

DFCS Afterschool Care Program FFY 2019 Statement of Need Proposal Guidelines Updates

Appendix E, Pages 53-54 Updated 3-9-18

Currently Reads:

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). Salaries can only be reimbursed based on the percentage of time working in the DFCS Afterschool Care Program funded activities.	Personnel
Fringe Benefits	Benefits associated with employees, health insurance, FICA, payroll taxes, etc.	Personnel
Rent	Facility rental space to provide program services.	Facility Costs
Utilities	Phone, Cable and Internet <u>ONLY</u> .	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)/	Fidelity bonds on employees and liability/hazard coverage on vehicle and property as necessary and required.	Regular Operating

Bonding		
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. <i>Cost can also be captured under Indirect Cost.</i>	Regular Operating
Equipment Maintenance/Repair	Costs associated for maintenance and repairs of equipment (non-vehicle) 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
Supplies and Materials	Supplies and Materials needed to carry our project-based learning activities for program related 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
Criminal History Checks	Programs must use COGENT per contractual agreement with the Division of Family and Children Services	Per Diem, Fees and Contracts
Conference Registration Fees	Registration fees associated with program staff and eligible youth to attend conferences or trainings to establish or enhance Afterschool Care Program Services.	Per Diem, Fees and Contracts

Student Transportation	Costs to transport youth participants. Reimbursement requests for transportation costs cannot exceed \$4,000 per month.	Student Transportation - Students
Gas for Program Vehicles	Gas for vehicles used to transport youth participants.	Student Transportation - Students
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 (staff and student).	Travel
Staff Travel/Transportation Expenses	Lodging costs and costs incurred when selecting a mode of transportation to and from approved Professional Development events.	Travel
Student Travel Expenses	Lodging costs of meals/incidental expenses for eligible youth on approved program related travel (Ex. Youth STEAM Exhibition)	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.

Amended to Read:

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). Salaries can only be reimbursed based on the percentage of time working in the DFCS Afterschool Care Program funded activities.	Personnel
Fringe Benefits	Benefits associated with employees, health insurance, FICA, payroll taxes, etc.	Personnel
Rent	Facility rental space to provide program services.	Facility Costs
Utilities	Phone, Cable and Internet <u>ONLY</u> .	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. <i>Cost can also be captured under Indirect Cost.</i>	Regular Operating
Equipment Maintenance/Repair	Costs associated for maintenance and repairs of equipment (non-vehicle) 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
Supplies and Materials	Supplies and Materials needed to carry our project-based learning activities for program related activities	Regular Operating
Criminal History Checks	Programs must use COGENT GAPS per contractual agreement with the Division of Family and Children Services	Regular Operating
Vehicle Renewal Fees	Tags/Registration costs for vehicles used in the transportation of eligible youth in the DFCS Afterschool Care Program funded 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 Travel Expenses	Lodging costs of meals/incidental expenses for eligible youth on approved program related travel (Ex. Youth STEAM Exhibition)	Per Diem, Fees and Contracts
Student Conference Fees	Fees associated with conference attendance for eligible program youth	Per Diem, Fees and Contracts
Student Transportation	Costs to transport youth participants. Reimbursement requests for transportation costs cannot exceed \$4,000 per month.	Student Transportation - Students
Gas for Program Vehicles	Gas for vehicles used to transport youth participants.	Student Transportation - Students
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 (Travel)	Costs of meals/incidental expenses are included in the established per diem rate for staff travel.	Travel
Staff Travel/Transportation Expenses	Lodging costs and costs incurred when selecting a mode of transportation to and from approved Professional Development events.	Travel
Staff Conference Registration Fees	Registration fees associated with program staff and eligible youth to attend conferences or trainings to establish or enhance Afterschool Care Program Services.	Travel
Indirect Costs	Costs not directly accountable to a cost object. Indirect costs may be either fixed or variable. Indirect costs include clerical or auxiliary costs of operating the program. May not exceed 10% of the proposed DFCS Afterschool Care Program budget amount.	Indirect Costs

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

Currently Reads:

Proposal Review and Evaluation

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

Compliance Review includes:

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.

Amended to Read:

Proposal Review and Evaluation

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

Compliance Review includes:

Proposal Submission

- Proposal submitted by due date AND time
- All required MANDATORY business documents included
- Authorized signatures included on Form F – 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
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- 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.

Criminal History Attestation Form Document, Updated 3-23-18

Currently Reads:



Georgia Division of Family and Children Services (DFCS)

Collaborative Services Section

Community Programs Unit

DFCS Afterschool Care Program

Criminal History Investigations Attestation Form

Federal Fiscal Year (FFY) 2019

By signing below, I attest that if awarded a contract with the Georgia Department of Human Services (referred herein as the Department or DHS), I will comply with the contract provision outlined in *PARA 122: CRIMINAL HISTORY INVESTIGATIONS* of the awarded contract (indicated below). I understand registration with the Georgia Applicant Processing Services (GAPS) as outlined in *PARA #122 (A)* must be completed no later than October 1, 2017. I further understand all backgrounds checks for staff who work within the DHS funded program must be completed no later than November 1, 2017 (or before direct services can be provided to the family and youth participants of the DFC funded program). Documentation verifying all background checks have been completed for program staff who will work within the DHS funded

program will be submitted to the identified DFCS/Afterschool Care Program Staff representative no later than December 1, 2017 (or before direct services can be provided to the family and youth participants of the DHS funded program). If awarded a contract with the Department, DHS/DFCS has the right to contact the Georgia Applicant Processing Services (GAPS) to confirm my organization has registered and completed criminal history investigation (background) checks for staff who work under the DHS/DFCS contract. Any false information provided by my agency/organization on this form may result in the exclusion, disqualification or termination of my application, proposal or contract for funding during the procurement solicitation process and/or contract period.

Amended to Read:



Georgia Division of Family and Children Services (DFCS)

Well-Being Services Section

Community Programs Unit

DFCS Afterschool Care Program

Criminal History Investigations Attestation Form

Federal Fiscal Year (FFY) 2019

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