

BELIEVE AND BUILD AFTERSCHOOL

Request for Proposals

October 1st, 2021



In partnership with



This Request for Proposal and all grant application sessions and materials are funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.425U, American Rescue Plan Act, Elementary and Secondary School Emergency Relief Fund

Believe & Build Afterschool

Request for Proposals

Grant Name	<i>Believe & Build Afterschool</i>
Pass through Entity	Minnesota Department of Education
Administering Grantee	Ignite Afterschool (with grant management support from Youthprise)
Federal Agency	U.S. Department of Education
CFDA*	84.425U – American Rescue Plan Act, Elementary and Secondary School Emergency Relief Fund

Grant RFP Release Date	Friday, October 1st, 2021
RFP Information Session	Tuesday, Oct. 5, 2021 from 10:00 – 11:30 a.m. Register here and a zoom link will be emailed to you. A video of the RFP information session will be online here after 12 p.m. on Oct. 6, 2021
Intent to Apply <i>Not required to submit a full application</i>	Sunday, Oct. 17, 2021 by 11:59 p.m. Submit intent to apply by completing this form .
Application Due	Sunday, Oct. 31, 2021 by 11:59 p.m.
ONLINE APPLICATION SUBMISSION	Applications will only be accepted through the Youthprise online portal. Register for an account and SUBMIT YOUR APPLICATION HERE
Q&A Office Hours	Friday, Oct. 15, 2021 from 11:00 a.m. -12:00 p.m. “Drop in” session for those with questions. Attend by clicking here .
AND/OR: Submit questions about the application, eligibility, or requirements	Click this link to submit questions Answers to new questions will be posted to Ignite Afterschool’s Grant Program website each Wednesday through 10/27/21.

*Specific funding authority for this grant program is PL Public Law 117-2 N/A American Rescue Plan Act of 2021 – Catalog of Federal Domestic Assistance number 84.425U

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WELCOME

Hello, Bienvenido, Nyob zoo, Soo dhawoow, Salam *Believe & Build Afterschool* applicant.

If you're reading this, chances are you're passionate about helping young people thrive through the power of afterschool.

That's something we're passionate about too.

It's one of the reasons our team at [Ignite Afterschool](#) is excited that the Minnesota Department of Education (MDE) tapped us to administer this new grant program. The grants are part of federal funding from the American Rescue Plan Act, specifically the 1% dedicated to afterschool programs in the Elementary and Secondary School Emergency Relief Fund (ESSER III.)

Another reason we're pumped is that these grants align with [Believe It. Build It. Minnesota's Guide to Effective Afterschool Practices](#).

What's that, you ask?

In 2015, Minnesota's afterschool community came together to identify our shared values, define the most effective, up-to-date afterschool practices, and outline the steps for continuous program improvement. Out of those efforts emerged *Believe It. Build It.*, a hands-on guidebook to help programs be the best they can be.

Because Believe & Build Afterschool grants are meant to fund evidence-based afterschool, this RFP is centered around the Believe It. Build It. guide, which takes evidence about what makes an effective afterschool program and breaks it down into action steps programs can take to increase positive outcomes for young people.

Through *Believe & Build Afterschool*, we'll be disbursing approximately **\$12.5 million** to community-based organizations in Minnesota that provide comprehensive, evidence-based afterschool programs. The grants will range from \$125,000 to about \$1,250,000 over a 30-month time period.

We especially want to disperse funds to programs that are:

- culturally-specific
- anti-racist and/or focused on equity
- closing opportunity gaps for young people who have historically had less access to afterschool
- serving young people who have disproportionately lost opportunities due to the pandemic

We've got a great partner on board to help make this vision a reality — [Youthprise](#). They share our commitment to closing the opportunity gaps experienced by many young people and are a leader in advancing racial equity and youth leadership. Youthprise is experienced in grant-making and capacity-building, so they're part of the

team shaping the overall process, providing technical assistance, managing reimbursement requests and other key information, and making sure grant recipients are on track to meet requirements associated with receiving federal funds.

To help make the (admittedly somewhat complex) RFP as simple and transparent as possible, we've included "good to know" tips throughout to help guide you through the process.

Together we BELIEVE we can BUILD the capacity for AFTERSCHOOL to make a positive impact in the lives of even more young people throughout Minnesota.

GLOSSARY At-A-Glance

Here's your one-stop-shop for definitions of terminology, jargon and other lingo used throughout this RFP (that one's on the list too!)

Afterschool: For the purposes of this grant, “afterschool” means programs that take place before school, after school and during school-year days off. ***It does not include summer.***

Assurances: When accepting federal funds, organizations must agree to meet certain obligations, or assurances, regarding how their program is run. You can see the full list of assurances required of *Believe & Build Afterschool* grantees in Appendix B (p. 34-48)

Community-based organization: For the purposes of this grant, a community-based organization is a non-governmental nonprofit organization that's representative of a community (or significant segments of a community) and provides educational or related services to individuals in that community.

Comprehensive: For the purposes of this grant, a comprehensive afterschool program is one that 1) has identified the academic, social, emotional and mental health needs of the young people it serves, 2) provides an array of programming strategies and activities designed to meet those identified needs, and 3) provides at least 60 one-hour programming sessions during the school year.

CPI: An acronym for “Continuous Program Improvement.” An intentional, ongoing effort to improve program outcomes using data and evidence-based practices. All *Believe & Build Afterschool* grant recipients will be expected to participate in Ignite Afterschool's [Making Meaning with Multiple Data Sets \(M3\) CPI cycle](#).

Culturally-specific community organization: For the purposes of this grant, this is a community-based organization by and for groups of people with a shared experience of marginalization based on race, ethnicity, disability, gender identity or sexual orientation. More than 50% of the board of directors and/or leadership of the organization and more than 50% or more of the staff reflect the group of people served. These organizations view their program activities and approaches through a cultural lens and affirm/reflect the lived experiences of members of that community.

Grantee, Grant Recipient: Used interchangeably to mean organizations that receive funding from a *Believe & Build Afterschool* grant through Ignite Afterschool.

Historically underserved students: For the purposes of this grant, this is defined as students who qualify for free or reduced-price lunch, students of color, English language learners, students with disabilities, American Indian, Alaska Native, and Native Hawaiian students, students in foster care, students in correctional facilities, students experiencing homelessness, migrant youth, LGBTQIA+ youth, and rural students disproportionately impacted by the pandemic. This definition is slightly expanded from a definition provided by the US Department of Education.

Outcome: A measurable change in attitudes, behaviors, knowledge, and/or skills of individuals because of participation in your program.

Partnership: A collaboration between two (or more) organizations/entities to better achieve the desired impacts and outcomes of the grant. For the purposes of this grant, applicants may have partnerships with other non-profit, for-profit, higher education, public sector entities (i.e. school, city, county), and/or Minnesota's 11 federally recognized tribes. Each partner's role in supporting the grant should be clearly described in the grant application.

RFP: An acronym for "Request for Proposal." It's this document right here, which is Ignite Afterschool's invitation to programs all across Minnesota to submit an application in order to be considered for a *Believe & Build Afterschool* grant. We hope this RFP will inspire you to submit a proposal through the Youthprise grant portal!

Technical Assistance: A wide variety of supports — things like coaching, connecting to resources, consulting support, collaborations — designed to help your program succeed. Technical Assistance will be provided by Ignite Afterschool and Youthprise.

SECTION 1:

BELIEVE & BUILD AFTERSCHOOL GRANT OVERVIEW

Purpose of *Believe & Build Afterschool Grants*

We want more young people in Minnesota to have access to afterschool programs that support their healthy development. We do this through the lens of strong communities and strong cultural grounding. The *Believe & Build Afterschool* grants seek to fund comprehensive, evidence-based afterschool programs that address the academic, social-emotional and mental health needs of Minnesota's young people in kindergarten – 12th grade. We especially want to reach historically underserved students, particularly those who missed academic instruction and a wide range of opportunities during the 2019-20 and 2020-21 school years due to the pandemic.

Is Your Organization Eligible for a *Believe & Build Afterschool Grant*?

We sure hope it is! Programs must meet **ALL** of the following requirements to be considered for a *Believe & Build Afterschool* grant:

- ✓ Afterschool programming is provided in Minnesota for Minnesota students.
- ✓ The young people served by the applicant are in one or more of the following grades: K-12
- ✓ The applying organization and operating organization, if applying through a fiscal sponsor, must be a nongovernmental, nonprofit community-based organizations (Updated 10.8.2021)
- ✓ The program must provide a **minimum of 60 sessions and each session must be at least 1 hour**. This includes before school, afterschool, school release days and weekends, but **does not** include summer*.
 - Each session must occur on a different day.
 - Sessions may have multiple activities occurring at one time
 - If the program operates at multiple sites, there must be a minimum of 60 sessions **per site**
 - All youth participants must have an opportunity to participate in a **minimum of 60 sessions**. (Updated 10.8.2021)
- ✓ weekends, but **does not** include summer
- ✓ Youth participation in programming is voluntary
- ✓ Programming primarily engages young people from one or more of the following audiences:
 - Students who qualify for free and reduced-price lunch
 - Students of color
 - English language learners
 - Students with disabilities
 - American Indian, Alaska Native and Native Hawaiian students
 - Students in foster care
 - Students in correctional facilities
 - Students experiencing homelessness
 - Migrant youth

- LGBTQIA+ young people
- Rural students disproportionately impacted by the pandemic
- ✓ Program can demonstrate that a majority of young people served are those who missed the most in-person instruction during the 2019-2020 and/or 2020-2021 school years and who did not consistently participate in remote instruction when offered during school building closures
- ✓ Program is able to meet all required assurances (see Appendix B p.34-48)

Good to Know: An organization may apply through a fiscal sponsor. The organization acting as a fiscal sponsor will be the applicant, and must meet the definition of a community-based organization provided in the Glossary At-A-Glance.

Funding Priorities & Funding Amounts

The total amount available for *Believe & Build Afterschool* grants is approximately \$12.5 million over a 30-month period.

At least 50% of grant funds will be awarded to culturally-specific community-based organizations that are *by and for* groups of people with a shared experience of marginalization based on race, ethnicity, disability, gender identity or sexual orientation.

When we say ***by and for***, we mean organizations where more than 50% of the board of directors and/or leadership and more than 50% of the staff reflect the group that is the organization's focus. These organizations view their program activities and approaches through a cultural lens and affirm/reflect the lived experiences of members of that community.

Funding must be distributed broadly across the state of Minnesota.

Partnerships with local schools and libraries are encouraged and will receive bonus points during the application review process.

No grant award will be for less than \$125,000 over a 30-month period (Year 1: \$25,000, Year 2: \$50,000, Year 3: \$50,000.)

While there is no grant award cap, we do not anticipate making any grant award of more than \$1,250,000 over the 30-month period.

The total award amount requested must be reasonable based on the total number of young people served and the type and frequency of programming offered.

Carryover of unspent funds from one year to the next is permitted with approval, but all grant funds must be spent by June 30, 2024.

Allowable Program Activities & Partnerships

Believe & Build Afterschool grants are designed to support *comprehensive* afterschool programs that meet the academic, social-emotional, and mental health needs of historically underserved students impacted by COVID-19. Program activities should be based on the needs of the specific group(s) of young people participating in the applying organization's afterschool program.

Program Activities

The following activities and programs are not required, but are expressly allowed:

- Academic enrichment, including tutoring
- Civic engagement and youth leadership, including service learning
- College, career and workforce readiness programs, especially those that partner with in-demand fields
- Community safety, especially in places where the COVID-19 pandemic has exacerbated inequities and increased the number of disconnected young people
- Cultural identity-building activities
- Culturally relevant mental health supports
- Hands-on learning, which may include educational field trips
- Language skill development and academic support for English language learners
- Mentoring
- Outreach to identify, locate and evaluate students suspected of having disabilities and connect them to special education and related services
- Parent engagement events and services
- Physical activity and nutritional education
- Re-engaging disconnected youth
- Social emotional learning
- STEM (Science, Technology, Engineering and Math)
- Visual and performing arts, including music education

Good to Know: It might help to ask "Which program activities meet the specific needs of the young people we work with?"

Partnerships

Partnering with other organizations is not required, but is allowed. Partnerships should be focused on providing a comprehensive afterschool program and/or meeting the outcomes described in your application.

Good to Know: Although not required, a partnership with one or more schools and a library is encouraged and will result in bonus points during application scoring.

Partnerships may also include:

- Afterschool programming that is part of a full-service community school model

- Community partnerships and neighborhood programs with other non-profit, for-profit and faith-based organizations and/or public sector partners (e.g., city, county, schools) and including Minnesota’s 11 federally recognized tribes
- Mental health service providers (Updated 10.8.2021)
- Other partnerships that help the grantee provide a comprehensive afterschool program that includes any of the above allowable programs and activities

Good to Know: A partner should not receive funding as part of your budget if they already have resources to play their role in the partnership (that’s leveraging!). However, if they need funding to be able to contribute their role to the project, you can include partners in your budget as a “contract for service.”

Allowable & Unallowable Expenses

Believe & Build Afterschool grant funds **may** be used for the following:

- Food for youth participants or parents, **but only if** other federal food programs are not accessible to the grantee. All reasonable efforts must be made to participate in federal food programs such as the CACFP At-Risk Afterschool Meals program. More information can be found [here](#).
- Indirect Costs for the general operation of your organization. If your organization has an approved Federal Indirect Cost Rate, use this rate. If your organization does not have an approved Federal Indirect Cost Rate Agreement, you may request up to a 10% de minimis indirect cost rate. (This means that you can include Indirect Costs in your budget for up to 10% of allowable expenses.)
- Reasonable costs directly associated with providing allowable programs and activities and engaging in allowable partnerships.
- Transportation to and from the program for youth participants. The grantee must follow all state and federal laws and regulations pertaining to the safe transport of students.

Believe & Build Afterschool grant funds **may not** be used for the following:

- Agency-level expenses not directly or clearly related to the program
- Capital improvements
- Direct charges for items/services that the indirect cost rate covers
- Entertainment not related to academic or enrichment learning goals
- Fundraising
- Furniture
- Gift cards
- Incentives for youth (i.e. prizes, plaques, t-shirts, field trips not directly related to meeting program goals)
- Land acquisition
- Lobbying
- One-time events not connected to ongoing program objectives
- Out-of-state travel expenses for individuals involved with the project **without prior approval**

- Permanent renovations
- Pre-award costs (incurred before the grant effective date)
- Preparation of the initial grant application, including grant-writer expenses
- Promotional or marketing items (i.e. flags, banners, keychains, etc.)
- Purchase of facilities or vehicles
- Travel expenses for individuals not involved with the grant project

Also **Not Allowed:** Program Fees and Income

Grantees **may not** charge program participation fees. In addition, grantees are **not allowed** to generate program income from the program funded with this grant opportunity.

SECTION 2: GRANT APPLICATION AND SELECTION PROCESS

Our goal is to be transparent about the process, funding priorities and decision-making behind *Believe & Build Afterschool* grants. We hope that the information in this section helps your organization create the strongest application possible.

Key Dates

Oct. 31, 2021	Applications due by 11:59 p.m. Submit an application via Youthprise's online grant portal . (If you do not already have one, request a grant portal account at least 48 hours prior to submitting your application)
November 1- December 23, 2021	Community reviewer and grantee selection process
January 2022	Final grant award negotiations and notifications
February 2022	Required <i>Believe & Build Afterschool</i> orientation for all grantees

Before You Apply

√ each action item when complete	
	Review the sample grant application (Appendix A, p. 20), which can also be found on Ignite Afterschool's website.
	Check out the sample scoring rubric (p. 28) to see which criteria are being used to evaluate your application and how points are awarded.
	Make sure you've assembled all the information required to complete the online grant application, including all the attachments you'll need to upload.

Before You Apply: Creating an Account & Checking Eligibility

Before you can enter information in the Youthprise Grant Portal, you'll need to set up an account. Request an account [here](#) by clicking the "Create New Account" button.

Good to Know: Do not wait until the last minute to set up your Youthprise Grant Application Portal account! It can take up to 24 hours for your account request to process, so do this in advance.

The *Believe & Build Grant Application* begins with a set of "grant eligibility questions." Your program must meet all eligibilities (see pg. 7) in order to access to the full grant application.

Once you have access to the online Grant Application Portal, you may:

- respond to the questions in a word document and paste the responses into the grant portal

-OR-

- type responses directly into the Grant Application Portal. The system follows general Word formatting templates (so bullet points, italics, bold, etc. are available.) You may save your work in the portal and come back later to finish.

Before You Apply: Engaging Partners (Optional)

- The RFP scoring process will award bonus points for a partnership with a school and with a library. You may have one or both partnerships.
- In order to receive the bonus points, you must provide a letter of intent and/or completed partnership form from your school and/or library partner(s). The letter of intent must be on the partner's letterhead and signed by the appropriate staff person at the partnering organization. It should describe the partner's role in meeting the grant outcomes and/or providing afterschool activities described in your application. Letters of intent/partnership forms must be uploaded into the grant portal.
- *Good to know: A sample "Partnership Form Template" can be found on the Believe & Build Afterschool page of Ignite Afterschool's website. Your partner can copy the template onto their letterhead, then complete and sign the form.*

Before You Begin: Completing the Budget Form

Begin by downloading the Believe & Build Budget Form (an excel spreadsheet) which can be found on the [Believe & Build Afterschool page](#) of Ignite Afterschool's website.

The first tab in the document provides detailed instructions to help you complete the budget form. Here are some important things to note:

- The form asks you to propose a full 30-month budget. Complete a separate column for each of the three years included in the grant term. *Remember, year 1 is 6 months in length, and years 2 and 3 are each 12 months long.*

Good to know: We recognize that you will make adjustments over the 30-month grant period. There will be opportunities to submit budget revisions.

- The form asks you to budget your requested grant funds by category (i.e. salary, benefits, contract for service, program supplies, indirect costs, etc.) and to write a brief narrative describing how funds in each category will be used.

Good to Know: Your organization must use your federally approved indirect rate. If you don't have one, no problem! You may then budget up to 10% of the total requested amount to cover eligible indirect expenses.

- While the purpose of the budget form is primarily to demonstrate how you plan to spend the requested federal funds, it also provides space to describe other funding sources (if applicable) that will contribute to the program(s) described in your proposal.
- All *Believe & Build Afterschool* applicants are required to budget **at least 10%** of the total requested amount (excluding your indirect calculation) for evaluation and continuous program improvement (CPI) related expenses. This may include staff time to participate in evaluation and CPI-related activities, a contracted evaluation consultant, software and online tools for collecting evaluation-related data, and evaluation tools like surveys, point of service quality assessments, etc. *Remember, evaluation expenses should correspond to the evaluation activities described in your grant application.*
- All budgets must demonstrate how your organization will ensure staff have access to professional development opportunities. Detail the specific line items that fund professional development in the budget narrative. *Remember, professional development expenses should correspond to the professional development activities you describe in your grant application.*

Overview of Scoring & Grant Selection Process

Each application will be pre-screened to ensure the applicant meets minimum eligibility requirements (see p.7)

- Eligible applications will then be reviewed and scored by at least three Community Reviewers using the rubric (see Appendix A). Community reviewers will receive training for their role.

Good to Know: Who are the Community Reviewers? We intend to include people from a broad range of ages, as well as gender and racial identities, who come from diverse experiences and backgrounds across Minnesota. They may include young

people (age 15-24) and parents. They may include people who work in youth services, youth engagement and leadership, and education.

- Applicants will be scored on a 100-point scale. Applicants can receive up to 5 bonus points total. (See scoring rubric, p. 28)
- After grants are scored, Ignite Afterschool and Youthprise will identify “grant award finalists” by prioritizing highly scored applications *and* ensuring both statewide distribution *and* that at least 50% of funds are awarded to culturally specific community-based organizations as defined in this RFP.
- Grant award finalists must demonstrate that they are stable enough to manage federal funds. Upon request, grant award finalists will need to provide your most recent audit (required for organizations with an annual budget over \$750,000). If you do not have an audit, you may provide your most recent IRS 990 or board-approved financial statements.
- Final grant award recipients will be selected after the financial review process and grant award decisions made by Ignite Afterschool are final.

Good to Know: If Ignite Afterschool disapproves your application under applicable state statute or federal programs, you may submit an appeal to Ignite Afterschool with regard to the disapproval by filing a notice and stating the state or federal statutes violated. Please remember that this is an appeal of the process; funding decision are not subject to appeal. You should contact Kari Denissen Cunnien at kari@igniteafterschool.org if you have questions about the process or wish to file an appeal.

Grant Award and Notification

- All grantees who have been awarded funding will be notified by email in January 2022.

Good to Know: We will always strive to fund an applicant at the full amount requested. However, grant awards may be lower than requested in order to ensure statewide distribution and to meet criteria that at least 50% of funds be awarded to culturally-specific organizations.

- Grant awards are not final until approved by Ignite Afterschool and an award letter/contract is signed through the Youthprise grant portal.
- All grants are subject to the availability of federal funds.

SECTION 3: WHAT TO EXPECT IF AWARDED FUNDS

We get it – being selected to receive federal funds comes with a lot of excitement, but also a lot of rules and requirements. We’ve broken them down in this section to help give you an idea of what to expect if you are awarded a *Believe & Build Afterschool* grant.

Grant Term & Payment Schedule

Believe & Build Afterschool grants will generally follow a single 30-month grant term, although that may vary based on the specific negotiation of your final grant award agreement.

Here’s how the 30-month grant period breaks down. Note that your organization will be expected to complete a report in each grant year:

Year 1 (6 months)	January 2022 – June 30, 2022	Mid-term report due July 31, 2022
Year 2 (12 months)	July 1, 2022 – June 30, 2023	Mid-term report due July 31, 2023
Year 3 (12 months)	July 2, 2023 – June 30, 2024	Final report due July 31, 2024

Grant payments will be reimbursements of actual expenses. Grantees will submit reimbursement forms to Youthprise monthly indicating the actual amounts of funds spent in each budget category. Youthprise will then make reimbursements within 15 business days of receiving the grantee’s requests.

Good to Know: Never had a reimbursement-based grant before? Don’t worry – we’ve got you. During the February orientation, we’ll walk you through the steps to do this and will continue to provide support throughout the grant period.

Grantees’ Expectations

Being a *Believe & Build Afterschool* grant recipient comes with a handful of expectations, as well as supports to help your program best meet young people’s needs. Staff from Youthprise and Ignite Afterschool will be available throughout the process to provide technical assistance and help keep your organization on track.

You can expect to:

- ✓ Attend the grantee orientation in February of 2022.

- ✓ Do the awesome work outlined in your proposal! Provide the opportunities for young people and their families as described in your application.
- ✓ Keep records, documentation and other evidence of actual expenditures. (Examples include timesheets, receipts, invoices for contracted services, etc.)
- ✓ Participate in site visits.
- ✓ Collect data required for reporting.
- ✓ Complete mid-term and final grant reports on time.
- ✓ Participate in the M3 (Making Meaning with Multiple Data Sets) Continuous Program Improvement cycle.
- ✓ Continue to comply with all the assurances (see Appendix B) you signed during the application process.

Good to Know: Grantees are required to conduct a background check for all staff who work directly with young people.

Site Visits

During Year 1, Ignite Afterschool staff will conduct a virtual site visit with each grantee. During years 2 and 3, Ignite Afterschool will conduct at least one in-person* site visit during regularly scheduled hours to see programs in action and to check in on data collection procedures.

We also hope to meet staff members and partners (as appropriate) and build relationships with grantees.

Additionally, at least one financial reconciliation visit from Youthprise will take place during the 30-month grant period. When possible, the financial reconciliation visit will take place in conjunction with a Ignite Afterschool site visit. Grantees will be notified in advance of the visit so they can plan appropriately. If needed, we'll also allow for enough time to develop a plan that lays out any necessary corrective action(s) and follow up on these action steps before final payments are made.

Good to Know: In rare cases termination of your organization's grant may occur if corrective actions are not successful and grant requirements are not met. We'll do everything possible to help support you in order to avoid that.

**In-person site visits may be conducted virtually if current COVID-19 guidelines change or other health and safety considerations arise.*

Reporting

Grantees are required to submit at least one written mid-grant progress report at the end of years 1 and 2 and a written final report at the end of year 3 through the Youthprise Grant Portal. (see p. 16 for reporting deadlines.)

To prepare for the reports, grantees must collect the following data:

- Participant information, including the number of young people served, how many sessions young people attended, as well as demographic characteristics
- Program site locations and hours of operation
- Activities provided, including activity type, hours of programming provided and frequency of offering
- Track progress towards the outcomes identified in your grant application
- Staffing and professional development, including participation in continuous program improvement (CPI) activities
- Information on partnerships and collaborations

Good to Know: It's possible that the U.S. Department of Education may provide further clarification on their reporting requirements. If that happens, we will communicate any changes in reporting requirements as quickly as possible.

Continuous Program Improvement (CPI)

CPI is an intentional, ongoing process within a culture of learning and reflection that helps programs keep making advances in their work with young people. CPI is not about determining if your program is a success or a failure. Rather it's about gathering and using information to help you build on what's working as well as make course corrections that keep your program at its very best. It's also a key component of *Believe It. Build It.*, which inspired these grants.

All *Believe & Build Afterschool* grantees will participate in Making Meaning with Multiple Data Sets (M3), Minnesota's CPI cycle during the grant period. The focus will be on celebrating what you are doing well and identifying areas for program improvement that are directly tied to helping young people thrive.

Good to Know: The site visits described above provide a terrific opportunity for your staff to check in with Ignite Afterschool and Youthprise on data collection procedures and build relationships that support evaluation and CPI.

Assurances

Carefully read through all the Assurances in Appendix B (p. 34-48). These are legal obligations your organization must be able to fulfill in order to receive federal funding.

Good to Know: If you have questions about the assurances, ask us through the question form [here](#).

The Bottom Line

Ignite Afterschool and Youthprise believe every grantee can be successful and want to bring out the best in each organization's work with young people. Our organizations are

committed to providing technical assistance and working with grantees to identify additional training, peer sharing, capacity building and coaching opportunities that may be helpful to your unique needs.

We want to support you in your work providing high quality afterschool programming to young people in Minnesota, and to help you successfully manage federal funds.

Good Luck!

APPENDIX A: SAMPLE APPLICATION

Wondering *exactly* what you'll see in the online grant application portal? We're including a sample application here so you know just what questions will be asked, which documents are required (see list below) and how many points each part is worth to help you plan ahead.

Good To Know: Narrative responses to the application questions must be provided in the online Youthprise Grant Application Portal. The following is just a sample for planning purposes.

Organization Information

Applying Organization Name*

List the name of the organization eligible to receive funding from the Believe & Build Afterschool funding and that will be legally responsible for administering the grant.

Character Limit: 100

Applying Organization Employer Identification Number* Character Limit: 250

Applying Organization Primary Mailing Address* Character Limit: 250

Applying Organization City* select a Minnesota city from the dropdown list.

Applying Organization Zip Code* Character Limit: 100

Applying Organization Primary Contact Person & Title* Character Limit: 200

Applying Organization Telephone* Character Limit: 20

Applying Organization Email* Character Limit: 100

Applying organization brief history and how it qualifies as a community-based organization* Character Limit: 6000

Is the Applying Organization a Fiscal Sponsor?* Yes No

Fiscal Sponsorship

The questions below are only applicable if the applying organization is applying on behalf of another organization that will operate the proposed activities. Note that an organization operating as a fiscal sponsor for these grants must also qualify as a community-based organization as defined in the RFP.

Operating Organization Name Character Limit: 100

Operating Organization Employer Identification Number Character Limit: 200

Operating Organization Primary Contact Person & Title Character Limit: 100

Operating Organization Telephone Character Limit: 20

Operating Organization Email Character Limit: 50

Operating Organization Address Character Limit: 250

Operating Organization City select a Minnesota city from the dropdown list.

Operating Organization Zip Code Character Limit: 250

Organization history and how the **operating** organization qualifies as a community-based organization Character Limit: 6000

(Updated 10/8/21 to address typographical error and reflect grant portal)

General Information About Organization Receiving Funds

The questions below pertain to the organization responsible for operating the proposed activities. The *Believe & Build Afterschool* grant program must fund community-based organizations. This means a non-governmental nonprofit organization that is representative of a community or significant segments of a community, and that provides educational or related services to individuals in the community. In addition, 50% of the funds are to be distributed to culturally specific, community-based organization by and for groups of people with a shared experience of marginalization, based on race, ethnicity, disability, gender identify or sexual orientation.

Annual Budget: Please enter your total annual operating budget (whole numbers only) for current fiscal year. *

Total Amount Being Requested for the 30-month grant. *

The questions below pertain to the organization responsible for operating the proposed activities. The *Believe & Build Afterschool* grant program must fund community-based organizations. This means a non-governmental nonprofit organization that is representative of a community or significant segments of a community, and that provides educational or related services to individuals in the community. In addition,

50% of the funds are to be distributed to culturally specific, community-based organization by and for groups of people with a shared experience of marginalization, based on race, ethnicity, disability, gender identify or sexual orientation.

Culturally Specific Community-Based Organization*

Does your organization consider itself a culturally specific, community-based organization by and for a group of people with a shared experience of marginalization, based on race, ethnicity, disability, gender identify or sexual orientation (this may include organizations by and for Black, Indigenous, Latinx, Asian American, and other Communities of Color; people with disabilities; and the LGBTQIA+ community)? No Yes

Leadership Reflects Population Served

If yes, describe how your organization is *by and for* the community you serve, including demonstrating how more than 50% of your board and/or organizational leadership and more than 50% of your staff reflect the culture of the population served. Character Limit: 1500

Racial Equity & Inclusion Policy (5 points) *

Does your organization have a formal racial equity and inclusion policy? No Yes

Authorization

The questions below pertain to the organization legally and financially responsible for the proposed grant.

Name & Title*

Please list the name and title of the Chief Executive, Board Member, or equivalent representative authorized to enter into legal agreements. By entering your name and title below, you certify that you are authorized to apply for this grant and acknowledge that this is your electronic signature. Character Limit: 200

Background Check*

Does your organization currently conduct background checks on volunteers/employees who work with youth in your program? Yes No Other

Background Check – No or Other

Conducting background checks is a requirement for an grantee. If you selected No or Other for the background check question, please describe how you will meet this requirement if selected for a grant award. Character Limit: 500

General Liability Insurance*

Does your organization have general liability insurance? Yes/No/Other

Please explain if you selected other for the liability insurance question.

(Updated 10/8/21 -Added to Sample Application to reflect questions in grant portal)

Assurances*

By electronically signing this grant application, you are certifying that you have read the assurances and are committing to, if awarded grant funds, adhering to and complying with the all assurances as described in the Request for Proposals.

Attachments/Uploads

Program Budget*

Please click on the link below to complete a budget form that describes how you will use The Believe & Build Afterschool funds. Make sure your budget aligns with the activities proposed in your program description. File Size Limit: 5 MB

Partnership letter (school – 2.5 points) (see RFP for details) File Size Limit: 3 MB

Partnership letter (library – 2.5 points) (see RFP for details) File Size Limit: 3 MB

Program Information

The Believe & Build Afterschool grants support comprehensive, evidence-based afterschool programming. Evidence-based afterschool, as described in Believe It. Build It. is grounded in A., shared purpose, principles and practices that reflect an understanding of the academic, social, emotional, and mental health needs of participants and guide planning and decision-making; B., design and delivery that is high quality and includes characteristics known to be linked to positive outcomes; and C., a culture of and commitment to ongoing learning and reflection that contribute to a cycle of continuous improvement. The remainder of this application focuses on those three areas of programming.

Program Name and Sites*

Please list the name and address for each location where programming will be provided: *Tip: If you will provide program activities at 3 different sites, there should be a site name and address for all 3 sites listed below.* Character Limit: 1500

Population Served*

In a program year, across all program sites, how many total individual young people do you anticipate serving in each of the follow age categories in your afterschool program*

Elementary (current K-5 students) # of children:

Middle school (current 6-8 students) # of youth:

High school (current 9-12 students) # of youth:

Priority demographics*

Which of the follow historically underserved populations of young people will your program serve? (check all that apply)

Students who qualify for free and reduced-price lunch

Students of color

English language learners

Students with disabilities

American Indian, Alaska Native and Native Hawaiian students

Students in foster care

Students in correctional facilities

Students experiencing homelessness

Migrant youth

LGBTQIA+ young people

Rural youth disproportionately impacted by the pandemic

Describe how the population of young people served by your program will meet the requirement that more than 50% of participants fall into one or more of the above categories.* Character Limit: 1500

Part A: We Believe—Shared Purpose, Principles and Practices (5 points)

Vision/Mission/Values*

What are your organization's vision, mission and values? Character Limit: 1500

Meeting Youth Needs*

What are the specific academic, social, emotional, and mental health needs of the young people who will be engaged in the programming described in this proposal?

What data did you use to identify these needs? Remember: A target population for this grant program includes young people who missed the most in-person instruction during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered during school building closures. Character Limit: 5000

Part B: Building Blocks of Effective Practice

Building Block 1: Intentional Program Design

Afterschool programs are more likely to achieve desired youth outcomes if they use a deliberate process to design, implement, and evaluate activities. In this section, explain the rationale behind your program design, including why and how it will improve social, emotional, and academic outcomes for participants. Be as specific as possible, including details that will help you measure your progress and success.

Participant Outcomes* (5 points)

What are your intended specific, measurable social, emotional, and academic outcomes for the young people who participate in your program? Character Limit: 1500

Program Description* (5 points)

Describe your program. What kinds of activities and opportunities will you provide as part of your programming? How do they address the academic, social, emotional and mental health needs of young people and connect to intended outcomes? Character Limit: 5000

Program Schedule* (5 points)

For each program site, provide a summary of a. the months in which you will offer activities; b. the days of the weeks of those activities; c. and start and end times each day. Year 1 of the grant is January – June and Years 2 and 3 are a full school-year calendar, excluding summer. Please distinguish between your plan for year 1 and years 2 and 3 when providing the details requested above. Remember: Programs must be designed with no less than 60 sessions of at least one hour each over a full school-year calendar, excluding summer.

Re-engaging disconnected young people* (5 points)

How will your program strive to engage students who missed in-person instruction during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered during school closures. What information will you use to identify or recruit these students? Character Limit: 1500

Building Block #2—Supportive Relationships and Environment

A welcoming and positive environment—where young people can fail and try again, explore their interests, and discover new passions—best supports learning and development.

Support for participants* (5 points)

What strategies will you use to ensure that young people in your program feel welcome and engaged in your program? Character Limit: 3500

Support for adults* (5 points)

How will you support staff and volunteers to ensure their commitment and ability to implement these strategies? Character Limit: 3500

Building Block #3—Youth Voice and Leadership

Young people are more likely to stay engaged and to build important skills in a program that places their interests at the center, and where their ideas and contributions are valued.

Shared Power*(5 points)

How will you partner with young people in leadership, including meaningful opportunities to plan, implement, and evaluate program activities. Character Limit: 3500

Support for Adults to Share Power with Youth*(5 points)

How will you support staff to authentically partner and share power with young people? Character Limit: 3500

Building Block #4—Responsiveness to Culture and Identity

Programs that provide young people with an opportunity to explore their identity within the context of their own culture as well as others deepen young people's sense of self agency and increases their openness and understanding toward all people.

Supporting young people's identity exploration*(5 points)

How will your program support young people to explore their own identity, including cultural beliefs and practices? Character Limit: 3500

Staff and Volunteers Lived Experience*(5 points)

Describe how staff and volunteers reflect the race, gender, culture, sexual orientation, language, and other qualities of the young people being served. Character Limit: 3500

Building Block #5—Community and Family Engagement

Young people's development is strengthened when positive reinforcement comes from many partners working together — from parents, families and caregivers who feel valued by the program and can better support their children at home to communities that are strengthened by a positive image of youth making valuable contributions to our world.

Family Engagement*(5 points)

How will your program build positive and meaningful relationships with families, including communication and opportunities for participation? Character Limit: 3500

Community Engagement*(5 points)

Describe how your program is visible in and engages young people in their local community. If relevant, list and describe all formal partnerships that are contributing to the afterschool programs in this grant. (School and library partnerships will result in competitive priority points as described in RFP.) Character Limit: 3500

Building Block #6—Youth Safety and Staff Support

An afterschool program is only as good as the people who run it and as solid as the foundation upon which it is built. Research shows that programs are most likely to impact student success when they are safe and stable and when staff are supported through professional development and training.

Youth Safety*(5 points)

Please briefly describe your organization’s approach to ensuring participant’s social, emotional, and physical safety. How are you ensuring that all youth are able to participate safely, including Americans with Disabilities Act (ADA) accessibility? Also include details about the staffing structure at each program site. What is your staff to youth ratio (how many young people participate in the program on any given day compared to the number of staff people there working with them)? Character Limit: 3500

(Updated 10/8/21 to clarify the acronym: ADA)

Professional Development*(5 points)

Please describe how your organization will engage afterschool program staff in professional development? Which staff will participate? How often and what type of professional development topics will staff have access to? Character Limit: 3500

PART C: “Continuous Program Improvement”

Continuous Program Improvement (CPI) is an ongoing intentional process within a culture of learning and reflection that helps programs keep making advances in their work with young people. It involves gathering and using information (data) that helps you build on what’s working as well as making adjustments that keep your program at its very best!

Evaluation Approaches*(5 points)

What data will you collect to measure your progress toward or success in achieving your intended outcomes and how will you collect it? Character Limit: 5000

Data*(5 points)

Describe your data collection and management procedures, including how you will track participation, protect data privacy, and share data as appropriate with partners.

Stakeholder Engagement in Evaluation and Continuous Improvement*(5 points)

Whom will you engage in planning, implementing, analyzing, and interpreting (making meaning of) data about your program? How will you ensure that different stakeholder groups have the supports they need to be involved in continuous improvement?
Character Limit: 5000

Believe & Build Afterschool Grants Scoring Summary

Program name: _____

	Program Score	Possible Score
Equity and Inclusion Policy		5
Program Budget		5
We Believe		5
Building Block 1: Intentional Program Design		20
Building Block 2: Supportive Relationships and Environment		10
Building Block 3: Youth Voice and Leadership		10
Building Block 4: Responsiveness to Culture and Identity		10
Building Block 5: Community and Family Engagement		10
Building Block 6: Youth Safety and Staff Support		10
Continuous Program Improvement		15
TOTAL APPLICATION SCORE		100
Priority Points: School Partnership letter		2.5
Priority Points: Library Partnership letter		2.5
TOTAL PROPOSAL SCORE		105

Believe & Build Afterschool Grants Scoring Rubric

Equity and Inclusion Policy						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Equity and Inclusion Policy Organization has a formal equity and inclusion policy in place.	5	X	X	X	X	X

Total Equity and Inclusion Policy points ____/5

Program Budget						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Reasonable and Thorough Proposed budget aligns with programming described in the application and clearly outlines how requested grant amount will be spent.	5	4	3	2	1	0
Comments:						

Total budget points ____/5

We Believe						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Vision/Mission/Values Proposal describes a clear vision, mission and values	2.5	2	1.5	1	.5	0
Youth Needs Proposal names the academic, social, emotional, and mental health needs of the young people who will be engaged, as well as sources used to identify those needs.	2.5	2	1.5	1	.5	0
Comments:						

Total "We Believe" Points ____/5

Building Block 1: Intentional Program Design						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Outcomes Proposal clearly describes intended measurable outcomes, linked to organization’s identified youth needs and program activities.	5	4	3	2	1	0
Program Description Proposal clearly describes activities and opportunities that will be provided, including how they address the academic, social, emotional and mental health needs of participants.	5	4	3	2	1	0
Program schedule Part 1 Meets or exceeds at least 60 one-hour sessions per school year (in year 2 and 3).	4 (90 or more sessions)	3 (61-89 sessions)	2 (60 sessions)	X	X	X
Program schedule Part 2 Clear description of program schedule in year 1.	1	X	X	X	X	0
Re-engaging disconnected young people Proposal clearly describes how program will engage students who missed in-person instruction during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered, including sources used to identify those young people.	5	4	3	2	1	0
Comments:						

Total Intentional Program Design Points ____/20

Building Block 2: Supportive Relationships and Environment						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Support for participants Proposal clearly and thoroughly describes strategies to help young people feel welcome and engaged in programming.	5	4	3	2	1	0
Support for adults Proposal clearly and thoroughly describes how program will support staff and volunteers to ensure their commitment and ability to implement strategies for welcoming and engaging young people.	5	4	3	2	1	0
Comments:						

Total Supportive Relationship and Environment Points ____/10

Building Block 3: Youth Voice and Leadership						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Shared power Proposal clearly and thoroughly describes how adults will partner with young people to lead, including meaningful opportunities to plan, implement, and evaluate program activities.	5	4	3	2	1	0
Support for adults Proposal clearly and thoroughly describes how program will support staff and volunteers to authentically partner and share power with young people.	5	4	3	2	1	0
Comments:						

Total Youth Voice and Leadership Points ____/10

Building Block 4: Responsiveness to Culture and Identity						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Identity exploration Proposal clearly and thoroughly describes how program will support young people to explore their own identity, including cultural beliefs and practices.	5	4	3	2	1	0
Staff and Volunteers' Lived Experience Proposal clearly and thoroughly describes how staff and volunteers reflect the race, gender, culture, sexual orientation, language, and other qualities of the young people being served.	5	4	3	2	1	0
Comments:						

Total Responsiveness to Culture and Identity Points ____/10

Building Block 5: Community and Family Engagement						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Family Engagement Proposal clearly and thoroughly describes how program will build positive and meaningful relationships with families, including communication and opportunities for participation.	5	4	3	2	1	0
Community Engagement Proposal clearly and thoroughly describes how program will be visible in and engage young people in their local community.	5	4	3	2	1	0
Comments:						

Total Responsiveness to Culture and Identity Points ____/10

Building Block 6: Youth Safety and Staff Support						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Youth Safety Proposal clearly and thoroughly describes how program will ensure participant’s social, emotional, and physical safety.	5	4	3	2	1	0
Professional Development Proposal clearly and thoroughly describes how the organization will engage staff in professional development linked to intended outcomes and the elements of effective practice.	5	4	3	2	1	0
Comments:						

Total Youth Safety and Staff Support Points ____/10

Continuous Program Improvement						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Evaluation Approaches Proposal clearly and thoroughly describes how data will be collected and used to measure progress toward or success in achieving the intended outcomes.	5	4	3	2	1	0
Data Proposal clearly and thoroughly describes what data will be collected, and how it will be collected and managed, including tracking participation, protecting data privacy, and data sharing as appropriate	5	4	3	2	1	0
Stakeholder Engagement Proposal clearly and thoroughly describes how stakeholders will be engaged and supported to plan, implement, analyze, and interpret (making meaning of) data and evaluation.	5	4	3	2	1	0
Comments:						

Total Continuous Program Improvement Points ____/15

APPENDIX B: STATE OF MINNESOTA ASSURANCES

In order to be eligible to receive a *Believe & Build Afterschool* grant, your organization must agree to certain obligations — or assurances — established by the state of Minnesota. Please read this section carefully to ensure that your organization can meet all these requirements.

Assurances required for federal funding

The applicant, by signing the coversheet to the application submitted to Ignite Afterschool, certifies they have read all application documents, including any revised documents. The applicant agrees to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4D) State and federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices and Disclosure of Breach in Security; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by Ignite Afterschool) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit the state or Ignite Afterschool, its subcontractors or state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to the state, Ignite Afterschool, its subcontractors or state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of Ignite Afterschool and/or the state within the times required by it. Ignite Afterschool and/or the state reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to Ignite Afterschool and/or the state any unexpended funds not accounted for in the financial report due to Ignite Afterschool and/or the state at grant closeout.

B. The grantee shall present reports to the Commissioner of the Department of Education or the state's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.

C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if Ignite Afterschool and/or the state is allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from Ignite Afterschool. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense reimbursement rates (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>). Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

3. Equipment

Upon termination of the award, Ignite Afterschool and/or the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars located in [2 Code of Federal Regulations \(CFR\), Part 200](#) and/or as in the approved budget and/or specific legislation.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by Ignite Afterschool and/or the state unless approved in writing by Ignite Afterschool and/or the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish a legitimate meeting, conference business for approved grant activities. Budget allocations for food must be approved by Ignite Afterschool and/or the state. Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principal information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as an Ignite Afterschool or U.S. Department of Education conference.

B. Records

The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

1. The six-year retention period shall commence from the date of submission of the final expenditure report.
2. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
3. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

C. Examination

Ignite Afterschool or its representative or the Minnesota Department of Education, or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

D. State and Federal Audits

Under [Minnesota Statutes, section 16B.98, Subdivision 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

5. Liability

Grantee agrees to indemnify and save and hold Ignite Afterschool and the state, their agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by Ignite Afterschool and the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for Ignite Afterschool or the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights

The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state's ownership interest in the works and documents.

B. Notification

Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

C. Representation

The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee's expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.

The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the state's opinion is likely to arise, the grantee, must at the state's discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

7. Publicity

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, website pages, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall publicly identify Ignite Afterschool and the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state's authorized representative.

The applicant/awardee must not claim that Ignite Afterschool, the state or the federal Department of Education endorses its products or services. See a sample statement below:

Example: The contents of this publication, film, or conference do not necessarily represent the policy of the federal Department of Education, the state Department of Education or Ignite Afterschool and you should not assume endorsement by these entities.

See the sample publicity statement below for citing the funding source below:

Example: This training is partially funded with a grant from Ignite Afterschool through the Minnesota Department of Education using federal funds, CFDA 84.425U, American Rescue Plan Act, Elementary and Secondary School Emergency Relief Fund

8. Government Data Practices, Disclosure of Breach in Security, and Data Sharing

The grantee, Ignite Afterschool and the state must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by the grantee, Ignite Afterschool or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify Ignite Afterschool and the state. Ignite Afterschool and the state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

[Minnesota Statutes, section 13.055](#), applies to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

All participants of the applicant entity, and any partnership entities described, will share relevant data in compliance with applicable laws relating to privacy and confidentiality

9. Data Disclosure

Under [Minnesota Statutes, section 270C.65](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees or employees of Ignite Afterschool. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of Ignite Afterschool and

the state. It is understood, however, that grantee remains solely responsible to Ignite Afterschool and the state for providing the products and services described.

17. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Minnesota Statutes Chapter 363A. Human Rights](#)

19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by Ignite Afterschool, the state or their designee. If an exception to this is determined necessary by Ignite Afterschool and/or the state, the grantee would be informed in writing or email by Ignite Afterschool's and/or the state authorized representative or designee.

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor

until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under [Minnesota Statutes, section 270C.65, subdivision 3.](#)

22. Cancellation with or Without Cause

An award contract may be cancelled by Ignite Afterschool and/or the state at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state and/or Ignite Afterschool from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by Ignite Afterschool and/or the state to the grantee. Ignite Afterschool and the state are not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state and/or Ignite Afterschool will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Ignite Afterschool must provide the grantee notice within a reasonable time of Ignite Afterschool receiving notice from the state.

24. Cancellation Due to Failure to Comply

Ignite Afterschool and/or the state may cancel an award contract immediately if Ignite Afterschool and/or the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. Ignite Afterschool may take action to protect the interests of Ignite Afterschool and/or the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25. Conflict of Interest

In accordance with [the Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

26. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for

employees and the public. Refer to [Minnesota Statutes, section 201.162](#), Duties of State Agencies for the complete statute.

27. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

28. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

29. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

30. Contracting – Nongovernmental Entities

Pursuant to Minnesota Statute 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

30. Program Accessibility and Safety

The grantee's afterschool programs will be in a safe and easily accessible facility. If the afterschool program(s) are located in a facility other than an elementary school or secondary school, the programs will be at least as available and accessible to the students to be served as if the program were located in an elementary school or secondary school, including:

- (i) The grantee shall comply with any and all provisions of crisis management policy as set forth in Minnesota Statutes, section 121A.035.
- (ii) The grantee shall comply with any and all provisions, as applicable, of Minnesota statutes and rules pertaining to Pupil Transportation.

(iii) The grantee shall comply with any and all provisions, as applicable, pertaining to background checks and mandated reporting as set forth in Minnesota Statutes, sections 123B.03, 230E, 299C.61, 299C.62.

31. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award or assurances, or their successors in office.

32. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- f. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the OGAN, other award document and relevant legislation.
- h. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification.
- i. The grantee assures that if the award involves federal funding the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act (CMIA) of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles, with the current Federal Education Department General

Uniform Administrative Regulations, Part 200 or other applicable code of federal regulations applicable to this federal reimbursement request.

a. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.

b. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.

c. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more type of information such as social security number, credit card numbers, place of birth.

d. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 2, CFR 200.321 for more information.

e. Grantees shall consider applicable vendors from the targeted groups, economically disadvantaged and veteran-owned vendor list. Refer to the State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List

f. Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program

g. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

h. Grantee and their subrecipients of federal grant funds will adopt the requirements in the Code of Federal Regulations at 2, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the grantee, its employees or its subrecipients.

i. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations

potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.

j. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.

k. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).

l. Grantees will provide information to MDE, upon request and in a timely fashion to accommodate MDE's reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, proposed grantees must provide, upon request any documentation necessary for MDE to conduct their risk assessment.