed with the Internal Revenue Service (IRS) for tax year 2013 - http://www.irs.gov/uac/Form-990,-Return-of-Organization-Exempt-From-Income-Tax- .

   If the proposing agency did not submit Form 990 during the 2013 tax year based on the Department of the Treasury Internal Revenue Service's *Instructions for Form 990 Return of Organization Exempt From Income Tax* (http://www.irs.gov/pub/irs-pdf/i990.pdf f), the proposing agency MUST provide a letter on its agency's letterhead stating why the agency did not file a 2013 Form 990 and include within the letter the corresponding provision that applies to the agency listed in *General Instructions, Section B* (Organizations Not Required to File Form 990 or 990-EZ). The Executive Director (or authorized signature) of the agency must provide his/her title and signature on the letter.

   Additional Information Regarding Form 990: Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax under section 501 (a), and certain political organizations and non exempt charitable trusts. Parts I through XI of the form must be completed by all filing organizations and require reporting on the organization's exempt and other activities, finances, governance, compliance with certain federal tax filings and requirements, and compensation paid to certain persons. For more information regarding Form 990 and to receive the complete instructions on the filing and use of Form 990, visit the Internal Revenue website at: http://www.irs.gov/.

IMPORTANT NOTICE: The Department of Human Services Division of Family and Children Services and the Afterschool Care Program reserves the right to verify all financial information provided.

B. Business Litigation

If the agency or any officer or principal HAS been involved in any material business litigation within the last five (5) years, the agency should disclose via letter its involvement in material business litigation.

The letter should be on the proposing agency's letterhead and will include an explanation of the litigation, as well as the current status and/or disposition and a point of contact. The Executive Director, Superintendent or authorized signature of the proposing agency must provide his/her signature and title on the letter.

If the agency or any officer or principal HAS NOT been involved in any material business litigation within the last five (5) years, the agency should state via letter it has not been involved in any material business litigation.

The letter should be on the proposing agency's letterhead and the Executive Director, Superintendent or authorized signature of the proposing agency must provide his/her signature and title on the letter.

C. Data Universal Numbering System

All agencies submitting a proposal for funding MUST have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and MUST complete and submit APPENDIX A with their proposal that will contain this number.

All agencies submitting a proposal for funding must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal awards or CAs. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An Authorized Organization Representative (AOR) should be consulted to determine the appropriate number. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the internet, obtaining a DUNS number may take one to two days at no charge. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet (fedgov.dnb.com/webform/displayHomePage.do). Agencies who do not have a DUNS number provided on their submitted Proposal Application will not be considered for funding for FFY 2016.

D. IRS Determination Letter – NON PROFIT AGENCIES ONLY

Those agencies who are non-profit agencies are to include a copy of their IRS determination letter regarding the agency's 501(c) (3) tax-exempt status.

E. Corporate Resolution

Non-profit agencies - submit a corporate resolution letter on agency letterhead authorizing the agency to enter into a contract with the Georgia Division of Family and Children Services to provide out-of-school time services. The letter should be on the proposing agency's letterhead and the Executive Director, Superintendent or authorized signature of the proposing agency must provide his/her signature and title on the letter.

Public Entities – submit a letter on agency letterhead authorizing the agency to enter into a contract with the Georgia Division of Family and Children Services to provide out-of-school time services. The letter should be on the proposing agency's letterhead and the Executive Director, Superintendent or authorized signature of the proposing agency must provide his/her signature and title on the letter.

F. Georgia Secretary of State Compliance – NON PROFIT AGENCIES ONLY

All non-profit agencies must be registered with the Georgia Secretary of State and must be in Active/Compliance. Proof of Registration and compliance must be provided via s computer print-out submitted within the proposal packet. Below you will find the instructions to obtain the computer print-out for proof of registration and compliance.

Instructions:

1. Go to https://cgov.sos.state.ga.us/Account.aspx/LogOn?ReturnUrl=%2fhome.aspx
2. Scroll down to find Search Criteria (blue dialog box)
3. Enter agency name in "Inquiry" search box
4. Select "Search Type" option *Entity Name*
5. Select Search Depth
   Helpful Tip: For better search results, select option *Contains*
6. Select Entity Status option *Active/Compliance*
7. Click *Search*
8. Click on highlighted agency name
   Helpful Tip: If agency name does not appear, retry search. If agency name does not appear after retrying an additional search, contact the Georgia Secretary of State's office for assistance.
9. If agency is in Active/Compliance status, agency may print page confirming status and include with proposal.
10. If agency is not in Active/Compliance status, agency is not eligible for funding for FFY 2016.

IMPORTANT NOTICE: Agency name on proposal MUST match name on Georgia Secretary of State website. Agency must be identified as a "non-profit" and status MUST be in "Active/Compliance" to be considered and reviewed for funding.

TECHNICAL NOTE: If you are unable to access the print-out from the Georgia Secretary of State's website as instructed above, you may call 404-656-2817 and request that a copy of either the Certificate of Incorporation **or** the Annual Registration Filing be emailed to you. Please note, the document must show that the agency is currently in "Active/Compliance" status prior to submitting within your proposal packet.

Section IV: Proposal Narrative

This Statement of Need has been issued by the DFCS Afterschool Care Program to seek proposals from non-profit organizations and public entities who provide quality out-of-school time programs and positive youth development services to youth between the ages of 5 and 17. Youth served in funded programs must be within low-to-moderate income families, the foster care system or congregate care settings within the state of Georgia.

Funded out-of-school time programs and services **MUST** engage participants in **Science, Technology, Engineering, the Arts and/or Math (STEAM)** programming; health and well-being activities; and additional enrichment programs and services as outlined in this SoN. Funded out-of-school time programs and services will also follow all of the Georgia Department of Human Services, Division of Family and Children Services, Community Programs Unit and Afterschool Care Program funding requirements and expectations.

All of the items described in this section are service provisions, levels and/or terms and conditions that the DFCS Afterschool Care Program expects to be satisfied by awarded agencies during the FFY 2016 contract year. Each agency must indicate and describe its willingness and ability to satisfy these business and programmatic requirements, where requested.

A. Agency Background and Experience

The proposing agency should describe its background, relevant experience and qualifications to provide youth development services while including the following information:

Agency Structure

The organization should include within its proposal narrative the legal form of their business organization (public agency, non-profit, partnership, etc.), the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved and a chart of the organization structure. The organization agency must also submit a screenshot of its status with the Georgia Secretary of State Office (see Section III, F for instructions).

Agency Overview of Program and Experience

The agency must have at least two full years (24 months) experience as a provider of youth development programs and services for youth. The agency should provide an overview of its program(s) and services and include its mission, vision, goals and objectives. Within the overview, the agency should also clearly identify the program(s) and services that will be funded with the DFCS Afterschool Care Program awarded funding and indicate how providing an out-of-school time program aligns with the agency's overall mission and/or vision.

B. Programming and Youth Development

Each funded agency will design and implement a flexible, well-rounded program that supports the physical, social and cognitive development of all youth by providing programming and activities that are well-organized, developmentally appropriate and offer opportunities to gain new knowledge and skill.

Science, Technology, Engineering, the Arts and Math (STEAM) Programming for Youth

Proposing agency will provide Science, Technology, Engineering, the Arts and/or Math (STEAM) project-based learning and/or apprenticeship opportunities to youth participants based on the guidelines presented in this section. The agency should describe in detail the information below using STEAM as its focus of

programming. Additional resources to assist the agency in creating developmentally appropriate and engaging STEAM programming for youth are also listed below. The agency must follow the page limit guidelines as outlined in Section VIII.

1. Program Description – Describe the program(s) to be provided and activities to be facilitated for youth.

2. Hands-On Engagement and Learning – Describe how the program will provide a hands-on learning experience for youth.

3. Recruitment and Retention - Describe how the agency will recruit and retain the targeted youth populations to be served by the programs they have selected.

Project-based Learning Program

An agency serving elementary and middle school students will offer project-based learning opportunities a minimum of 2 days per service week for a minimum of 60 minutes per service day. Project-based learning is a hands-on and creative approach to teaching, which provides academic support to students in a way that is fun and engaging. Projects are interdisciplinary in nature and should build on student interest and provide students with an opportunity to demonstrate what they have learned through the actual completion of the project(s). Projects will last longer than a typical "activity" and can be spread over several days or weeks, depending on the type of project.

The skills acquired through project-based learning programs will support and build on what students are learning throughout the school year. Project-based learning programs should strive to maintain a student to instructor/volunteer ratio of 1:15.

Youth Apprenticeship Program

Agencies planning to serve high-school students will offer youth apprenticeship opportunities a minimum of 2 days per service week for a minimum of 60 minutes per service day. Youth apprenticeships must be taught by professionals with real-world experiences in the apprenticeship field selected by the proposing agency. Apprenticeship programs will include opportunities for students to learn about various post-secondary school course and degree programs associated with the selected STEAM field(s) and will also have the opportunity to participate in job shadowing opportunities of professionals who are currently working in the selected STEAM field(s).

The skills acquired through apprenticeship-based opportunities will support youth as they explore careers and plan for post-secondary education and beyond.

Resources

Proposing agencies may use the resources provided below to assist in the planning and creation of STEAM programming and curriculum for youth. Agencies are also encouraged to collaborate with instructors, teachers and other school personnel whose area of expertise or academic teaching is in subject areas of science, technology, engineering, the arts and/or math.

National Art Education Association: http://www.arteducators.org/
NASA Stem Challenge:
http://www.nasa.gov/offices/education/programs/national/summer/NASASTEMchallenges/main/
PBSKids.org: http://pbskids.org/designsquad/sign_up/
Brain Pop: https://www.brainpop.com/
U.S. Department of Education: http://www.ed.gov/stem
Afterschool Alliance: http://afterschoolalliance.org/STEM.cfm

Youth STEAM Exhibition 2016

During or after July 2016, each funded agency and their selected youth will have the opportunity to attend and participate in the DFCS Afterschool Care Program *Youth STEAM Exhibition* to showcase their STEAM focused project-based and/or apprenticeship opportunities they created and/or participated during the contract year. The total estimated travel cost for an agency to attend this event will be approximately $1000-$1500 *(based on overnight accommodations and transportation costs for two agency representatives, two chaperones and three to five youth)*. Please complete the proposal narrative and all financial proposal and budget forms according to the guidelines presented, including all estimated associated costs. Each awarded agency will have the opportunity to update and finalize financial proposals based on their awarded funding. Additional details regarding this event will be provided to all agencies during the mandatory Contractor Orientation.

C. Linkages with the School Day

Each funded agency will communicate and collaborate with school personnel to ensure the out-of-school time programming and activities complement and support school day learning, support state performance standards, and build string content knowledge and academic skills in youth.

Proposing agency should describe in detail the information below. The agency must also complete Form C for each activity/program proposed. The agency must follow the page limit guidelines as outlined in Section VIII.

1. Academic Inclusion – Describe how science, technology, engineering, the arts and/or math (STEAM) will be included within the program.

2. Youth Engagement – Describe how youth who may be performing below the current local and national academic standards be recruited to participate in programming.

3. School Engagement – Describe how teachers and/or other school personnel of youth served in the program will be engaged in the program.

D. Environment and Climate

Each funded agency will provide a safe, clean and developmentally appropriate environment that meets the physical needs of all youth; supports best practice programming; and reflects the needs and interests of youth.

Proposing agency should describe in detail the information below:

1. Youth and Family Voice – Describe how the agency will ensure youth and families will have an input in the activities and programs provided.

2. Needs Assessment – Describe how the selection of programs and activities reflects the needs and interests of the youth who will be served and the surrounding community.

3. Emergency Management and Planning - Describe how each site under the contract agreement will ensure the safety of participating youth. The organization must clearly identify:
    a. The name, title/position, phone number(s) and email address of the contact person for the agency in the event of a disaster.
    b. How the safety of youth will be maintained on-site (requiring parent sign-out, checking identification etc) during each service day.

c. The agency's plan on how it will continue to provide services to participating youth in the event of a disaster. If services will not be provided to youth during a disaster, the agency should describe how families are informed of service delivery adjustments.

4. Transportation for Youth Participants – Describe how youth participating in the program will travel safely to and from the program site(s). Additionally, agency should describe the type(s) of vehicle(s) used to transport the youth. Contractors are encouraged to use vehicles which meet school bus or multi-function school activity bus standards, however an agency may choose to use nontraditional school buses. If nontraditional school buses are used, the agency must create and implement a transportation policy and the transportation must address the following: state transportation laws for the transporting of youth, insurance coverage; driver qualifications, driver training, and semi-annual motor vehicle driving record checks with resolution procedures for driving record irregularities for each driver designated as approved (including substitute drivers); periodic maintenance and inspection records; and a plan for substitute drivers, if applicable. Each agency must ensure participating youth have safe transportation options in order to attend and participate in programming.

IMPORTANT NOTICE: Purchasing of vehicles of any kind using this funding is prohibited by the Department.

E. Relationships

Each funded agency will foster and nurture positive relationships and interactions among staff, youth, families and communities; provide a tolerant and respectful environment that is safe from teasing, bullying and violence; and will promote diversity.

Proposing agency should describe in detail the information below:

1. Peer Relationships – Describe how positive youth peer relationships (peer-to-peer) will be encouraged and supported.

2. Staff Relationships – Describe how positive staff member relationships (staff member–to-staff member) will be encouraged and supported.

3. Peer and Staff Relationships – Describe how positive youth and adult relationships (staff member-to-youth) will be encouraged and supported.

F. Health and Well-being

Each funded agency must promote and support the social and emotional needs of youth and will be committed to diversity, tolerance and inclusion. Funded agencies will also provide opportunities for youth to be physically active and learn and practice healthy habits. The agency may select one or more of the Health program options AND one or more of the Well-being program options that are listed below. **Form D and Form E must also be completed and submitted within the proposal packet according to the instructions provided.**

To ensure the fidelity of the program implementation, each site implementing a selected evidence-based or nationally recognized program below must use the website and resources provided for each program. Please visit the program's website to obtain information on resources and/or materials needed. Cost for materials and resources should be considered and included in the agency's Financial Proposal (**Financial Proposal and Budget Forms 1 and 2**). If materials are not needed, please use the website and online information as a guide to creating a curriculum for youth.

Proposing agency should describe in detail the information below based on the Health AND Well-being option selected:

1. Program Selection - Describe how the agency will select and implement one or more of the health program options AND one or more of the well-being requirement options listed below. The activities provided for each Health and Well-being option should be selected and provided based on the age, needs and interests of the youth and families served. Additional services and activities can be included to enhance the health and well-being activities. Additional services can include, but are not limited to field trips, guest speakers and special learning projects.

2. Relevance – Describe the relevance of the selected health and well-being option. Relevance includes the purpose of implementing the selected program and the identification of any past or current statistical data that supports the need for implementing the programs within the agency's youth population and/or community.

Health Program Options (agency must select one or more) - Form D MUST also be completed and submitted along with the proposal:

Georgia SHAPE – www.georgiashape.org/
Georgia SHAPE is an exciting initiative to improve Georgia's future, beginning with our state's most vital and important asset: our young people.

Choosemyplate.gov - http://www.choosemyplate.gov/
Established by the United States Department of Agriculture (USDA), MyPlate.gov was developed as an effort to promote healthy eating to consumers.

Bright Futures - http://www.brightfutures.org/
Bright Futures is a national health promotion initiative dedicated to the principle that every child deserves to be healthy and that optimal health involves a trusting relationship between the health professional, the child, the family, and the community as partners in health practice.

Centers for Disease Control and Prevention (CDC) BAM! Body and Mind - http://www.cdc.gov/bam/
The Centers for Disease Control and Prevention (CDC) BAM! Body and Mind health resource is a website that supports the Adolescent and School Health Program within the CDC's National Center for Chronic Disease Prevention and Health Promotion.

Well-being Program Options (agency must select one or more) – Form E MUST also be completed and submitted along with the proposal:

Stopbullying.gov - http://www.stopbullying.gov/
Stopbullying.gov is an initiative through the U.S. Department of Health and Human Services that promotes the prevention of bullying and the protection of youth.

Injury and Violence Prevention - http://www.cdc.gov/ViolencePrevention/index.html
Violence is a serious public health problem in the United States. From infants to the elderly, it affects people in all stages of life. The number of violent deaths tells only part of the story. Many more survive violence and are left with permanent physical and emotional scars. Violence also erodes communities by reducing productivity, decreasing property values, and disrupting social services. The CDC is committed to stopping violence before it begins.

Substance Abuse and Mental Health Services Administration (SAMHSA) – http://www.samhsa.gov/suicide-prevention

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

National Gang Center (NGC) - https://www.nationalgangcenter.gov/
The National Gang Center (NGC) is a project jointly funded by the U.S. Department of Justice's (DOJ) Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Bureau of Justice Assistance (BJA). The NGC program works to further the mission of DOJ by providing national leadership, information, training, and technical assistance that target gangs and street gang members of all ages. Serving researchers, policymakers, and practitioners nationally, NGC activities contribute to reductions in gang-related crime and violence and gang activity by juveniles and adults.

G. Staffing and Professional Development

Each funded agency will employ staff and volunteers who value each youth, understands their youths' developmental needs and will develop working relationships with coworkers, youth, families, caregivers and community partners. Each funded agency will also support the professional growth of staff and volunteers by providing ongoing professional development that bolsters the knowledge and skill necessary for implementing best practice programming.

Proposing agency should describe in detail the information below:

1. Program Staff – Identify, by name and title/position, the Program Director(s), program staff and administrative staff who will implement and oversee the DFCS Afterschool Care Program funded programs and services. Resumes for the Program Director(s) AND staff should be submitted with the proposal.

2. Volunteer Recruitment and Engagement – Describe how volunteers will be recruited to volunteer with the program.

3. Training and Professional Development – Describe the method of training and professional development the agency provides for all staff and volunteers.

H. Organizational Practices

Each funded agency will have a clear mission and well-defined goals, sound fiscal management and clear policies and procedures that support quality and sustainability.

Funding from the DFCS Afterschool Care Program is not guaranteed each year. To continue to provide quality youth development programming, agencies must have an active capacity building and sustainability plan and effort in progress. An agency's sustainability is their ability to continue to meet the needs of the youth, families and communities they serve, even with challenging circumstances and during difficult times.

An agency's or organization's ability to build capacity is the process of developing and expanding its mission, strategy, skills, infrastructure and human resources to better serve its clients, customers, and community. According to the Corporation for National and Community Service, *".....to foster and sustain effective programs, organizations must be both viable and well-managed. Regardless of how imaginative a program's design may be, its effectiveness will be largely dependent on a variety of other factors, including the skill of the organization in implementing the program, its financial viability, its capacity to establish effective quality controls, its ability to*

measure program performance, its skill in creating partnerships and mobilizing volunteers and resources for its activities, and its ability to provide various forms of administrative support. …Therefore, capacity building is essential to the sustainability of programs and sponsoring organizations so they can continue to meet community needs efficiently and effectively."

Proposing agency should describe in detail the information below:

Sustainability – Describe the agency's plan for sustainability and capacity building. The plan can include, but is not limited, current and future objectives and goals, current planning that is in process, benchmarks for success, timeline(s) and community and national partners that will be utilized for strengths-building and/or expansion.

I. Evaluation and Outcomes

Each funded agency will have measurable program and outcome-based goals. Agencies will also have a system and plan in place for gathering data, engaging in data driven decision-making, implementing program improvement strategies and regularly assessing outcomes.

Proposing agency should describe the information below:

Evaluation and Outcomes – Describe what the measurable performance indicators and outcomes will be and how they will be measured for the proposed activities and services.

J. Family and Community Partnerships

Each funded agency will build meaningful relationships and will collaborate with families and caregivers to enhance programming that will foster the healthy development of youth. Each funded agency will develop community partnerships to establish an educative community and form an interconnected network that supports the well-being of youth.

Proposing agency should describe the information below:

1. Family Engagement - Describe each family activity that will be provided during the contract period including, but not limited to: number of youth expected to participate, number of families expected to participate, activities and information that will be presented during activity and any specific topics/subject matter that will be discussed. The proposing agency will provide at least four 4 (four) family activities throughout the contract period based on the DFCS Afterschool Care Program *quarter calendar*. Family activities can include, but are not limited to parent/caregiver meetings or classes, family nights, family days, parent/caregiver night out, literacy activities for caregivers/parents or any other activities and services that support the needs of the youth and families served.

2. Community Partner Engagement – Describe the how the agency will arrange for coordination of services with community partners and how the community partners will contribute to the program. Agencies should include a detailed description of the "Implementation Team" and any type of support or contribution for the program. All proposing agencies are required to submit a Letter of Commitment (LOC) for each agency they plan to partner with to implement the DFCS Afterschool Care Program funded programs and services. The LOC must be submitted on official letterhead and should articulate the nature of proposed collaboration and level of support. All letters of Commitment must be included within the proposal submission package. Strategic partnerships and collaborations are crucial to implementing and achieving positive youth development outcomes. Agencies are encouraged to build and expand collaborative relationships with strategic partners to achieve greater program impact and sustainability,

maximize partnerships with other agencies and organizations to avoid duplication of efforts and to leverage funding.

Section V: Financial Proposal and Budget Documents

A budget narrative, Financial Capacity Worksheet, Financial Proposal and Budget - Form 1, and Financial Proposal and Budget - Form 2 are required as part of an agency's financial proposal submission. For the purposes of this SoN, the Budget Period is defined as: October 1, 2015 to September 30, 2016.

The Proposing Agency should submit a Budget Narrative including the following information:

a. How the items within the submitted financial proposal support the goals of the programs and services that will be provided.
b. How the total costs indicated on the Financial Proposal and Budget – Form 2 are reasonable and necessary in relation to the number of participants to be served, to the scope of the programs and services, and their anticipated outcomes.
c. How the requested funds were allocated for accomplishing tasks and activities described within the proposal.
d. How DFCS Afterschool Care Program funds will supplement and not supplant other Federal, state, and local funds

The budget narrative must thoroughly describe how the proposed categorical costs are derived. When developing the justification for the budget narrative, agencies should consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program implementation plan outlined within their proposal. Agencies must also ensure the budget is appropriate in relation to the proposed activities, reasonable, clearly justified, and consistent with the intended use of funds.

Additional Information Regarding Expenses and Budget Justification

Training and Professional Development:

Agencies are to document budgeting for staff attendance to the mandatory Contractor Orientation and professional development training under the travel cost category.

Salary/Wages:

The Program Director(s), Site Coordinator(s), and all other salaries/wages must be based on and reported using a percentage of time designated for the funded DFCS Afterschool Care Program. The Program Director or any other individual serving in an administrative role shall not be an existing superintendent, principal, transportation director, CEO, or CFO whose salary will be reclassified to conduct DFCS Afterschool Care Program activities. All salaries and wages must be consistent with the policies and procedures of the applying agency. **All salaries and hourly wages** must also be consistent with the demographic area of the proposed programs and services (http://www.bls.gov/oes/).

Supplement, not Supplant:

As general guidance in completing this section of the application, it is important to understand that awardees must use program funds to **supplement**, not supplant, other Federal, state, local, or non-Federal funds or existing out of school time programs. Therefore, DFCS Afterschool Care Program funds cannot be used to support or replace existing programs, activities and/or services. Funds must be used for new populations and/or new programs and services. Funds must be used to increase program services. The budget and program narratives must align. Regardless of the funding amount, proposed costs must be **reasonable, necessary and allocable** to carry out the program and service's purpose and objectives.

Parameters of Awarded Funding:

Agencies awarded funding must use funds for allowable costs only during the contract period of October 1, 2015 – September 30, 2016. For example, an agency may enter into a contract with a service occurring within the contract award period. Costs occurring outside the contract award period are the responsibility of the agency. If awarded funding, costs are not allowed to be expended until the execution date listed on the awarded contract. Whether direct or indirect, all costs must be allowable, allocable, reasonable and necessary under this funding announcement.

The DFCS Afterschool Care Program will determine the final amount each selected agency is awarded based on the organization's proposed services and cash/in-kind match level ability. Funding will also be based on the DFCS Afterschool Care Program geographic areas of need, funding availability and the SoN evaluation criteria. In addition to the awarded funding, the DFCS Afterschool Care Program has a mandatory cost-sharing requirement, which can be met through a combination of cash and in-kind contributions. All agencies must provide at least a one-to-one (1:1) non-federal match contribution (at least 50% of the total cost of proposed services must be cash/in-kind match). If awarded funding, the value of the contract will be the sum total of the DFCS Afterschool Care Program awarded funding and the contractor's committed and certified non-federal match contribution.

All funded agencies will be required to provide a non-federal category match of 1, 2, or 3 as detailed below. As previously stated, the value of a contract will be the sum total of the DHS awarded funding and the contractor's committed and certified non-federal match contribution.

Match Level Category	Required Dollar for Dollar Match	Funding Request and Award Threshold
1	1:1 (Agency – $1: DHS – $1)	< or = 200,000.00
2	1.5:1 (Agency – $1.5:DHS – $1)	200,001.00 – 1,000,000.00
3	3:1 (Agency – $3: DHS – $1)	1,000,001.00 – 8,000,000.00

Example:

Your organization is requesting a DHS DFCS Afterschool Care Program award of $50,000. If awarded $50,000, your organization's required non-federal match contribution would be $50,000 and the total contract value would be $100,000.

The match provided by the agency must be allocated based on each individual eligible youth served (see *Youth Served* on Page 5 of this SoN). If the program is serving all eligible youth, all certified costs (like the donated value of space) used as match can be documented. If the program is serving a percentage of eligible youth, costs should be allocated appropriately. For example, if an organization/agency serves 50% eligible youth, and has $10,000 in donated space for the entire program of eligible and ineligible youth, only $5,000 in donated space costs can be used match costs. The agency must allocate costs based the on percentage of eligible youth served. Additional information about valuing and documenting match and eligible uses of funds may be found in **APPENDIX F.**

IMPORTANT NOTICE: Awarded agencies may have to adjust their proposed services based on the final funding award. Any and all adjustments will occur during the Contract Consultation process.

Section VI: Contract Award

Agencies awarded a contract from the DFCS Afterschool Care Program agree to deliver authorized services in accordance with federal and state requirements and all other applicable federal laws, regulations and provisions of the contract.

A notice of award does not constitute approval of the proposal as submitted. Prior to the preparation of a contract, The Georgia Department of Human Services, Georgia Division of Family and Children Services and the Afterschool Care Program reserve the right to enter into negotiations and consultation regarding level of funding, services to be provided and other issues of concerns. The Georgia Department of Human Services, Georgia Division of Family and Children Services and the Afterschool Care Program further reserve the right to terminate the negotiations and to decline to fund the agency if negotiations do not result in an acceptable contractual agreement.

Expenses incurred in the preparation of this application are the responsibility of the applicant (proposing agency) and are not reimbursable.

IMPORTANT NOTICE: Agencies should review contract and programmatic requirements outlined in this SoN prior to submitting a proposal. Additionally, agencies should confirm with their agency's board of directors, administration and/or governing body that the agency has legal standing to enter into a contractual agreement and will comply with the requirements within this SoN.

If awarded funding from the DFCS Afterschool Care Program for FFY 2016, successful applicants will be required to submit the following document(s) or adhere to the following requirement(s) BEFORE a contract is prepared and fully executed:

1. Certify agency is a registered vendor with the state of Georgia. To review, confirm or apply for vendor registration, please review the Georgia Vendor Manual. You may also visit the following website for additional requirements and instructions:
http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf

2. Each agency will be required to submit a copy of the agency's insurance certificate satisfying required liability coverage limits indicating the Georgia Department of Human Services as the certificate holder. The copy of the insurance certificate must be submitted once requested. The date of submission will be provided to all awarded agencies.

3. Each agency will be required to review and submit a Criminal History Investigations Attestation Form acknowledging it will complete criminal history investigations (background checks) using the Cogent Georgia Applicant Processing Services (GAPS) on all staff serving youth in DFCS Afterschool Care Program funded programs and services according to the Georgia Department of Human Services Criminal Investigations contract requirement. The DFCS Afterschool Care Program will provide the attestation form to all awardees once notified of award.

4. Each agency will have to submit a Site Profile Sheet for each of its sites funded through the DFCS Afterschool Care Program. Site Profile Sheets will be provided to all awardees once notified of award.

5. Each agency will have to complete a Georgia Department of Revenue State Tax Compliance Form. The form will be provided by the DFCS Afterschool Care Program.

PLEASE DO NOT SUBMIT ANY OF THESE DOCUMENTS OR CERTIFICATIONS UNTIL REQUESTED TO DO SO IN AWARD NOTICE.

Section VII: Reporting Requirements and Professional Development

Each funded agency will have to implement positive youth development programs and services as described within this SoN. Along with programming, agencies will also have to adhere to the DFCS Afterschool Care Program reporting requirements as described in this section.

Monitoring Site Visits: DFCS Afterschool Care Program staff will engage in scheduled and unscheduled monitoring site visits throughout the contract period to assess program activities and review programmatic and fiscal records.

Reporting: Awarded agencies will provide monthly reports on a timely basis and will respond to any youth outcome surveys or other methods of data collection that may be required throughout contract period.

Programmatic Reports: On a monthly basis, awarded contractors will (at a minimum) report the number of unduplicated youth served and the average daily attendance to the DFCS Afterschool Care Program. Agencies will also submit a progress report which identifies critical aspects of the program that are working well, those not working well, and proposed remedies to address the needed improvements. Sites whose locations have been utilized by the Educational Programming, Assessment and Consultation (EPAC) Unit will submit sign-in sheets, when applicable.

Invoices: Awarded agencies will submit monthly invoices to receive reimbursement for each youth served during the prior calendar month and to report match contributions made during the prior month. Upon request, Contractors must be prepared to submit expenditure receipts for all invoices submitted during a contract period.

Professional Development: Awarded agencies will be required to attend and participate in all professional development opportunities provided by the DFCS Afterschool Care Program. Below is a tentative list of the professional development opportunities that will be provided during FFY 2016. Each proposing agency must include their estimated cost of participation in their submitted financial proposal. The listed dates are tentative and subject to change.

October 2015 – Two-Day Contractor Orientation (maximum of 3executive/administrative staff may attend)

November 2015 – Health and Well-being Technical Assistance Workshop for program staff

January 2016 – TBA at a later date

March 2016 – TBA at a later date

April 2016 – TBA at a later date

July 2016 – Youth STEAM Exhibition

Section VIII: Completing and Submitting Your Application and Proposal

Below are the proposal requirements ALL applying agencies MUST follow. Any additional forms not included in this SoN, press clippings and documents, photographs, murals or materials not requested may result in the disqualification of the agency's application and proposal. **THE AGENCY OR MUST SUBMIT THE FOLLOWING DOCUMENTS/COMPONENTS IN THE ORDER LISTED BELOW**. Please use **Section VIII** as a checklist to ensure your submission is complete and in order.

☐ **Attended Mandatory Statement of Need Information Session Attendance – March 24, 2015**
All organizations and agencies who would like to submit an application for funding consideration for FFY 2016 MUST ensure a representative from their organization/agency attends the mandatory SoN Information Session that will be held on **Tuesday, March 24, 2015 at the Hilton Atlanta Marietta Hotel and Conference Center - 500 Powder Springs Street, Marietta, GA 30064**. There will be three opportunities to attend the mandatory information session – **10:00 AM, 3:00 PM or 6:00 PM**. An agency does not have to attend each Information Session. An agency's attendance is only required during one session. There is no pre-registration required to attend the Information Session.

Please Note: Information Session doors will close 5 minutes after the indicated start time of each session. You must remain in the session room throughout the entire duration of the Information Session in order to receive your *Confirmation of Attendance for Proposal Submission*. **There will be no exceptions to this requirement.** Additionally, all travel and lodging expenses incurred for attendance to the Information Session is not the responsibility of the Georgia Division of Family and Children Services or DFCS Afterschool Care Program and will not be reimbursed. All attendees are responsible for their travel and lodging expenses.

Afterschool Care Program Statement of Need Information Session
Date: Tuesday, March 24, 2015
Location: Hilton Atlanta Marietta Hotel and Conference Center: 500 Powder Springs Street, Marietta, GA 30064
Time: 10:00 AM, 3:00 PM **or** 6:00 PM

☐ **Form A – Proposal Cover Page**
Complete as directed.
Font: Not Applicable
Page Limit: Not Applicable

☐ **Form B – Program Sites**
Complete as directed.
Font: Not Applicable
Page Limit: Not Applicable

☐ **Form C – Schools Served**
Complete as directed.
Font: Not Applicable
Page Limit: Not Applicable

☐ **MANDATORY Proposal Business Documents**
Complete as directed.
Font: Not Applicable

- ☐ Financial Audit
  - ☐ Non Profit Organizations: Most recent audited financial report (2013 or later)
  - ☐ Public Entities: Letter on agency letterhead as instructed
- ☐ Form 990
  - ☐ Non Profit Organizations: Form 990 for tax year 2013
  - ☐ Agencies who did not submit Form 990: Letter on agency letterhead as instructed
- ☐ Business Litigation
  - ☐ Involvement: letter disclosing involvement as instructed
  - ☐ No Involvement: letter disclosing non-involvement as instructed
- ☐ APPENDIX A – DUNS Number Form
- ☐ IRS Determination Letter – **NON PROFIT AGENCIES ONLY**
- ☐ Corporate Resolution Letter
- ☐ Secretary of State Registration Status – **NON PROFIT AGENCIES ONLY**

  Instructions:
  a. Go to https://cgov.sos.state.ga.us/Account.aspx/LogOn?ReturnUrl=%2fhome.aspx
  b. Scroll down to find Search Criteria (blue dialog box)
  c. Enter agency name in "Inquiry" search box
  d. Select "Search Type" option *Entity Name*
  e. Select Search Depth
     1. Helpful Tip: For better search results, select option *Contains*
  f. Select Entity Status option *Active/Compliance*
  g. Click *Search*
  h. Click on highlighted agency name
     1. Helpful Tip: If agency name does not appear, retry search. If agency name does not appear after retrying an additional search, contact the Georgia Secretary of State's office for assistance.
  i. If agency is in Active/Compliance status, agency may print page confirming status and include with proposal.
  j. If agency is not in Active/Compliance status, agency is not eligible for funding for FFY 2016.

IMPORTANT NOTICE: Agency name on proposal MUST match name on Georgia Secretary of State website. Agency must be identified as a "non-profit" and status MUST be in "active/compliance" to be eligible for funding.

TECHNICAL NOTE: If you are unable to access the print-out from the Georgia Secretary of State's website as instructed above, you may call 404-656-2817 and request that a copy of either the Certificate of Incorporation **or** the Annual Registration Filing be emailed to you. Please note, the document must show that the agency is currently in "Active/Compliance" status prior to submitting within your proposal packet.

☐ **Proposal Narrative**

Complete as directed.
Font: Times New Roman, 11-point font, single-spaced
Page Limit: ***Not to exceed 33 pages (see page limits outlined for each section below)***

- ☐ A. Agency Background and Experience – **not to exceed 3 pages**
  - ☐ Organizational chart - **(does not count towards page limit)**
- ☐ B. Programming and Youth Development – **not to exceed 8 pages**
- ☐ C. Linkages with the School Day – **not to exceed 4 pages**
- ☐ D. Environment and Climate – **not to exceed 2 pages**
- ☐ E. Relationships – **not to exceed 2 pages**
- ☐ F. Health and Well-being – **not to exceed 4 pages**

- ☐ G. Staffing and Professional Development – **not to exceed 2 pages**
- ☐ H. Organizational Practices – **not to exceed 2 pages**
- ☐ I. Evaluation and Outcomes – **not to exceed 2 pages**
- ☐ J. Family and Community Partnerships – **not to exceed 4 pages**

☐ **Form D – Health and Well-being: <u>Health Option</u>**
Complete as directed.
Font: Not Applicable
Page Limit: Not Applicable

☐ **Form E – Health and Well-being: <u>Well-being Option</u>**
Complete as directed.
Font: Not Applicable
Page Limit: Not Applicable

☐ **Financial Proposal and Budget Documents**
Complete as directed.
Font: Times New Roman, 11-point font, single-spaced
Page Limit:

- ☐ Budget Narrative – **not to exceed 5 pages**
- ☐ Financial Capacity Worksheet **(does not count towards page limit)**
- ☐ Financial Proposal and Budget – Form 1 **(does not count towards page limit)**
- ☐ Financial Proposal and Budget – Form 2 **(does not count towards page limit)**

☐ **Form F – Proposal Confirmation**
Complete as directed. Important Note: Proposal will not be considered if ALL applicable signatures have not been received. Additional signature is required for Schools/School Systems.
Font: Not Applicable
Page Limit: Not Applicable

<u>One (1) Original Proposal and Two (2) Copies</u> of the proposal to this Statement of Need must be submitted via Federal Express (FedEx), United Postal Service (UPS) or by hand-delivery in one (1) envelope/package.

The standard United State Postal Service (USPS) mailing services should not be used in the submission of the agency's proposal package.

NOTICE FOR HAND-DELIVERY ONLY (April 30th and May 1st ONLY): If hand-delivering the proposal package, please DO NOT hand-deliver the proposal package to the 26th floor as indicated in the address. There will be a table in the 2 Peachtree building Lobby on Thursday, April 30th and Friday, May 1st, 2016 (ONLY) where proposal packages can be submitted by hand delivery. There will be a sign clearly identifying the table where the proposal package should be submitted.

Georgia Division of Family and Children Services
Afterschool Care Program
<u>Attention: Afterschool Statement of Need</u>
Two Peachtree Street, NW
Suite 26-477
Atlanta, Georgia 30303

IMPORTANT NOTICE: Agencies MUST submit one (1) original proposal and two (2) copies of the proposal via Federal Express (FedEx), United Postal Service (UPS) or by hand-delivery in one (1) envelope/package. DO NOT MAIL OR DELIVER SEPARATE ENVELOPES OR PACKAGES. The DFCS Afterschool Care Program encourages each agency submitting a proposal to retain a copy of their submission for their records.

The DFCS Afterschool Care Program reserves the right to reject any and all applications, including proposals not delivered via the identified delivery methods. Additionally, all costs and responsibility for proposal submission is the responsibility of the applying agency. The Georgia Department of Human Services, Division of Family and Children Services or DFCS Afterschool Care Program is not responsible for the costs associated with the proposal delivery or the delivery date, time and signature.

Deadline for Submission of
Application and Proposal:
Friday, May 1, 2015 – 3:00 PM, EST

THIS IS NOT A POSTMARK DATE. All proposals MUST be in the possession of the DFCS Afterschool Care Program by Friday, May 1, 2015 – 3:00 PM, EST at the above address and suite number.

Georgia Division of Family and Children Services
Collaborative Services Section
Community Programs Unit
Afterschool Care Program

Federal Fiscal Year (FFY) 2016
Afterschool Care Program

Appendices

APPENDIX A

Georgia Division of Family and Children Services
Collaborative Services Section
Community Programs Unit
Afterschool Care Program

Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Number Form

Legal Name of Agency:	
D-U-N-S Number	
Corporate Status: *(Non-profit Agency, Local Education Agency, Board of Commissioners, etc.)*	

Obtaining a Federal DUNS Number

Agencies submitting a proposal for funding must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal awards or CAs. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An Authorized Organization Representative (AOR) should be consulted to determine the appropriate number. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the internet, obtaining a DUNS number may take one to two days at no charge. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet (fedgov.dnb.com/webform/displayHomePage.do).

If requesting a DUNS number via phone, you may need to provide the following information when calling:

1. Legal Name
2. Headquarters name and address for your organization
3. Doing business as (DBA) or other name by which your organization is commonly known or recognized
4. Physical Address, City, State and Zip Code
5. Mailing Address(is separate from Headquarters and/or physical address)
6. Telephone Number
7. Contact Name and Title
8. Number of Employees at your physical location

APPENDIX B

DIVISION OF FAMILY AND CHILDREN SERVICES (DFCS) SERVICE REGIONS

Region	Counties
1	Catoosa, Chattooga, Dade, Fannin, Gilmer, Gordon, Murray, Pickens, Walker, and Whitfield
2	Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White
3	Bartow, Cherokee, Douglas, Floyd, Haralson, Paulding, and Polk
4	Butts, Carroll, Coweta, Fayette, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson
5	Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe, and Walton
6	Baldwin, Bibb, Crawford, Houston, Jones, Monroe, Peach, Putnam, Twiggs, and Wilkinson
7	Burke, Columbia, Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Washington, and Wilkes
8	Chattahoochee, Clay, Crisp, Dooly, Harris, Macon, Marion, Muscogee, Quitman, Randolph, Schley, Stewart, Sumter, Talbot, Taylor and Webster
9	Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson, Laurens, Montgomery, Pulaski, Tattnall, Telfair, Toombs, Treutlen, Wayne, Wheeler, and Wilcox
10	Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, and Worth
11	Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, and Ware
12	Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, and McIntosh
13	Clayton, Henry, Rockdale
14	DeKalb, Fulton
15	Cobb, Gwinnett

APPENDIX C

Definition of Terms

Agency – office, agency, department, board, bureau, commission, institution, authority, or other entity of the State of Georgia.

Apprenticeships – A supervised, practical skill-building experience provided to a teen in a DHS funded program. Teens work alongside professionals to develop skills and hands-on experience in a specific field of interest. Apprenticeships are linked to school-day learning and can take place on or off a school campus (see Project Based Learning for more information.)

Awardee – An agency awarded funding from the DHS DFCS Afterschool Care Program.

Congregate care settings - Congregate care settings are a type of placement in which children may live when they are no longer living with their birth families, but before placement with adoptive families. They can include residential group foster homes, residential group treatment facilities, or other settings such as juvenile detention centers or hospitals. In some other countries, many infants and young children available for adoption live in orphanages, whereas these children in the United States tend to live with foster families.

Foster care - Children under the legal guardianship of a public child welfare agency following maltreatment or abandonment by their birth parents are in foster care. Typically, they are cared for either by foster families who may or may not be related to them, or in congregate care settings.

Youth – Individuals between the ages of 5 and 19 years old

Department - State of Georgia Department of Human Services (DHS) is the state agency responsible for the provision human services throughout Georgia.

Georgia Vendor Manual – Information and instructions for conducting business with the State of Georgia Located at: http://doas.ga.gov/StateLocal/SPD/Docs_SPD_Official_Announcements/GVM-A1-2010.pdf

Georgia TeenWork – TeenWork is a summer jobs program for youth in Foster Care. The goal of TeenWork is to provide summer job opportunities for youth in foster care, developmental disability youth, and grandparents raising grandchildren (GRG) youth ages 16-21, throughout the state of Georgia. Since 2005 the program has employed an average of 600 youth each year. For more information, visit http://dfcs.dhr.georgia.gov/teenwork.

Match of Funding - The DHS funding is an opportunity to obtain additional dollars for money and resources that are already being spent to support your participants in order to increase the number of participants and the quality of services provided. Each program will be required to provide *at least a* one-to-one match of funding, and to identify the sources of the match resources. **The match must be from a non-Federal source**. Match contributions to the project must be directly related to providing services to participants and must be utilized during the project period along with DHS funding. At the time of contracting, contractors will have to identify and attest to the source(s) of match contributions.

Non Profit Organization – A non-profit organization is an organization whose income is used exclusively to support its stated purpose and operations. Income cannot be used for the benefit or private gain of stockholders, directors, or any other persons with an interest in the company. Community and faith-based organizations and educational institutions are also considered non-profit.

Nutritional Snack – According to the USDA School and Nutrition Services' National School Lunch Program, nutritional snacks contain at least two different components of the following four: a serving of fluid milk; a serving

of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; or a serving of whole grain or enriched bread or cereal. More information can be found at: http://www.fns.usda.gov/cnd/afterschool/factsheet.htm

O.C.G.A. – Official Code of Georgia Annotated (State Statute).

Supplier – Respondent to this Statement of Need. If awarded contract, will be considered the Contractor during the contracting period.

Out-of-School Time Services – Enrichment activities provided to children and teens outside the regular school day. These hours are before school hours, after school hours, during the weekend, during the holidays and intercession, and during the summer.

Project-Based Learning – Project-Based Learning is a hands-on method of instruction that is comprehensive, creative and innovative. Students work in teams to investigate real-world problems and create presentations to share what they have learned. Projects can involve an interdisciplinary array of skills from math, language arts, fine arts, geography, science, and technology, etc. Visit the sites listed below for further information about project-based learning and how to incorporate it into the afterschool/summer learning programs. Below are some project-based learning resources that may be helpful.

Edutopia: http://www.edutopia.org/project-based-learning
National Education Association: http://www.nea.org/tools/16963.htm
Project-based Learning Space: http://college.cengage.com/education/pbl/index.html

Local Government Agency – A local government agency is an agency that is established with the instrumentalities of the local government responsible for the geographic area authorizing the agency to provide services such as education, health services and housing. Institutions of higher education, local education agencies, school districts (including individual schools), city and county housing authorities, public charter schools, county office of education, county boards of commissioners, and city councils are all considered public agencies for the purposes of this SON.

Positive Youth Development – Positive Youth Development (PYD) is a comprehensive strategy for positively impacting the lives of young people. Positive Youth development practices focus on building the inherent strengths in children and adolescents so that they can be successful, despite external influences. Youth development principles can be applied in the classroom, after school, or in family and community settings. Below are some PYD resources that may be helpful.

National Resource Center for Youth Development: http://www.nrcyd.ou.edu/youth-engagement/positive-youth-development
Find Youth Info: http://www.findyouthinfo.gov/youth-topics/positive-youth-development
Forum for Youth Investment: http://www.forumforyouthinvestment.org/

Quarter Calendar – The DHS DFSC Afterschool Care Program administrative calendar is based on four (4) quarters: 1st Quarter: October – December, 2nd Quarter: January – March, 3rd Quarter: April – June, 4th Quarter: July – September.

SoN – Statement of Need.

Title I - Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

APPENDIX D

This form is only to be completed for youth who are participating in a funded DHS Afterschool Care program. This is not the official form. This is only a copy for informational purposes only.

Georgia Department of Human Services
Division of Family and Children Services
Afterschool Care Program Eligibility Form

Page 1 of 3 - DHS DFCS Afterschool Care Program Eligibility Form

_____ **(DHS funded Organization Name),** along with the Georgia Department of Human Services (DHS), are partnering to provide valuable and exciting out-of-school programs for youth in Georgia. The information provided on the following form will help ensure that eligible youth are benefiting from the partnership. We thank you for your cooperation and for allowing us to have an impact on your child's life!

Form to be completed by Parent/Guardian/Caregiver or Youth Applicant

Youth Information – ***This section must be completed in its entirety.***

Name of Youth Applicant (Last) _____ (First) _____ (MI) _____

Social Security Number _____ - _____ - _____ Gender: _____ Male _____ Female

Date of Birth (mm/dd/yy): ___ ___ /___ ___ /___ ___

Section 1

A. Is the youth applicant a U.S. citizen or legal immigrant ☐ Yes ☐ No
B. Is the youth applicant a Georgia resident ☐ Yes ☐ No
C. Does the youth applicant identify with one (1) or more of the three categories below (Answer YES or NO and check all categories that apply): ☐ Yes ☐ No
____Youth applicant is between the age of 5 and 17 years old; **OR**
____Youth applicant is 18 years old and currently enrolled in school *(high school, GED program or equivalent, or post secondary institution)* and will be enrolled in AND attend school during the upcoming academic year *(Verification of school enrollment includes a letter from the school on official school letterhead):* **OR**
____Youth applicant is 18 - 19 years old and has a dependent child AND is the custodial parent

If the one (1) or more answers to the questions in Section 1 is NO, the youth **IS NOT** eligible to benefit from the DHS funded services. **If the answer to ALL of the questions in Section 1 is YES**, the parent/guardian/caregiver/youth may proceed and complete the form.

Section 2

Do you currently receive benefits or services under any of the programs listed below (Please Note: you will have to provide official verification to the afterschool/summer program):

A. TANF ☐ Yes ☐ No
B. Food Stamps ☐ Yes ☐ No
C. Medicaid or Social Security Income (SSI) ☐ Yes ☐ No
D. Reduced or free lunch program at school ☐ Yes ☐ No
E. Peachcare for Kids ☐ Yes ☐ No

If the answer to at least one question in section 2 is YES, the youth are eligible to benefit from the DHS funded services and the parent/guardian/caregiver may proceed and complete Section 5. Please be advised, verification fro receipt of services for items checked in Section 2 must be obtained and a copy of the verification must be attached to the respective youth's income eligibility form.

If the answer to ALL of the questions in Section 2 is NO, the parent/guardian/caregiver **MUST** complete Section 3, Section 4 and Section 5 for eligibility determination. Please be advised, income verification for items listed in Section 3 and Section 4 must be obtained and a copy must be attached to the respective youth's eligibility form.

Page 2 of 3 – DHS Afterschool Care Program Eligibility Form

Section 3

If you answered NO to ALL of the questions in Section 2, please review this chart and enter your family unit size, gross household yearly income and gross household monthly income to determine eligibility.

Family Income Eligibility for the DHS Services at 300%– Afterschool Care Program Income Eligibility Guide

Number of Persons in Family Unit	Federal Poverty Level *	DHS Services Annual Household Income Guidelines **	DHS Services Monthly Household Income Guidelines
1	$11,170	$33,510	$2,792
2	$15,130	$45,390	$3,782
3	$19,090	$57,270	$4,772
4	$23,050	$69,150	$5,762
5	$27,010	$81,030	$6,752
6	$30,970	$92,910	$7,742
7	$34,930	$104,790	$8,732
8	$38,890	$116,670	$9,722
Each additional person, add	$3,960	$11,880	$990

* Income based on the U.S. Department of Health and Human Services (HHS) 2012 Poverty Guidelines for the 48 Contiguous States and the District of Columbia. (Source: HHS website: Federal Register, *Vol. 77, No. 17, January 26, 2012, pp. 4034-4035)*
** 300 % of the federal poverty level

Family Unit Size* _____
Gross Household Yearly Income $_____ Gross Household Monthly Income $_____

** See Appendix A for definition of family unit.*

Section 4

Please complete Section 4 by listing your name, the name of the child (ren) who live with you, and the other parent of the child (ren) if s/he lives with you. List any gross monthly income for each.

Household Composition and Income					
Gross Monthly Income is income before taxes and deductions.					
Name (First, Middle, and Last)	Relationship	Date of Birth (MM/DD/YY)	Income Source	Amount (Gross Monthly Income)	How often received?
	SELF				

***Appendix A: Family Unit**

The Department of Human Services Temporary Assistance for Needy Families (TANF) definition of family includes the dependent child for whom assistance is requested and certain other individuals living in the home with the child who are required to be included in the family.

The following individuals are considered members of the Family Unit:

- A biological or adoptive parent of the dependent child for whom assistance is requested;
- An eligible minor sibling, (whole, half or adoptive) of the dependent child for whom assistance is requested;
- Other children living in the home who are within the specified degree of relationship to the grantee relative but who are not members of the Family Unit; and
- A non-parent relative who is the caretaker if there is no parent in the home or if the only parent in the home receives SSI.
- An individual documented as the youth's caregiver. A caregiver is considered a person who provides direct care to the youth. This provision includes foster parents.

****Appendix B: Income Proof Sources and Applicable Income Sources**

Income verification must be obtained and a copy must be attached to the youth's income eligibility form.

Examples of earned income verification are:

- Pay stubs or receipts for the most recent four weeks of earnings;
- W-2 Forms;
- Employer's issued, signed and dated documentation;
- Personal income ledger or tablet (e.g. self-employed)
- Quarterly income tax returns;
- Annual income tax returns when presented in January – March quarter;
- Letter/statement from employer;
- Documentation from other DFCS staff such as the eligibility CM; and/or
- Form 809 or itemized statement completed by the employer.

Examples of unearned income verification are:

- Copy of current check with check stubs (within last 4 weeks);
- Award letters or written, signed and dated statement of payer;
- Social Security Records;
- Worker's compensation records;
- Form 139 – Contribution statement;
- Unemployment insurance claim records;
- SUCCESS screen information; and/or
- STARS.

See page 2 of Appendix for applicable income sources.

Applicable Income

Each of the following sources of income is budgeted in determining eligibility:

Earned

- Wages or salary – Gross income of the applicant is used to determine eligibility
- Net Income from Self-Employment
- Employee commission
- Jury Duty
- Rental Income – (regular and ongoing payments – if engaged in management of property for an average of 20 hours or more per week)
- Roomer Income – (regular and ongoing payments)

Unearned

- Military Allotments
- Cash gifts Charitable gift exceeding $300 received from and organization receiving state or federal funds
- Inheritances
- Insurance Benefits due to Loss of Income – benefits paid from an insurance policy due to loss of income
- Social Security Benefits
- Unemployment Compensation
- Worker's Compensation
- Alimony – (regular and ongoing payments)
- Child Support – (regular and ongoing payments)
- Farm Allotment – payments received from government-sponsored programs, such as Agricultural Stabilization and Conservation Services
- Veteran's Benefits
- Capital Gains
- Interest/Annuity
- Capital Gains/Dividends
- Pension
- Trust Fund
- Disability Payment
- Boarder Income – (regular and ongoing payments)
- Rental Income – (regular and ongoing payments - if engaged in management of property for an average of 20 hours or less per week)
- Deferred compensation through retirement plan

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APPENDIX E

Georgia Division of Family and Children Services
Collaborative Services Section
Community Programs Unit
Afterschool Care Program

FISCAL GUIDANCE
FOR
AFTERSCHOOL CARE PROGRAMS AND SERVICES

Federal Fiscal Year (FFY) 2016
Updated March 2015

GUIDE TO VALUING & DOCUMENTING MATCH CONTRIBUTIONS

Funding from the *Georgia Department of Human Services (DHS), Division of Family and Children Services (DFCS) Afterschool Care Program* is an opportunity to obtain additional dollars to supplement what your organization utilizes to support the youth and families within your community. Awarded organizations and contractors will be required to provide at least a one-to-one match (50%) of funding and disclose to the Department the source of committed and certified **non-federal** match contributions. The DHS contract amount will be the total of the DHS awarded funding **and** the committed and certified non-federal match contribution.

All programs will be required to provide a non-federal category match of 1, 2, or 3 as detailed below. As previously stated, the value of a contract will be the sum total of the DHS awarded funding and the contractors' committed and certified non-federal match contribution.

Category	Required Dollar for Dollar Match	Financial Award Threshold
1	1:1	< or = 200,000.00
2	1.5:1	200,001.00 – 500,000.00
3	3:1	1,000,001.00 – 8,000,000.00

Match contributions will be used by the Georgia Department of Human Services towards its *Maintenance of Effort (MOE)* requirement for the TANF block grant. All match contributions **must meet** the following requirements:

- The matching funds cannot reflect funding received from any other federal source;
- The matching funds cannot have been used previously or currently to satisfy the cost-sharing or matching requirement of another Federal Program;
- The matching funds cannot be used to match federal welfare-to-work requirements; and
- The match cannot be used to meet prior-year expenses.

Additional match requirements for DHS DFCS Afterschool Care Program contractors are as followed:

1. Organizations must have the ability to track and/or allocate revenues and expenses by program.

2. Organizations must have the ability to track all participants in their DHS funded programs and determine those program participants who meet the eligibility requirements as described in the Afterschool Care Program contract with DHS.

3. Only Non-federally supported costs (match) can be counted towards MOE.

4. Costs used as MOE for matching purposes on another agreement cannot also be used for MOE purposes on the DHS DFCS Afterschool Care Program contract.

5. MOE costs must be allocated to the DHS DFCS Afterschool Care Program contract in accordance with the percentage of eligible participants served to total participants served during the month. (Note: Also, see #7 below).

6. Costs related to educational activities or services that the State makes generally available to its residents without cost and without regard to their income (such as the Georgia Pre-Kindergarten Program) cannot be counted as MOE under the DHS DFCS Afterschool Care Program contract.

7. The pool of eligible MOE costs must be adjusted or reduced by:
   a. fees collected from eligible families for participation in the program
   b. money received from DFCS for child care assistance for eligible families; and
   c. money received from the Georgia Department of Early Care and Learning (DECAL) as reimbursement for quality improvements and
   transportation expenses for eligible families.

MAKING YOUR MATCH

The match dollars can be made in many different ways and can come from cash contributions or in-kind resources. Any non-federal dollars you spend to service income-eligible youth during the summer will count toward meeting the match requirement. Following are examples of **eligible match** expenses:

- The use of building and facility space
- Rent expense
- The use of vehicles for transporting students
- The maintenance expenses for vehicles
- The use of supplies and materials
- The use of equipment such as existing computers, phones, laminating machines, fax machines, copy machines
- Internet expenses
- The costs of electricity, natural gas, fuel oil, water and sewage charges
- The costs associated with providing participants with a healthy snack option
- Teacher salaries and fringe benefits, per diem costs, fees and contract costs
- Marketing/Communications costs

In-kind contributions will also count. Examples of in-kind resources are the use of volunteer time, the use of donated supplies, vehicles, space and equipment. For guidelines on how to value in-kind donations, see the section below, *Valuing Your Match.*

VALUING YOUR MATCH

The DHS DFCS Afterschool Care Program requires that funded programs provide at least a 50% non-federal cash and/or in-kind match to DHS funds. If the contractor fails to obtain and document the required match, a disallowance of Federal funds may be taken. Non-Federal share must meet the same criteria for Allowability as other costs incurred and paid with Federal funds.

The match provided by the contractor must be based on each individual TANF/TANF eligible youth served. If the program is serving all TANF/TANF eligible youth, all certified non-direct costs (like the donated value of space) used as match can be documented. If the program is serving a percentage of TANF/TANF eligible youth, non-direct costs should be allocated appropriately. For example, if an organization/agency serves 50% TANF/TANF eligible youth, and has $10,000 in donated space for the entire program of eligible and ineligible youth, only $5,000 in donated space costs is appropriate non-direct costs that can be used match. The contractor must allocate non-direct costs based the on percentage of TANF/TANF eligible youth served.

This Guide covers the following subjects: Match Requirements, Definitions, Allowability, Cash Match, Documentations, Volunteer Services, Donations of Supplies, Donated Equipment, Donated Land and Buildings, Loaned Equipment or Space, Potential Disallowances, and Audit Requirements.

Following is a list of chapters in the Code of Federal Regulations that is relevant to this appendix and may provide further direction. To access the Code of Federal Regulations, link to:
http://www.gpoaccess.gov/cfr/retrieve.html

- 45 CFR 74.23(a)(1) Lack of verifiable records
- 45 CFR 74.23(d) Valuation of volunteer services
- 45 CFR 74.23(h)(1) Valuation of donated property
- 45 CFR 74.23(a)(4) Matching contributions allowable under the cost principles
- 45 CFR 74.23(h)(3) Value of donated property (donated space)

Definitions:

Allowable Cost
Third party in-kind contributions shall count toward satisfying a cost-sharing or matching requirement only where, if the party receiving the contributions were to pay for them, they would be an allowable cost. Allowable costs are determined by the tests of reasonableness, necessity and allowability as defined in Office of Management and Budget (OMB) Circulars A-2, A-87 and A-122.

Cash Contributions
The contractor's cash outlay, which is generated by the contractor or donated by a third party, and is expended to fund allowable program costs. Cash match counts toward the non-federal share requirement when expended, not when donated to or generated by the Contractor.

Documentation
Written proof that a service has been provided or a donation has been received. Examples include receipts, timecards, and invoices or proof of payment.

In-Kind
Property or services that benefit a grant-supported project or program and are contributed by non-federal third parties without charge to the contractor. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the DHS funded program and specifically identifiable to it. In-kind match is counted for the period when the services are provided or when the donated goods are received and used.

Non-Direct Costs
Costs associated with service provision that is not funded by the Department. For MOE, non-federal non-direct costs can be used as match.

Total Costs
All allowable costs of a program incurred by a contractor, including the Federal and non-federal share. Total costs do not include those paid by other sources that are not part of the approved budget, such as the U. S. Department of Agriculture (USDA). Total costs are net of applicable credits, such as refunds and rebates.

Volunteer
An individual providing a service which is necessary to the operation of the DHS funded program at no cost to a Contractor.

Allowability
Factors affecting the allowability of matching expenditures (whether cash or in-kind) are the same as for Federal expenditures in that the costs must be reasonable, allocable, and necessary for the accomplishment of the project objectives and are allowable under the applicable cost principles. (OMB Circulars A-21, A-87, and A-122).

Match received from Federal sources is not allowable.

Cash Match
Cash match can consist of state or local funds, or private or corporate donations. It cannot include funds received from any Federal source except as defined in specific statutory language. The match is counted when expended, not when received. A contractor may provide matching in the indirect cost category by reducing the allowable charges to the grant per the indirect cost rate as approved in the indirect cost agreement. Contractors must be aware that this allowability is subject to the 15 percent administrative cost limitation.

Documentation of Match and Match Sources:

All matching contributions must be verifiable from the contractor's records. This includes the source and application of cash match, services received, and donations of supplies and equipment.

The use of volunteer time as match must include the establishment of a wage scale based upon the contractor's internal scale or prevailing wages in the area. Time sheets must be used to document hours contributed to the program. These time sheets must follow the same standards of documentation as employee time and attendance records, and must include:

- Volunteer's name.
- The dates, including year, the volunteer provided services.
- The duration of time the volunteer provided services to the program.

- The volunteer's signature.
- The signature of the volunteer's supervisor.
- The volunteer activity.
- The rate applied to this activity.
- Total valuation for the time period.

Documentation should be maintained on a regular basis. Programs may choose to use a monthly time sheet for regular volunteers or daily time sheets for occasional volunteers.

Documentation for receipt of supplies and/or equipment should include a copy of a receipt issued to the donor. Information on the receipt should include a description of the item, an estimate of the current fair-market value of the item, the date received, and signatures of the donor and the recipient.

Volunteer Services:

Professional and technical personnel, consultants and other individuals such as parents may furnish volunteer services. Each hour of volunteered service may be counted if the service is an integral and necessary part of the program. To count the time of a volunteer as match, the volunteer must be providing a service to and not receiving a service from the program. The procedures for valuing volunteer services are in 45 CFR 74.23 and 92.24.

If a volunteer's time is being paid under another Federal grant, it may not be used for match. However, if a volunteer is paid from a grant that is funded by State and/or local and Federal sources, (e.g. 60 percent State/local and 40 percent Federal), part of the volunteer's time may be used as match. In this example, 60 percent of the costs may be used as match if the State/local funding is not already used as a match for the Federal funds. It may be necessary for the agency to contact the volunteer's funding agency to verify the funding status. A volunteer's time may not be counted as match for more than one grant.

Volunteer time valuation should include fringe benefits. For example, if the agency has an estimated 30 percent fringe rate, then 30 percent should be allocated to volunteer time. In this case if a volunteer provides $100 of volunteer services (e.g. 10 hours at $10/hour), the total valuation would be $130 or $100 X 1.3.

For a volunteer's time to be counted as in-kind:

- The services provided by the volunteer would have to otherwise be allowable costs that would be purchased from a consultant or other individual or provided by salaried personnel.
- The duties of the individual must be controlled by the agency.
- The value of the service provided by the individual must be measurable and material.
- The value must be based upon the service provided by the individual. For example, a dentist who volunteers time to provide dental services to program participants, should have time valued according to normal compensation for the service provided. If the dentist chooses to volunteer as a volunteer in a different capacity, such as working in the classroom, his service should be valued according to the agency's current wage scale.

Consultants and other individuals may provide their services to a program at a reduced rate. The difference between this reduced rate and the amount normally charged by the individual may be used as in-kind. The

Contractor should have a written agreement with the individual, which will document the reduction, and documentation should be maintained of the services provided. This may be in the form of an invoice or other Contractor developed form.

If it is impractical for the program to regularly provide transportation to the center, and the parent transports the child, the reasonable value of the transportation may be used as in-kind. Transportation provided by parents at their option for their convenience is not an allowable in-kind contribution.

The time spent by parents on fundraising activities is unallowable as match because fundraising is specifically unallowable under the OMB Cost Principles. However, expenditure of the proceeds is allowable when expended for allowable program costs.

Donations of Supplies

As defined in 45 CFR 74.23 and 92.24, the agency should value third-party donations of supplies at their current fair market value as determined by the agency, using sources such as the guide issued by the IRS. Generally, donations of supplies to be used as gifts, prizes and awards are not allowable. Value of such items can be counted as match only if the program would otherwise have had to purchase the items to implement the program objectives.

Donated Equipment (45 CFR 74.23(h) (2))

Equipment donated for use in a DHS funded program is defined as having a fair-market value greater than $5,000 and a useful life longer than a year. Equipment donated for use in the program may be valued at the market value of the equipment at the time of the donation. Documentation for the receipt of the equipment must include the description of the equipment and should reference the proposed use in the program and the condition at time of receipt. Donated equipment used as match is subject to equipment regulations found at 45 CFR 74.34.

Donated Buildings (45 CFR 92.24(e) (2) (ii)) Title Passes to the Contractor

ACF does not allow the fair market value of donated buildings to be counted as cost sharing or match for Contractors subject to 45 CFR Part 92. Only depreciation or use allowances based on the property's market value at the time it was donated may be counted. These can be counted as match if not reimbursed as a direct or indirect cost.

Depreciation may be computed following any generally accepted method and is to be based on the acquisition cost of the building. The computation will exclude the cost of the land. Use allowance for buildings may be computed at an annual rate not to exceed two percent of acquisition cost.

Loaned Equipment or Space

Loaned equipment or space (e.g. the donor retains title) shall be valued at its current fair market rental rate.

Potential Disallowances

Failure to meet the non-Federal share requirement can have a severe impact on the Contractor. If it is determined that the requirement has not been met, the Contractor agency may be required to repay $4 for every $1 of shortfall. For example, a shortfall of $10,000 could result in a disallowance of $40,000 of Federal funds. This amount must be repaid by the Contractor agency from agency funds. Federal funds may not be used to repay the disallowance. The shortfall may be the result of a failure to accumulate the match, lack of documentation or incorrect valuation that results in a subsequent disallowance. While not required, it is

advisable to accumulate extra match that may be used in this situation as replacement to avoid possible repayment.

Audit Requirements

Under the Single Audit Act, and OMB Circular A-133, auditors are required to assess internal control and compliance. In the area of non-Federal share, this includes assessing whether the Contractor provided the minimum amount of match required, that match allocated was allowable, and whether the Contractor appropriately valued and documented match sources.

To accomplish this, the auditor must:

- Verify that the required matching contributions were met.
- Ascertain the sources of matching contributions and perform tests to verify that they were from an allowable source.
- Test records to verify that the values placed on in-kind contributions (including third-party contributions) are in accordance with the OMB cost principles circulars, OMB Circular A-102, OMB Circular A-110, program regulations, and the terms of the award. Test transactions used to match for compliance with the allowable costs/cost principles requirement.

Afterschool Care Program COST ALLOCATION GUIDE

The following are approved budget categories for the ***DFCS Afterschool Care Program*** grant award:

- *Personal Services*
- *Regular Operating*
- *Travel*
- *Transportation - Students*
- *Facility Costs*
- *Per Diem, Fees and Contracts*
- *Indirect Costs (This category is limited to 10% of the total DHS DFCS Award0*

Afterschool Care Program Budget Category Guide – Eligible Expenditures

Use the following chart as a guide of **ELIGIBLE** and **ACCEPTABLE** use of funds when creating program budgets and invoicing reimbursable program expenses for each budget category your program may have allocated across your **DFCS Afterschool Care Program Award**.

Type of Expense	Description of Expense	Budget Category
Salaries and Wages	Regular and overtime salaries and wages for staff (hourly and/or salary).	**Personal Services**
Fringe Benefits	Benefits associated with employees, health insurance, FICA, payroll taxes, etc.	**Personal Services**
Rent	Facility rental space to provide program services.	**Facility Costs**
Utilities	Phone, Cable and Internet **ONLY**.	**Facility Costs**
Telecommunications	Telephone service for program facility or program staff (cell phone service).	**Facility Costs**

Printing	Organizational letterhead, imprinted envelopes, printed program manuals and brochures, etc.	**Regular Operating**
Advertising	Costs associated to advertise and market program.	**Regular Operating**
Audit	Costs associated with performing a financial audit. The cost allocated to Afterschool Care must be proportional to program if organization receives other funding streams.	**Regular Operating**
Insurance (Vehicle and Property)/ Bonding	Fidelity bonds on employees and liability/hazard coverage on vehicle and property as necessary and required.	**Regular Operating**
Postage	Costs incurred to mail program materials to youth participants/families and granting agency.	**Regular Operating**
Snacks/Meals	Costs incurred to purchase snacks/meals for youth participants and families (during family engagement events).	**Regular Operating**
Subscriptions/Memberships	Subscriptions to program related publications/memberships. *Cost can also be captured under Indirect Cost.*	**Regular Operating**
Equipment Maintenance/Repair	Costs associated for maintenance and repairs of equipment related to program activities.	**Regular Operating**
Youth Participant Educational Support	Testing Fees, College Entrance Exam Fees, etc.	**Regular Operating**
Computer Software	Costs associated for the purchase of computer software for program related activities.	**Regular Operating**
Program Curriculum	Curriculum to facilitate program activities.	**Regular Operating**
Consultants/Contractual Expenses	Funds used to pay for third party services (individual/organization) that are not employed with program, school, organization, etc. These services can be services that are directly program related (dance instructor) or indirectly program related (evaluator).	**Per Diem, Fees and Contracts**
Student Transportation	Costs to transport youth participants.	**Student Transportation - Students**
Gas for Program Vehicles	Gas for vehicles used to transport youth participants.	**Student Transportation - Students**
Conference Registration Fees	Registration fees associated with program staff to attend conferences or trainings to establish or enhance Afterschool Care Program Services.	**Travel**
Staff Mileage	Costs incurred with the operation of a personal vehicle for grant-related travel (e.g., to transport youth participants, conduct site-visits, carry out evaluation strategies, etc.).	**Travel**
Per Diem Rates	Costs of meals/incidental expenses are included in the established per diem rate for travel.	**Travel**
Indirect Costs	Costs not directly accountable to a cost object. Indirect costs may be either fixed or variable. Indirect costs include clerical or audit costs of operating the program.	**Indirect Costs**

Afterschool Care Program Travel Guide

When preparing travel reimbursements for ***DFCS Afterschool Care Program*** and ***Administrative*** staff, please follow the guidelines below:

EXPENSES ELIGIBLE FOR REIMBURSEMENT FOR STAFF TRAVEL:

AIRFARE: Airfare costs based on the current rate of fares to your anticipated destination.

GROUND TRANSPORTATION: Ground transportation (taxis, public transportation, airport / hotel shuttle service, rental cars, etc.).

PER DIEM: The costs of meals and incidental expenses are included in the established per diem rates for in-state and out-of-state travel.

CONFERENCE/TRAINING REGISTRATION FEES: Conferences and professional meetings often include registration fees.

LODGING: Costs of lodging using in-state guidelines or out-of-state guidelines (See Per Diem Rates below).

MEALS: Costs of meals purchased during in-state and out-of-state travel.

MILEAGE FOR PERSONAL VEHICLE USAGE: Sometimes the operation of a grant program will require that personnel use personal vehicles for grant-related travel (e.g., to recruit participants, conduct site-visits, carry out evaluation strategies, etc.).

PER DEIM RATES:

To establish and set **Per Diem reimbursement rates and/or policy**, all ***DFCS Afterschool Care Program*** contractors must utilize the federal Per Diem rates set by the *U.S. General Services Administration*. The following website provides information on current reimbursement rates for in-state and out-of-state travel.
(The cost of meals is excluded. Please follow the State of Georgia Meal Allowance Guidelines for meal allowance detailed below.) - http://www.gsa.gov/portal/content/104877

MEAL ALLOWANCES:

The ***DFCS Afterschool Care Program*** adheres to the ***State of Georgia*** Meal Allowances Guidelines for *Standard* and *High* Cost Areas.

Standard In-State Per Diem Rates	
Eligible Meals	**Per Diem Amount**
Breakfast	$6.00
Lunch	$7.00
Dinner	$15.00

In-State High Cost Rates	
Eligible Meals	**Per Diem Amount**
Breakfast	$7.00
Lunch	$9.00
Dinner	$20.00

High cost areas in Georgia are limited to the following counties: ***Chatham, Cobb, DeKalb, Fulton, Glynn and Richmond*** **counties**.

MILEAGE RATES:

Reimbursement rates* for the use the vehicles during *Afterschool Care Program* -related travel are as follows:

Automobile: $0.575 per mile

Motorcycle: $0.545 per mile

Airplane: $1.29 per mile

**Reimbursements rates are subject to change. Each funded agency is responsible for using the correct per diem reimbursement rates.*

Afterschool Care Program Budget Category Guide – Ineligible Expenditures

Listed below are descriptions of **INELIGIBLE** expenses that may be used in the development of expense and match requests and commitments for the *DFCS Afterschool Care Program* budget.

Although the expenses with an *asterisk* are ineligible and not acceptable uses of DHS DFCS Afterschool Care Program grant funds, their expenditure can be used to meet the organizations' match requirement. The source of these funds **MUST** be non-federal.

Type of Expense	Description of Expense
Childcare	Childcare provided for any purpose other than to facilitate the participation of older, income-eligible siblings in program services and activities.
Furniture*	Purchase of office furniture.
Land/Buildings*	The purchase or partial purchase of land or any type of building.
Major Renovations/Building Projects	Structural changes or extensive alteration of facility.
Office Equipment*	Telephones, laminating machines, fax machines, copy machines, purchase of computers or printers. In addition, funds cannot be used for administrative office equipment. Equipment or materials already present at the program site do not count as a match. However, supplies and/or new equipment purchased or donated for use in the afterschool/summer learning program may be used as a match.
Outdoors	Landscaping services, yard maintenance, fences or driveway/parking lot paving.
Utilities*	Electricity, natural gas, fuel oil, water and sewage charges.
Vehicles*	The purchase of a vehicle or the maintenance expense of a vehicle.

Guidance on Providing Incentives to Youth Participants

Non-cash incentives may be provided to youth participants in order to ensure the level of commitment that is needed to achieve the expected outcomes of the program.

Programs and Agencies must ensure the level of incentives is appropriate for the level of commitment that is needed for the participants to achieve the expected outcomes of the program. Funds may be used for non-cash incentives such as ***gift cards, movie passes,*** and ***meals***. If gift cards will be provided, agencies must outline a plan to log them by serial number, maintain them in a locked storage cabinet and obtain the signature and date of individuals upon receipt of the cards. If other forms of incentives are used, agencies must ensure the signature and date of individuals upon receipt at the time incentives are disseminated.

Funding may **NOT** be used to provide cash payments as incentives. **Agencies wising to provide cash incentives to participants must use other funding sources.**