

Arkansas Better Chance for School Success

Instructions for Completing the 2011-2012 Request for Applications (Renewal ONLY)

All renewal applications will be submitted online using COPA:

arkansas.mycopa.com

Issue Date: April 20, 2011

Due Date: May 20, 2011

Arkansas Better Chance for School Success is a quality state pre-kindergarten initiative funded through the Arkansas Department of Education and administered by the Arkansas Department of Health and Human Services Division of Child Care and Early Childhood Education.



ELIGIBILITY and FUNDING

Through the Arkansas Better Chance for School Success (ABCSS) program, the Arkansas Division of Child Care and Early Childhood Education (DCCECE) encourages the development of quality early childhood education programs to help at-risk children develop intellectually, physically, socially and emotionally in order to be prepared for kindergarten. This program is funded under Acts 212 of 1991, 1132 of 1997, 49 of 2004, 2131 of 2005 and 229 of 2007. Use of ABC grant funds is limited to the establishment and operation of a high-quality early childhood program. Programs funded since 2004 under Arkansas Better Chance for School Success shall limit enrollment in such programs to children ages 3 and 4 whose gross family income is no greater than 200% of Federal Poverty Level.

Approval of an ABC grant is contingent upon legislative appropriation, recommendation for approval by DCCECE, majority vote in favor of approval by State Board of Education, availability of funds and a satisfactory site visit. **The issuing of this application does not imply there is appropriation or funding, nor does it guarantee any funding to an agency or applicant.** If an agency receives an ABC grant, the maximum award per child per program year (minimum of 178 days) will be:

- **\$4,860** for a center-based or child care family home classroom OR
- **\$1,750** for a home-visiting (HIPPY or PAT) program

After approval and signing of the grant agreement, 1/10 of the maximum funding will be advanced to the agency on August 1, 2011, September 1, 2011, and October 1, 2011. Additional payments for the grant balance will be based on actual child enrollment and shall be paid monthly beginning on November 1, 2011 through April 1, 2012. During the year, programs shall be randomly reviewed to ensure compliance with child enrollment and attendance policies. **A program enrolling ineligible children shall be subject to corrective action as outlined in the Rules and Regulations governing the Arkansas Better Chance program.**

What agencies may apply for an ABC grant?

Any early childhood agency in Arkansas meeting ALL criteria below is eligible to apply:

- Licensed as a Child Care Center or Family Home with no formal corrective action or history of founded complaints within the previous 12 months OR a home-visiting program (HIPPY or PAT) with the support of the national/state organization;
- No outstanding financial obligation to DHS or Arkansas Department of Education;
- Obtained/eligible to obtain Better Beginnings in all space;
- Ability to provide 40% of total program cost in matching funds (cash or in-kind).

Child Care Licensing and Better Beginnings will be verified. Applicants may plan collaborative programs with other early childhood agencies or may subcontract with other entities; however, all parties must meet the licensing and programmatic requirements of ABC/ABCSS. Only one (1) agency may be designated as the grantee with responsibility of program and financial administration.

What children are eligible to attend an ABCSS program?

There are two categories of eligibility under which a child may qualify: (1) **Arkansas Better Chance*** and (2) **Arkansas Better Chance for School Success**. Other than eligibility, all other requirements in this application apply equally to Arkansas Better Chance and Arkansas Better Chance for School Success. **All agencies with grants approved since 2004 are funded under and must follow the eligibility guidelines of Arkansas Better Chance for School Success (income/age eligibility only).** Only programs operating prior to 2004 will have a certain percentage of funding for use under the original Arkansas Better Chance guidelines.

The Arkansas Better Chance for School Success program serves children that meet all of the following criteria:

- The child is 3 or 4 years of age by August 1, 2011.
- Gross family income does not exceed 200% of the Federal Poverty Level.
- The child resides within the boundaries of an Arkansas school district and an ABCSS program has space for the child to attend.

Once programs have identified and recruited families in this income group, programs may opt to recruit families between 200-250% of Federal Poverty Level and have parents pay a portion of the ABCSS reimbursement using a sliding fee scale. The parent portion shall be deducted from program payments.

 *Only programs operating an ABC program PRIOR to the 2004-2005 school year have a certain percentage of funds which may be used to serve children under original **Arkansas Better Chance** guidelines. The original ABC **program** may use that specific portion of funding to serve children from birth through age 5 that have at least **one** of the following characteristics:

- | | |
|---|---|
| 1. Family income ≤ 200% of Federal Poverty Level | 6. Income eligible for Title I programs. |
| 2. At least one parent without high school diploma or GED. | 7. Eligible under Individuals with Disabilities Education Act |
| 3. Low birth weight (<5 pounds, 9 ounces). | 8. Child/family history of abuse or neglect |
| 4. At least 1 parent < 18 years of age when child was born. | 9. A developmental delay identified through screening |
| 5. Family history of substance abuse/addiction. | 10. Limited English Proficiency. |

For what time period is the grant?

Upon approval, the grant award period is July 1, 2011 through June 30, 2012. ABC funding is designed to sustain a program for a maximum of 190 days. Grants must be renewed annually through an application process.

What is the application deadline?

Applicants must **submit** all parts of the application in COPA by May 20, 2011. No parts of the application will be accepted by U.S. Postal Service mail or fax.

See below for a summary of all other relevant due dates:

EVENT	DATE
RFA issued	April 20, 2011
Closing date and time for receipt of application	May 20, 2011

Notification to programs recommended for approval	June 10, 2011
Contract start date (Subject to approval)	July 1, 2011

What do I do if I have questions?

All questions should be placed in writing to the Issuing Officer and e-mailed no later than May 6, 2011 to Jamie.morrison@arkansas.gov.

Application Selection and Evaluation

The Division of Child Care and Early Childhood Education will oversee the process by which programs are selected for the Arkansas Better Chance grant.

Renewal Applications

An existing ABC program applying for renewal only will not be scored competitively but will be required to complete each section of the application in COPA. However, renewal is NOT automatic and is contingent upon a favorable review of the program's past history and experience by Division staff. These elements of past performance shall be considered equally in the renewal process:

Licensing Status

Has program been placed on formal corrective action or does agency have a founded licensing or maltreatment complaint within the past year? Corrective action or serious complaints may jeopardize ability to renew grant.

Achievement of Better Beginnings status

Programs are encouraged to seek BB for their entire facility. If BB is sought, the Division will review records to verify accreditation. Programs choosing to seek BB for their entire program may receive priority consideration over those that do not.

Scores of Program Evaluations utilizing the Environmental Rating Scale

Programs must score a minimum of 5.0 overall at each site by the third site visit completed.

Staff Qualifications

The qualification level of ABC teachers and paraprofessionals is a key component of participation in the Arkansas Better Chance program. Reviewers will also evaluate staff turnover rates.

Educational Progress of All Staff Working Via A Staff Qualification Plan

ABC staff working in a program utilizing a Staff Qualification Plan (SQP) must be making satisfactory progress towards completion. Unsatisfactory progress may be defined as low grades (GPA < 2.00), dropped classes, lack of progress or withdrawing from a program.

Financial Responsibility and Accountability

This item shall be evidenced by timely submission of accurate and complete financial data which conforms to the ABC guidelines for budgets and reporting.

Monitoring Visits

Programs must have a history of satisfactory monitoring visits, which is interpreted to mean “in compliance with all elements of a field audit.” Any program not in compliance on any issue must be meeting the requirements of a Program Improvement Plan.

NO PROGRAM SHALL BE RENEWED UNTIL A THOROUGH REVIEW IS COMPLETED. ANY RENEWAL PROGRAM FOUND TO HAVE FALSIFIED OR MISREPRESENTED ANY DATA OR DOCUMENTATION APPLICABLE TO THE ABC PROGRAM SHALL BE TERMINATED FROM THE PROGRAM AND DISQUALIFIED FROM FUTURE PARTICIPATION.

Application Instructions

HANDWRITTEN or TYPEWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

Incomplete or late applications will not be considered.

Due to variations in programming and funding, you must complete SEPARATE applications if you are applying for both center-based, as well as home-visiting slots.

To begin the renewal application process, log in to COPA at arkansas.mycopa.com

Only users with HRM access will be able to view grant application. If the person submitting the application does not have a HRM username/password, then a COPA Security Agreement will need to be submitted to the Division via fax or email through www.arkansas.gov/childcare/abc/forms.html and a username and password will be assigned.

After logging in to COPA, click on the **Grant Application** link.

The grant application is separated into sections which include **Agency, Sites, Staff Justification, Screening Justification, ABC Justification, Match Justification, Budget, Activities, and Summary**. The **Summary** tab will allow you to print a summary page that will include the information submitted in ALL of COPA application sections.

- **A valid e-mail address is required for participation in ABC.** Most communication from DCCECE will be through e-mail. We ask you to provide an e-mail for each site as well since it may be necessary to contact a site directly if we cannot reach the agency coordinator.

2011-2012 ABC Grant RENEWAL Application Instructions

Before beginning the application process, there are a few steps to take in order to ensure correct auto population in COPA.

Run the following reports to verify agency, site and staff information.(Update data in COPA to reflect the 2011-2012 program year.)

- 970- Grantee/Agency Profile
- 971 – Site Profile
- 601 – Staff Information

Log into COPA using your current username/password. (Only users with HRM access will be able to access the grant application). The [Grant Application](#) link is located at the top of the [Sites](#) screen. Click on the [Grant Application](#) sub tab to access the application.



The grant application is separated into various sections. Complete all required sections of the application that are not automatically populated.

1. Complete the Agency and Sites screen.
2. Enter staff, screening, ABC and match justification.
3. The budget page will auto populate from data entered on the ABC and Match Justification pages..
4. Enter Activities.
5. Summary page is an aggregate summary of all data entered. Print, scan or send to eDocs the signed grant application page.

Step 1 - AGENCY

1. Select the [Agency](#) tab.
2. Select your [Agency Name](#) at the top of the screen using the drop down arrow; this allows COPA to auto populate with data already collected in COPA.
3. Click on pencil icon to edit and/or add any information. 
4. **Save the data by clicking on the Update Agency button at bottom of screen.**

Update Agency Information

Application for Grant Funds 2011-12
Agency Information

HELP?

Agency Name:		Tax I.D. Number: <i>Must match Agency Name in IRS database</i>	
FACILITY TYPE:	<input type="checkbox"/> Center <input type="checkbox"/> Lic. Family Home <input type="checkbox"/> PAT <input type="checkbox"/> HIPPY	APPLICATION TYPE:	<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Expansion
Mailing Address:		Phone:	Fax:
City		Zip	County:
Time/Hours of Operation			
ABC Coordinator Name:		ABC Coordinator Email:	
ABC Financial Contact Name:		Financial Contact Email:	
ABC COPA Contact Name:		COPA Contact Email:	
# of Renewal ABC Pre-K Slots: (0)			
Infant Slots	Toddler Slots	Preschool Slots	
# of Expansion ABC Slots: (0)			
Infant Slots	Toddler Slots	Preschool Slots	
Core Curriculum Used in ABC Program			
<input type="checkbox"/> Adventures in Learning <input type="checkbox"/> Creative Curriculum <input type="checkbox"/> Core Knowledge <input type="checkbox"/> Comprehensive Preschool Program <input type="checkbox"/> Curiosity Corner <input type="checkbox"/> DLM Early Childhood Express <input type="checkbox"/> Harcourt Preschool Programs <input type="checkbox"/> High Reach <input type="checkbox"/> High Scope <input type="checkbox"/> HIPPY <input type="checkbox"/> Houghton Mifflin Pre-K <input type="checkbox"/> Investigator Club <input type="checkbox"/> Montessori <input type="checkbox"/> Opening the World of Learning <input type="checkbox"/> PAT <input type="checkbox"/> Pebble Soup <input type="checkbox"/> Preschool First <input type="checkbox"/> Project Approach <input type="checkbox"/> Reggio Emilia <input type="checkbox"/> Scholastic Early Childhood <input type="checkbox"/> All About Preschool			
What other funding sources does your agency receive?			
<input type="checkbox"/> Vouchers <input type="checkbox"/> Title I <input type="checkbox"/> Medicaid <input type="checkbox"/> Special Ed <input type="checkbox"/> AmeriCorps <input type="checkbox"/> Foundations <input type="checkbox"/> Private pay <input type="checkbox"/> Other <input type="checkbox"/> NSLA			
How will agency pay for meals / snacks in ABC?			
<input type="checkbox"/> Department of Education <input type="checkbox"/> CACFP (Special Nutrition Program) <input type="checkbox"/> Agency Funds (cash) <input type="checkbox"/> Other			
Agency Type:			
<input type="checkbox"/> Public School <input type="checkbox"/> Coop <input type="checkbox"/> Head Start <input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Faith-based <input type="checkbox"/> College/Univ <input type="checkbox"/> Other			
Management Type:			
<input type="checkbox"/> School Board <input type="checkbox"/> Board of Directors <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other type corporation			

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Agency Name/TAX ID – These fields will automatically populate once Agency name is selected from drop down menu.

Facility Type – How are you currently licensed?

Application – Only renewal applications may be submitted online.

Mailing Address – Current mailing address.

Phone/Fax- These fields will auto populate, if these fields do not auto populate contact your data specialist.

City, Zip, County- These fields will auto populate, if these fields do not auto populate contact your data specialist.

Time/Hours of Operation – What are your ABC hours of operation?

ABC Coordinator Name/Email- Who is the person responsible for handling ABC matters?

Agency Financial Contact/Email- Who is the person that handles all ABC Financial matters?

ABC COPA Contact Name- Who is the person responsible for updating COPA and receiving updates?

Number of Renewal ABC PreK Slots – Enter the requested number of slots for renewal.

Number of ABC Expansion Slots– Enter number of slots requested should funds become available.

Core Curriculum – Select curriculum used. More than one may be selected.

Funding – What funding source does your agency use? More than one may be selected.

Meals/Snacks – How does your agency pay for meals/snacks? More than one may be selected.

Agency Type- Select your agency type.

Management Type- Select your management type.

Step 2 - SITES

1. Select the **Sites** tab.
2. Click the pencil icon to edit and/or add any information. 
3. If a site is **NOT** returning next year, un-check the box next to Site Name to remove site from list.
4. **Save your data by clicking on the update site button at bottom of screen.**

Update Site Information

Application for Grant Funds 2011-12											
Site Information 											
Name of Site License #	Address City, Zip, County (physical not po box)	School Districts Served	Site Contact Name Site Contact Phone/Email	# ABC Classroom	# ABC Slots	# non ABC Classroom	# non ABC Slots	TOTAL CLASSROOM	TOTAL SLOTS	Better Beginnings	Education Services COOP or LEA
Total:											

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Name of Site/License # - Name of physical site and site license number.

Address/City/Zip – Physical address of site.

School Districts Served – List of school districts that particular site serves.

Site Contact Name/Phone/Email: person responsible for site information including phone and email.

of ABC Classrooms – Number of ABC classrooms at the site.

ABC Slots – Number of slots at the site.

of non-Abc Classrooms – Number of non ABC classrooms at the site.

of non Abc slots – Number of non ABC slots at the site.

Total Classrooms – This field is auto calculated with totals number of classrooms per site.

Total Slots – This field is auto calculated with total number of slots per site.

Better Beginnings – Select the current level of BB for each site.

Education Service Coop or LEA – Select the entity responsible for providing special services to children at each site.

Step 3 - STAFF JUSTIFICATION

1. Select the **Staff Justification** tab.
2. This screen will auto populate from the HR section in COPA. If any data is incorrect, log into COPA with your HRM password and correct on appropriate screen.

Application for Grant Funds 2011-12									
Staff Justification									
WELL-QUALIFIED AND COMPENSATED STAFF (ALL INFORMATION REQUESTED MUST BE COMPLETED)									
Name of Staff	Position	Site	Classroom	TAPP Registry # (Employee ID)	Yrs. Exp	Degree and Major/Credential (highest level of education completed)	Salary	Fringe	

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Name of Staff - Name of each staff member.

Position - Name of position staff member holds.

Site - Name of physical site staff person is employed.

Classroom - Which classroom is staff person teaching in?

TAPP Registry # - What is the staff person's TAPP Registry number?

Yrs. Exp. - How many years experience does the staff member have with current degree?

Degree & Major - What degree or credential does the staff person have and what is their major?

Salary - How much is their salary?

Fringe - How much is the fringe for their salary?

Step 4 - SCREENING JUSTIFICATION

1. Select the **Screening Justification** tab.
2. Data in this section should reflect ABC funds only.
3. Click the pencil icon to edit and/or add any information. 
4. **Save the data by clicking on the Update Information button at bottom of screen.**

Update Screening Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)						
Screening Justification 						
Screening 						
Screening ID	Type	Screening Agency	Screening Tool Used	# Of Children	Cost Per Child	Total Cost
1						
2						

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Type –Which type of screening? (Developmental or Health/EPSTDT)

Screening Agency - Who will complete the screening?

Screening Tool Used - Which tool will be used for screenings?

of Children –Number of children to be screened?

Cost per child – Amount projected per child.

Step 5 - MATCH JUSTIFICATION

1. Select the **Match Justification** tab.
2. Click the pencil icon to edit. 
3. Select match category/item from drop down menu.
4. Enter the Description, Cost, Match Type and Source.
5. Well Qualified & Compensated staff: Total the match amount of each position (ie: teacher, paraprofessional, etc.) from staff justification tab.
6. **Click on update button at bottom of screen to update.**

Update Match Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)						
Match Justification 						
Match ID	Budget Category / Item	Description	Cost	Match Type	Match Source	
1						
2						
3						
4						
5						

- **THIS DATA WILL AUTO POPULATE TO THE BUDGET.**
- **Total of required Match should follow this formula: (ABC Grant Amount X 2) ÷3 = Required Match Amount**

Step 6 - ABC JUSTIFICATION

1. Select the **ABC Justification** tab.
2. Click the pencil icon to edit and/or add information. 
3. Well Qualified & Compensated staff: Total the ABC amount of each position (ie: teacher, paraprofessional, etc.) from staff justification tab.
4. **Save the data by clicking on the Update Information button at bottom of screen.**

Update ABC Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)		
ABC Justification 		
Administrative Costs		
Item	Description / Justification	ABC Cost
Administrative Salaries		0.00
Maintenance		0.00
Office Supplies		0.00
Other		0.00
Rent/Mortgage/Insurance		0.00
Utilities		0.00
Administrative Costs Total		0.00
Well Qualified & Compensated Staff		
Item	Description / Justification	ABC Cost
Administrative Assistant		0.00
Fringe Benefits		0.00
Home Visiting Coordinator		0.00
Home Visitor		0.00
Paraprofessionals (AA, CDA)		0.00
Program Coordinator		0.00
Substitutes		0.00
Teachers (AA/AS/BA/P-4)		0.00
Well Qualified & Compensated Staff Total		0.00
Nutrition		
Item	Description / Justification	ABC Cost
CACFP or Dept of Ed Reimbursement (\$4.88 per day/c)		0.00
Nutrition - Other		0.00
Snacks		0.00
Nutrition Total		0.00
Curriculum and Equipment (Approximatly \$275 per child for center / CCFH \$187 for HV)		
Item	Description / Justification	ABC Cost
Core Curriculum		0.00
Other Materials		0.00
Outdoor Play		0.00
Supplementary Curriculum		0.00
Therapy (\$550 per child)		0.00
Training/Coaches		0.00
Curriculum and Equipment Total		0.00
Parent Involvement		
Item	Description / Justification	ABC Cost
Meetings/Speakers		0.00
PI-Other		0.00
Parent Involvement Total		0.00
Transportation (Maximum match of \$5.50 per day / child)		
Item	Description / Justification	ABC Cost
Home Visit Travel		0.00
Parent Transportation		0.00
Van/Bus + Insurance		0.00
Transportation Total		0.00
Accountability		
Item	Description / Justification	ABC Cost
Financial Audit		0.00
Accountability Total		0.00

Professional Development (Approximately \$1650 per staff for center / HV \$2000 for CCFH)		
Item	Description / Justification	ABC Cost
PD - Other:		0.00
Staff Trainings		0.00
Staff Travel		0.00
Tuition and Testing		0.00
Professional Development Total		0.00
Screenings (Costs derived from Screening Justification section)		
Item	Description / Justification	ABC Cost
Developmental Screening		0.00
Health Screening		0.00
Screenings Total		0.00
Technology		
Item	Description / Justification	ABC Cost
Accessories and Supplies (ink, etc.)		0.00
Computers		0.00
Internet Access		0.00
Technology Total		0.00
GRAND TOTAL		0.00

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- THIS DATA WILL AUTO POPULATE TO THE BUDGET.
- See budget for category descriptions.

7 - BUDGET

1. Select the **Budget** tab.
2. The Budget screen is auto populated from the data entered in the ABC and Match justification tabs.
ABC JUSTIFICATION AND MATCH JUSTIFICATION MUST BE ENTERED BEFORE DATA WILL AUTOPOPULATE TO BUDGET SCREEN

Application for Grant Funds 2011-12					
Budget					
Administrative Costs					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Administrative Salaries			0.00	0.00	
Maintenance			0.00	0.00	
Office Supplies			0.00	0.00	
Other			0.00	0.00	
Rent/Mortgage/Insurance			0.00	0.00	
Utilities			0.00	0.00	
Administrative Costs Total			0.00	0.00	

Well Qualified & Compensated Staff					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Administrative Assistant			0.00	0.00	
Fringe Benefits			0.00	0.00	
Home Visiting Coordinator			0.00	0.00	
Home Visitor			0.00	0.00	
Paraprofessionals (AA, CDA)			0.00	0.00	
Program Coordinator			0.00	0.00	
Substitutes			0.00	0.00	
Teachers (AA/AS/BA/P-4)			0.00	0.00	
Well Qualified & Compensated Staff Total			0.00	0.00	
Nutrition					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
CACFP or Dept of Ed Reimbursement (\$4.88 per day/c)			0.00	0.00	
Nutrition - Other			0.00	0.00	
Snacks			0.00	0.00	
Nutrition Total			0.00	0.00	
Curriculum and Equipment (Approximately \$275 per child for center / CCFH \$187 for HV)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Core Curriculum			0.00	0.00	
Other Materials			0.00	0.00	
Outdoor Play			0.00	0.00	
Supplementary Curriculum			0.00	0.00	
Therapy (\$550 per child)			0.00	0.00	
Training/Coaches			0.00	0.00	
Curriculum and Equipment Total			0.00	0.00	
Parent Involvement					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Meetings/Speakers			0.00	0.00	
PI-Other			0.00	0.00	
Parent Involvement Total			0.00	0.00	
Transportation (Maximum match of \$5.50 per day / child)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Home Visit Travel			0.00	0.00	
Parent Transportation			0.00	0.00	
Van/Bus + Insurance			0.00	0.00	
Transportation Total			0.00	0.00	
Accountability					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Financial Audit			0.00	0.00	
Accountability Total			0.00	0.00	

Professional Development (Approximately \$1650 per staff for center / HV \$2000 for CCFH)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
PD - Other:			0.00	0.00	
Staff Trainings			0.00	0.00	
Staff Travel			0.00	0.00	
Tuition and Testing			0.00	0.00	
Professional Development Total			0.00	0.00	
Screenings (Costs derived from Screening Justification section)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Developmental Screening			0.00	0.00	
Health Screening			0.00	0.00	
Screenings Total			0.00	0.00	
Technology					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Accessories and Supplies (ink, etc.)			0.00	0.00	
Computers			0.00	0.00	
Internet Access			0.00	0.00	
Total			0.00	0.00	
GRAND TOTAL			0.00	0.00	

- Total of required Match should follow this formula: $(ABC \text{ Grant Amount} \times 2) \div 3 = \text{Required Match Amount}$
- Grand Total ABC Column should equal number of ABC slots X \$4860.00 (center based) or \$1750.00 (home-visiting)

Administrative Costs (Admin cost shall not exceed 15% of total budget)

Administrative Salaries - Salary budgeted for principal/owner, counselor, nurse & custodian.

Maintenance - Amount budgeted for maintenance, ground keeping & minor repairs.

Office Supplies - Amount budgeted for office supplies.

Other - Amount budgeted for building/property taxes, business tax, and lease/purchase of copier, licensing fees, and bookkeeper.

Rent/Mortgage/Insurance - Amount budgeted for rent, mortgage and property insurance.

Utilities - Amount budgeted for electricity, gas, water, phone, etc.

Well Qualified Staff

Administrative Assistant - Salary budgeted for Administrative Assistant.

Fringe Benefits- Amount budgeted for Fringe Benefits such as employer paid taxes, FICA, insurance, any retirement, bonuses, free/reduced child care.

Home Visiting Coord - 20% of salary budgeted for HIPYPY or PAT Coordinator.

Home Visiting Educator/Parent Educator - Salary budgeted for HIPYPY Home Visitor or PAT Parent Educator.

Paraprofessional - Salary budgeted for Paraprofessionals or Aides.

Program Coordinator - 20% of salary budgeted for Program Coordinator/Director.

Substitutes - Salary budgeted for substitutes.

Teachers - Salaries budgeted for Lead Teachers and Other Classroom Teachers.

Nutrition

CACFP or Dept of Ed - Amount budgeted as match for reimbursement from USDA or Dept of Ed for meals and snacks.

Nutrition (other) - Amount budgeted for paper goods, salary budgeted for cook.

Snacks - Amount budgeted for snacks.

Curriculum/Equipment

Core Curriculum - Amount budgeted for core curriculum.

Other Materials - Amount budgeted for classroom consumables (crayons, glue, scissors, paper, etc.).

Outdoor Play - Amount budgeted for outdoor play equipment and supplies.

Supplementary Curriculum - Amount budgeted for any supplemental curriculum.

Therapy (\$550/child) - Amount budgeted as match for therapy or specialized instruction.

Training Coaches - Amount budgeted for curriculum training or salaries for curriculum coaches.

Parent Involvement

Meetings/Speakers - Amount budgeted for dinners & open houses, speakers at parent meetings, translators/interpreters at functions, and field trip fees for parents who attend.

Other - Amount budgeted for parent education kits & newsletters, cost of t-shirts (children's week, etc.) for children & parents who attend field trips or events. Parents/grandparents who assist w/light duties may be counted as match #hours x min wage. Other activities and ideas can be considered.

Transportation

Home Visitor/Parent Educator travel - Amount budgeted for home visitors/parent educators traveling for their assignment. Does not include travel from home to the employee's regular work site.

Parent Transportation - Amount budgeted as match for parents transporting children 5.50/child x 178 days.

Van/Bus Insurance - Amount budgeted if children are transported by ABC program (payment for van or bus lease/purchase, insurance, fuel, driver and maintenance).

Accountability

Financial Audit - Amount budgeted for the cost of the required annual audit. Bookkeeper salary should not be included in this section.

Professional Development

PD Other - Amount budgeted for substitutes while staff are at trainings.

Staff Trainings - Amount budgeted for conferences relating to ABC staff job function. Amount budgeted as match for free trainings up to \$150 per day.

Staff Travel - Amount budgeted to reimburse for mileage, food and lodging for staff attending trainings.

Tuition and Testing - Amount budgeted for staff attending classes to obtain CDA, or degree related to their job, books, testing fees etc.

Screenings

Developmental - Amount budgeted as match up to \$50 per child for developmental screening or may count up to \$50 per child in ABC if program itself performs screenings and must purchase materials and pay staff.

Health - Amount budgeted as match up to \$50 for health screenings if paid for by AR Kids or other insurance. Program must pay clinic or health provider if child is not covered by AR Kids or private health insurance.

Technology

Accessories & Supplies - Amount budgeted for printer, scanner, digital camera, paper, ink.

Computers - Amount budgeted for computers (PC or laptop).

Internet - Amount budgeted for internet service.

Step 8 - ACTIVITIES

2. Click on pencil icon to edit and/or add information.
3. Type in text box here **OR** copy and paste from another program such as Word, Notes, etc.
4. **Save data by clicking on the update activity button at bottom of screen.**

Update Activity

Application for Grant Funds 2011-12	
Additional Required Information	
Parent Involvement Activities List and describe the activities and strategies used by the ABC program to engage families. Be sure responses address the following:	
Does the program provide any info./resources on parent ed.? If so, what?	
How are unmet family needs resolved?	
Methods for allowing families input into ABC program.	
Methods to encourage families to participate in their child's education.	
Methods to inform families of child's progress, concerns.	
Collaboration / Community Involvement Activities List and describe the ways the ABC program collaborates and partners with other programs in your local early childhood community. Be sure responses address the following:	
How does the ABC prog. make sure all needs of children/families are met?	
How does the ABC program partner/collaborate with those listed above?	
How does the ABC program provide community resources to families?	
sample collaboration / community Involvement Activity	
What resources are shared with families?	
Who does the ABC program partner/collaborate with?	

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1. Submit summary page with signatures by using one of the following methods

- Mail to: Division of Child Care/ABC Unit
700 Main Street, Slot S160
Little Rock, AR 72201
Fax: 501-683-0971
Email to: Jamie Morrison
Jamie.Morrison@arkansas.gov

OR

- Fax: 501-683-0971 Attn: Jamie Morrison

OR

- Email to: Jamie.Morrison@arkansas.gov

OR

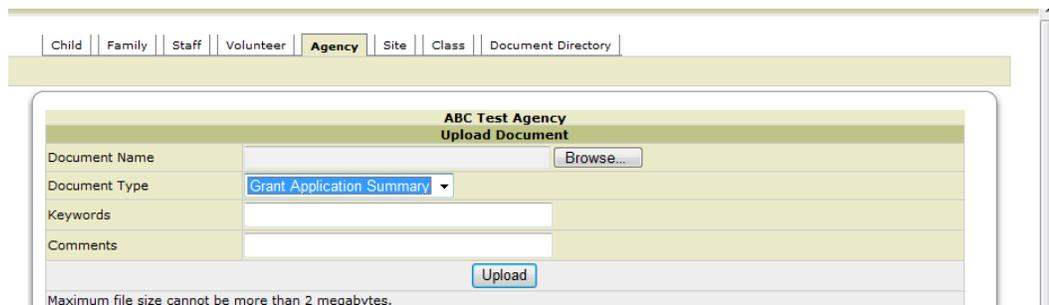
- Upload to eDocs* (via COPA- see instructions below)

The application is not complete until the signature page is received by the ABC Unit.

*Uploading Documents to eDocs

To use this feature you must have scanned document saved on your computer.

1. Click on eDocs tab.  (If you do not see eDocs tab contact your data specialist for access)
2. Click on the **Agency** link.
3. Click on your Agency ID number.
4. To select the document click the Browse button. Find the saved document to upload. Select document and click on Open to attach document.
5. Click on Grant Application Summary from the document type drop down menu.
6. Click on the Upload button to send Summary page to Division for approval.
7. Document information will be listed as pending until Division has approved the grant application.



The screenshot shows a web interface for uploading a document. At the top, there is a navigation bar with tabs for Child, Family, Staff, Volunteer, Agency (selected), Site, Class, and Document Directory. Below this is a form titled "ABC Test Agency Upload Document". The form has the following fields:

- Document Name: A text input field with a "Browse..." button to its right.
- Document Type: A dropdown menu with "Grant Application Summary" selected.
- Keywords: A text input field.
- Comments: A text input field.

At the bottom of the form is an "Upload" button. Below the form, a note states: "Maximum file size cannot be more than 2 megabytes."

Budget

This section summarizes the financial guidelines for the ABC program, under which all approved programs must operate. Applicants must develop and submit a program budget and justification using these guidelines. Once approved, programs must operate their ABC program utilizing this budget. ABC funds are to be used exclusively for the ABC program outlined in this proposal. A complete budget will contain all of the core quality elements referenced.

If non-ABC children are served within the program, then all shared expenses must be prorated.

- \$ The amount of each budget amounts should correlate to the amounts listed in the Core Quality Models provided in this section.
- \$ A justification must be provided for each line item for which ABC funds are requested.
- \$ Budgets may not include major construction.

Salaries and Fringe Benefits

- A. Salaries paid from ABC funds for each classroom may ONLY include:
 - a. Teacher
 - b. Paraprofessional
 - c. 20 % (0.2 FTE) Program Coordinator
 - d. 20 %(0.2 FTE) Administrative Assistant
 - e. Substitutes
- B. For each home-visitor assignment, home-visiting programs may pay a 1/6 time coordinator, a full-time home educator and 1/5 time administrative assistant.
- C. School district and cooperative programs must pay teachers according to the established school district salary matrix for certified personnel. All other programs may utilize the ABC Salary Matrix or School District Salary Matrix contained in these instructions to establish teacher and paraprofessional salaries. Coordinator salaries are recommendations only.
- D. No program may pay a certified teacher less than \$29,244 for 2011-2012.
- E. Salaries listed in the budget and justification MUST be reflected in expenditure reports as actual payments.
- F. ABC programs are required to have a written agreement with teachers and paraprofessionals. Agreements must include rate and frequency of pay, working days per year, working hours per day and specific duties. We may request a copy of a signed employment agreement as proof of salary amount.
- G. Substitutes shall not be paid by deducting salaries from employees on authorized leave.
- H. The salary range indicated for each position is based on 190 days (178 program days + 12 professional development days). If ABC staff is expected to work in another part of your agency during the summer months, this must be indicated in the employment agreement. That part of the staff salary cannot be paid from ABC funds.

- I. Fringe benefits shall be paid in an amount not less than 25% of the annual salary amount and shall include a minimum of comprehensive health insurance for the employee.
- J. Employees may be required to contribute a portion of the premium not to exceed 25% of the cost **or** the amount set by the local school board. Insurance must be provided year-round. Employees covered under another health insurance plan may decline the offer of insurance in writing.
- K. Other benefits to be offered may include items such as 401(k) and retirement plans, as well as free or reduced fee child care for children. Fringe benefits cannot include employee uniforms.

Administrative Expenses

- A. Administrative expenses may include the following:
 - 1) rent or mortgage, utilities
 - 2) building/liability insurance
 - 3) business/property taxes
 - 4) background checks
 - 5) copies, postage, office supplies and equipment
 - 6) maintenance and grounds keeping
 - 7) salaries for principal/owner, school counselors, custodians and nurses
 - 8) minor repairs
 - 9) refrigerator, washer/dryer, stoves
- B. Total administrative expenses cannot exceed **15%** of your total budget.
- C. The cost of the annual audit does not count towards the 15% cap.
- D. School districts and cooperatives may not charge rent against themselves for space. Only if they must rent space off-site may these programs charge rent to ABC.
- E. HIPPIY and PAT programs may charge rent for coordinator space to ABC.

Nutrition

- A. Programs may count 100% of the reimbursement amount received for ABC children through either Department of Education or the USDA Child and Adult Care Food Program towards matching funds.
- B. For children whose family income falls between 185-200% of Federal Poverty Level, ABC programs may charge these families a fee to only cover the actual cost of meals. The weekly fee for such families cannot exceed \$20.00 (School Districts only).
- C. Programs charging parents for meals may not count that parent contribution as match.

Curriculum

- A. Curriculum items in the budget may include the costs of:
 - 1) Comprehensive curriculum
 - 2) Supplementary curriculum that is aligned with AR Frameworks for 3 & 4 yr olds
 - 3) Materials for centers, tables, chairs, etc.
 - 4) Classroom consumables
 - 5) Cots or mats

- 6) Curriculum training & coaches
 - 7) Outdoor play equipment
- B. Outdoor equipment may include fencing, gravel, mulch and items to provide shade.
 - C. ABC children should be provided with all supplies needed for the program
 - D. Locally-built items may be included in the budget at an amount equal to the cost of materials and modest labor fees.
 - E. The cost of therapy or specialized instruction for ABC children may be counted towards matching funds in an amount not to exceed \$550 per child. Programs may use an estimate of this amount based on previous year's enrollment.

Parent Involvement

- A. Parent involvement may include the cost of any material or activity by which the parent becomes engaged in their child's learning process. This includes on-site functions and at-home activities.
- B. Other examples of allowable costs include:
 - 1) parent education kits
 - 2) printing of newsletters
 - 3) dinners and open houses
 - 4) speakers for parent meetings
 - 5) translators at parent functions
 - 6) field trips fees paid for parents
 - 7) activity or Children's Week t-shirts
 - 8) parent volunteers in the classroom (# hours x minimum wage)
- C. Parent time spent with children at home may not be used as match.

Transportation

- A. For classroom-based programs that provide transportation, allowable transportation costs include:
 - 1) Payments for van or bus lease/purchase
 - 2) Insurance
 - 3) Drivers/extra staff
 - 4) Background checks
 - 5) Fuel
- B. For programs where parents transport their own children, the approximate amount of parent transportation may be claimed as match. Programs may count \$5.50 per day per child towards matching funds. (or \$979.00 per child)
- C. If program provides transportation, parent transportation cannot be counted as match.
- D. ABC staff required to travel for their job shall be reimbursed at a minimum of **44¢** per mile for mileage. This does not include travel from home to and from the employee's regular work site.

Professional Development

- A. For any ABC teacher or paraprofessional on a Staff Qualification Plan (SQP), programs must use professional development funds to offset the cost of tuition, books and testing fees for that staff person.
- B. Funds may be used to allow an ABC teacher or aide wishing to obtain a higher education degree in early childhood to do so. This may include graduate work.
- C. Programs may use funds to send staff to professional development conferences which are relevant to early childhood. For Division-sponsored trainings, programs may count \$150 per day per staff towards matching funds.
- D. Professional development funds may be used to pay substitute teachers while permanent staff are attending required trainings.
- E. In cases where the program is utilizing ABC funds to cover tuition, the programs may require the staff member to sign a service agreement agreeing to work in the program for a certain length of time following completion of the degree.
- F. If staff will be required to attend training outside of normal working hours, the terms and additional compensation should be stated in the employment agreement.
- G. ABC programs must use professional development funds for CPR/First Aid training for ABC staff.

Screenings

- A. Programs may either count \$50 per child for developmental screens towards matching funds OR the actual cost of conducting the screenings from ABC funds up to \$50 per child.
- B. Programs may count \$50 per child for health screenings towards matching funds for any screening paid for by AR Kids or other insurance.
- C. For any child not covered under AR Kids or insurance, programs shall pay any required health screening costs from ABC or matching funds.

Technology

- A. Every classroom shall be equipped with a PC with high-speed internet access. Each home-based educator shall also have such access to a computer.
- B. Computers may be replaced every three years.
- C. In addition to a computer, each classroom may purchase a printer, digital camera, video camera, scanner, or other device to record classroom activity and artwork.
- D. Cost of toner and ink may be included in this category.

Matching Funds

- A. Total matching funds must equal at least 40% of the total budget.
- B. The source of matching funds must be designated in the space provided on the budget page. For example: school district name or the name of your agency, Title I, NSLA, etc.
- C. "CASH" or In-Kind may not be listed as a match source.
- D. Due to federal regulations, Title I funds may not be utilized for nutrition costs.

- E. For school districts that meet the high priority criteria listed in Act 49 of 2003, Title I funds cannot be used as a match source.
- F. Voucher reimbursement cannot be used as match.

EXAMPLES OF ALLOWABLE MATCH ITEMS ARE:

SALARIES

- Agency contribution for classroom staff
- Substitute teachers
- Non-monetary fringe benefits, such as reduced fee or free child care

ADMINISTRATIVE COSTS

- Rent on classroom space and home-visiting coordinator space
- Utilities
- Office Supplies and Equipment
- Copying and Postage
- Regular maintenance and groundskeeping
- Salaries for related staff: owner/principal, school nurse, school counselor and custodian

DEVELOPMENTAL AND HEALTH SCREENINGS

- \$50 per child for developmental screening
- \$50 per child for the health screening if paid by AR Kids or private insurance

MEALS-SNACKS

- 100% of reimbursement from Dept. of Ed. or USDA CACFP for ABC children
- Agency meal snack contributions up to 100% of actual cost

CURRICULUM

- Curriculum, supplies and equipment for use in ABC. If items are also used in other programs, use a pro-rated amount.
- \$550 per child for any child receiving therapy services

PARENT INVOLVEMENT

- Refreshments and speakers at parent/teacher meetings
- Parent/Grandparent/Volunteers in the classroom (You can use the amount of pay they would have gotten if you had been paying them at minimum wage.)

TRANSPORTATION

- In programs where parents transport, you may count up to \$5.50 per day per child as match for that transportation.

2011-2012 ABC CORE MODEL for CENTERS			
Well-Qualified and Compensated Staff	Classroom Teacher	Salary	\$ 30,000.00
		Range	\$ 44,160.00
		Fringe	\$ 7,500 to
	Paraprofessional	Range	\$ 11,040.00
		Salary	\$ 18,000.00
		Fringe	\$ 4,500.00
Administrative Costs	\$ 220.00	per child	\$ 4,400.00
Curriculum and Equipment	\$ 275.00	per child	\$ 5,500.00
Parent Involvement	\$ 100.00	per child	\$ 2,000.00
Transportation	\$ 110.00	per child	\$ 2,200.00
Professional Development	\$ 1,650.00	per staff	\$ 3,300.00
Screenings	\$ 50.00	per child	\$ 1,000.00
Technology	\$ 55.00	per child	\$ 1,100.00
Total ABC Funding for 20 children			\$ 97,200.00
40% Match			\$ 64,800.00
TOTAL PROGRAM COST			\$ 162,000.00
State Cost per child			\$ 4,860.00
40% Match			\$ 3,240.00
Total Cost per child			\$ 8,100.00

2011-2012 ABC CORE MODEL for HIPPY and PAT			
Well-Qualified and Compensated Staff	1/6 Coordinator	Salary	\$ 6,341.00
		Fringe	\$ 1,585.00
	Home Visitor	Salary	\$ 18,000.00
		Fringe	\$ 4,500.00
Administrative Costs	\$ 95.00	per child	\$ 2,565.00
Curriculum and Equipment	\$ 187.00	per child	\$ 5,049.00
Parent Involvement	\$ 50.00	per child	\$ 1,350.00
Transportation	\$ 125.00	per child	\$ 3,375.00
Professional Development	\$ 1,650.00	per staff	\$ 1,650.00
Screenings	\$ 50.00	per child	\$ 1,350.00
Technology	\$ 55.00	per child	\$ 1,485.00
Total ABC Funding for 27 Children			\$ 47,250.00
40% Match			\$ 31,500.00
TOTAL PROGRAM COST			\$ 78,750.00
State Cost per child			\$ 1,750.00
40% Match			\$ 1,166.67
Total Cost per child			\$ 2,916.67

2011-2012 ABC CORE MODEL for LICENSED FAMILY HOMES			
Well-Qualified and Compensated Staff	Family Home Teacher	Salary	\$ 30,640.00
		Fringe	\$ 7,660.00
Administrative Costs	\$ 220.00	per child	\$ 2,200.00
Curriculum and Equipment	\$ 275.00	per child	\$ 2,750.00
Parent Involvement	\$ 100.00	per child	\$ 1,000.00
Transportation	\$ 110.00	per child	\$ 1,100.00
Professional Development	\$ 2,200.00	per staff	\$ 2,200.00
Screenings	\$ 50.00	per child	\$ 500.00
Technology	\$ 55.00	per child	\$ 550.00
Total ABC Funding for 10 children			\$ 48,600.00
40% Match			\$ 32,400.00
TOTAL PROGRAM COST			\$ 81,000.00
State Cost per child			\$ 4,860.00
40% Match			\$ 3,240.00
Total Cost per child			\$ 8,100.00

