



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



Eric G. Mackey, Ed.D.  
 State Superintendent of Education

August 2, 2023

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
 State Superintendent of Education

**RE:** Proposal for the Dependent Care Development Grant

Attached is a proposal packet for the Dependent Care Development Grant. Funding comes from the Alabama Department of Human Resources (DHR) through an interagency agreement to start, expand, or improve the quality of programs for school-age, extended-day/-year childcare services for communities needing this service. This includes before/after school and summer childcare for programs that include students from kindergarten to age 13.

Contingent upon the Alabama State Department of Education (ALSDE) receiving a signed agreement from DHR, approximately 16 grant awards in the amount of \$20,219.25 each will be awarded for the Fiscal Year (FY) 2024 and FY 2025 beginning October 1, 2023, and ending September 30, 2025. It is a two-year grant.

If a local education agency (LEA) is interested in applying for these funds, please complete and return the attached proposal packet in the format requested by Thursday, August 24, 2023. We encourage you to duplicate this proposal for schools serving children from kindergarten to age 13. Systems may submit multiple proposals but only one submission per school. The extended-day/-year program must operate in a school or school system building. Schools presently served by 21st Century Community Learning Center grants administered by the ALSDE are not eligible to apply. The proposal must be in the Federal Programs Section by August 24, 2023. Faxed submissions are not permissible.

If you need assistance, do not hesitate to contact Ms. Yolonda Averett, Education Specialist, by telephone at (334) 694-4516 or by email at [yaverett@alsde.edu](mailto:yaverett@alsde.edu).

EGM/YA/JRE

Attachment

cc: City and County Community Education Coordinators  
 2023-2025 Dependent Care Grantees  
 Mr. Barry Kachelhofer, LEA Financial Assistance Section

**FY23-2049**

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 of Education

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State Department of Education  
Dependent Care Development Grant Proposal  
Fiscal Year: 2024 and 2025

ALABAMA STATE DEPARTMENT OF EDUCATION  
FEDERAL PROGRAMS SECTION  
FY 2024 AND 2025 APPLICATION COVER PAGE  
DEPENDENT CARE DEVELOPMENT GRANT

SUBMITTED TO:  
Yolonda Averett  
Federal Programs Section  
5348 Gordon Persons Building  
Post Office Box 302101  
Montgomery, Alabama 36130-2101

APPLICANT INFORMATION

LEA Name \_\_\_\_\_

LEA Address \_\_\_\_\_  
\_\_\_\_\_

Specific School(s) That This Grant Will Serve: (Note: no schools served by the 21<sup>st</sup> CCLC grants  
maybe served with Dependent Care Grants): \_\_\_\_\_  
\_\_\_\_\_

LEA/School Contact \_\_\_\_\_

Address (if different from LEA) \_\_\_\_\_  
\_\_\_\_\_

LEA/School Contact Telephone \_\_\_\_\_

LEA/School Contact Fax \_\_\_\_\_

LEA/School Contact E-Mail Address (Required) \_\_\_\_\_

LEA Superintendent \_\_\_\_\_

Signature \_\_\_\_\_  
Superintendent of Education

Signature \_\_\_\_\_  
Custodian of Funds or Chief Financial Officer

Site(s) of Proposed Extended-Day Program \_\_\_\_\_  
\_\_\_\_\_

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity based on disability, gender, race, religion, national origin, color, age, or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 694-4516.

**Dependent Care Development Grant (DCDG)  
STATEMENT OF ASSURANCES**

The \_\_\_\_\_, as an applicant, hereby assures the Alabama State Department of Education (ALSDE), Division of Instructional Services, Federal Programs Section, that it will:

1. Establish or develop more fully a five-day-a-week extended-day program and/or summer program.
2. Provide documentation of program operations in two reports to the ALSDE (Mid-Year and End-of-Year).  
**Reports submission must be timely:** ALSDE will provide information to participating applicants. **Have extended-day staff attended at least one in-state training workshops approved by the ALSDE.** Include at least one person per grant to attend a three-day statewide training in the budget.
3. Publish a parent handbook for families participating in the extended-day program.
4. Establish school procedures or policies for the extended-day program.
5. Serve as a model school site for other school systems in Alabama to address the latchkey child problem by encouraging visitation and responding to letters of inquiry.
6. Provide at least two parent seminars for the parents of the children enrolled in the extended-day/-year program.
7. Use full school facilities as needed, including classrooms, computer labs, libraries, etc., to conduct a quality extended-day program.
8. Ensure that the extended-day or extended-year program is operated in a school or school-owned/-operated facility.
9. Expend funds only for allowable categories that include salaries, benefits, in-area and in-state travel, materials, supplies (non-consumable supplies must be under \$100), printing, advertising, and other approved categories. Equipment, indirect costs, and food items are not allowable expenditures. No out-of-state travel is permissible.
10. Maintain at the LEA level source documentation of expenditures, such as copies of invoices, travel claims, time sheets, etc., with check numbers and dates paid for each.
11. Provide fiscal control and fund accounting procedures as necessary to ensure proper disbursement of and accounting for federal funds.
12. Comply fully with the *Alabama Child Protection Act of 1999* (99-361) as applicable.
13. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks, if applicable.

The applicant further assures the SDE that the following compliances will be met:

- |  |                                    |
|--|------------------------------------|
| Individuals with Disabilities Education Act - PL 108-446 | Civil Rights - PL 88-352           |
| Protection of Human Subjects - HEW policy                | Freedom of Information - PL 93-502 |
| Sex Discrimination, Title IX, Education Act, 1972        | Privacy Act of 1974 - PL 93-579    |

\_\_\_\_\_  
**Signature of LEA Superintendent**

\_\_\_\_\_  
**Typed Name**

\_\_\_\_\_  
**Date**

**NOTE: THE DEPENDENT CARE DEVELOPMENT GRANT IS INTENDED TO BE USED FOR CHILDREN FROM KINDERGARTEN TO AGE 13.**

**State Department of Education  
 Dependent Care Development Grant Proposal  
 Fiscal Year: 2024 and 2025**

**PROGRAM DESCRIPTION:** The Alabama State Department of Education (ALSDE) will award funds to plan, develop, expand, or improve extended-day/-year childcare services. Approximately sixteen grant awards in the amount of **\$20, 219.25**, on a competitive proposal basis, will distribute to local education agencies (LEAs) for Fiscal Years 2024 and 2025. **The proposals must be in the established format and be at most eight (8) double-spaced, typewritten pages.** Applications must be at most eight pages **to** receive a read and score. The Dependent Care Development Grant funds cannot be used for equipment purchases, indirect costs, out-of-state travel, or food items. **Proposals (one original and three copies) must be in the Federal Programs Section by July 10, 2023. Fax applications are not permissible.**

**ASSURANCES:** The LEA superintendent must sign the Statement of Assurances. Each proposal must have the signed assurances with the cover sheet.

**SELECTION CRITERIA:** Please submit a narrative that addresses the following established categories in the order listed. The proposals will be read and scored by impartial readers.

<b>CATEGORIES:</b>	<b>NARRATIVE DESCRIPTION</b>	<b>POSSIBLE POINTS</b>
A. Objectives of the Program	Include objectives for all aspects of the program that will lead to the highest quality extended-day program possible.	10
B. Program Operations	List the hours the program will operate, the days per week and the days per year. Provide details of these days the program will open to serve working families. Receive up to 5 points if the program operates a significant number of days when school is not in session, including school holidays.	5
C. Personnel/Training	Name, by position, and all personnel who will work with children. Include the anticipated staff-pupil ratio. ALSDE <b>requires</b> a 1 to 15 student-teacher/teacher-aide ratio. LEAs should utilize many high schools and/or college students as teacher aides. Specify the anticipated number of high school and college students working in the program during the school year and/or the summer. Provide details of all staff training that will occur during the year and/or use of high school/college students during the year.	10
D. Space	Describe the program's location and the use of the space. The extended-day or extended-year program operates in a school or school-owned/-operated facility. Describe how the entire school facilities will be accessible as needed to the extended-day or extended-year program.	5
E. Activities/Scheduling	List scheduled activities that will take place during the program. If appropriate, include after-school, morning before-school, summer, and school break programs. In addition, list the non-public school agencies/organizations that will provide services, the service, and the frequency.	20

**State Department of Education  
 Dependent Care Development Grant Proposal  
 Fiscal Year: 2024 and 2025**

F. Staff-Child-Parent-Interaction	Describe how parents will be involved with the staff and children in the program. <b>Include details about activities and events that aim to enhance family responsibility for education.</b> For example, discuss required parent seminars, setting family goals, and daily communication with parents. Please provide details regarding a communication plan between extended-day staff and a regular school-day teacher, parents, extended-day/-year program coordinator, and children on how family responsibility for education will be enhance. Discuss the required parent seminars and daily communication with parents.	15
G. Budget	Provide a complete and detailed line-item budget for program components, including staff salaries, travel for in-area and in-state training, materials, supplies, printing, advertising, etc. Include other funds that will support the program and tuition income. Indicate <b>what will be paid by Dependent Care grant funds and be sure to budget for at least one statewide training.</b> Please remember that non-consumable supplies must be at most \$100. Equipment, indirect costs, and food items are not allowable expenditures.	15
H. Safety and Health	Describe precautions and procedures to ensure the safety of children. All sites must be in the school safety plan submitted to the ALSDE, Support Services Section. <b>Describe how the after-school program will contribute to student health, specifically student obesity.</b> Describe if and how the Child Nutrition Program (CNP) will be utilized.	10
I. Evaluation	Describe how the program’s effectiveness will be determined, particularly in terms of improved student academic achievement, student motivation, and family involvement. <b>Include details of specific instruments or tools employed to assess program effectiveness.</b> Please consider the National Association of Elementary School Principals’ Checklist for Quality Indicators when developing an evaluation plan	10
<b>TOTAL POINTS</b>		<b>100</b>

**All proposals should include one original copy and three copies. In addition, please complete and return the attached proposal packet in the format requested by July 10, 2023, in the ALSDE Federal Programs Section.**

**Include a cover sheet and signed Statement of Assurances with each proposal. Each proposal stands alone and must not be identical or nearly identical to other proposals.**

**If multiple proposals are identical or almost identical, all proposals will be disqualified. If an LEA submits various proposals, each must have a signed Statement of Assurances and cover sheet. Schools presently served by 21st Century Community Learning Center grants administered by the ALSDE are not eligible to apply.**

**State Department of Education  
Dependent Care Development Grant Proposal  
Fiscal Year: 2024 and 2025**

**Complaints regarding Dependent Care should be addressed to:**

**Federal Programs**

**Dr. Molly Killingsworth: Federal Programs Coordinator**

**Alabama State Department of Education**

**50 North Ripley Street**

**Montgomery, AL 36104**

**Telephone: 334-694-4516**

**Please submit one original proposal and three copies, and each stapled in the upper left, to:**

**Yolonda Averett**

**Federal Programs Section**

**5348 Gordon Persons Building**

**Post Office Box 302101**

**Montgomery, Alabama 36130-2101**