

ARKANSAS DEPARTMENT OF EDUCATION
RULES AND REGULATIONS
GOVERNING THE INTERVENTION BLOCK GRANT PROGRAM
May 14, 2001

1.00 REGULATORY AUTHORITY

- 1.01 These regulations shall be known as Arkansas Department of Education Rules and Regulations governing the Intervention Block Grant Program.
- 1.02 The State Board of Education enacted these regulations pursuant to its authority under Arkansas Code Annotated §6-11-105(a)(9)(Repl. 1999).

2.00 PURPOSE

The purpose of these regulations is to set forth the general guidelines for the funding and operation of the Intervention Block Grant Program, which provides support, and enhancement of the educational growth and preparation of children for success through early childhood into public school.

3.00 DEFINITIONS

- 3.01 ADE: Arkansas Department of Education
- 3.02 At-Risk: Students who are at-risk of failing or are not performing at their academic/grade level and/or developmental age level. Factors for being at-risk may include socio-economic factors, disciplinary concerns, low academic performance, high absenteeism, and Limited English Proficiency.
- 3.03 Shall: The use of the word "shall" indicates that a provision is mandatory.
- 3.04 Should: The use of the word "should" indicates that a provision is recommended, but is not mandatory.
- 3.05 Early Childhood Education: Programs that are either home-based parent focused such as, PAT, HIPPY, or pre-kindergarten services.
 - 3.05.1 PAT: Parents As Teachers, in Arkansas utilizing the required elements as recognized by the Parents As Teachers National Center in St. Louis, MO serving children less than four years of age.
 - 3.05.2 HIPPY: Home Instruction Program for Pre-school Youngsters, serving children ages 3-5 years.

3.06 Pre-K through 6th Grade Programs: Programs that target at-risk students, which may include, but are not limited to, before and after school services, parent centers, parent involvement activities, family literacy, service-learning, tutoring, and mentoring.

3.06.1 Service-Learning: Programs that engage students in structured, hands-on service projects that meet community needs, and at the same time helps students develop personal, civic, and academic skills.

3.07 RFP: Request For Proposal is the method by which individual public schools, districts or education service cooperatives will make application for funding under the Intervention Block Grant.

4.00 FUNDING THE INTERVENTION BLOCK GRANT

4.01 Public schools, districts, or education service cooperatives shall be eligible for funding for programs serving children/students up through 6th grade.

4.02 Funding will be available through a competitive RFP process.

4.03 Applicants are eligible to be funded for up to 12 months and may re-apply on an annual basis, not to exceed three consecutive years.

4.04 Applicants applying as a second year program will be required to provide 25% in-kind matching funds. Applicants applying as third year programs will be required to provide 40% in-kind matching funds.

4.05 Programs, which go one year or more without funding, shall be considered as a first year applicant when re-applying.

4.06 The recipient of these funds shall ensure that the activities planned under the Intervention Block Grant must be correlated with the development of the current ADE initiatives, priorities, goals, and if applicable, should continue during any summer activities.

4.07 If funds are available, a RFP will be issued each year of the biennium.

4.08 Funds may be used for programs, services and/or activities such as: before and after school programs, parent centers, parent involvement programs/activities, home-based, parent focused services (PAT, HIPPY, etc.), tutoring, mentoring, family literacy, service-learning programs, and early childhood services.

4.09 Funds may be expended for, but not limited to, salaries, benefits, purchased services, materials, supplies, telephone, utilities, travel related

directly to the program, professional development, and transportation services.

- 4.10 Funds may not be used for construction, purchasing a facility, major renovations, purchasing vehicles, professional grant writing services, indirect administrative cost, cultural enrichment activities that may include field trips, rewards or financial incentives to individuals.
- 4.11 Average grant award will be through a competitive grant process and should not exceed \$75,000. Funding per program will depend on the number of individuals served, the scope, diversity and intensity of activities, the probability of long-range effect on student achievement, and the availability of additional resources.
- 4.12 The funds shall be distributed to schools, districts, or education service cooperatives in two payments contingent on receipt of required reports.
- 4.13 The ADE may set aside up to 5% of the total amount budgeted by the State Board of Education for Intervention Block Grant funds each fiscal year for providing and/or receiving training, technical assistance, and program review activities for teachers, ADE personnel and other staff supporting the grant program.

5.00 REQUIRED APPLICATION COMPONENTS

- 5.01 The RFP will clearly define the required application components, which shall include, but not limited to, a Program Narrative, Coordination of Resources, Management Plan, Program Evaluation, Budget and Budget Summary.
 - 5.01.1 Program Narrative should clearly define the goals, objectives and activities of the program, justification of the need, and the target population.
 - 5.01.2 Coordination of Resources should clearly identify both financial and human resources that will be utilized to implement and maintain the proposed program. The coordination of these resources should reflect a linkage to the Arkansas Comprehensive School Improvement Plan (ACSIP).
 - 5.01.3 Management Plan should provide the program goal(s) and include a detailed listing of program objectives with accompanying activities, timeline, number impacted, personnel responsible, and method of evaluation.

5.01.4 Program Evaluation should provide detailed description on qualitative and quantitative process for determining the success and/or impact of the program.

5.01.5 Budget and Budget Summary should provide a detailed summary and justification of the proposed budget and information of other financial resources utilized.

7.00 SELECTION PROCESS

7.01 ADE will convene a panel to review and rate grant applications according to a scoring rubric. The recommendations based on the reviews of the panel will adhere to the internal approval process of the ADE.

7.02 Applications shall meet a minimum score as designated in the RFP to be eligible for funding.

7.03 The ADE shall not assume any responsibility for notifying the applicant regarding incomplete or missing information within the application.

8.00 REPORTING REQUIREMENTS

8.01 Programs will be required to submit in writing any request for changes in the approved goals, objectives, management plan, and/or budget.

8.02 Programs shall submit timely quarterly reports, end-of-program-year financial reports, results of evaluation/impact of the program, and samples of any product developed as a result of these funds as required by the ADE.

9.00 COMPLIANCE

9.01 Programs will be monitored through site visits, required program reports, and fiscal review.

9.02 All applications made to the ADE requesting funding under the Intervention Block Grant become the property of the ADE and may be reproduced and used at the discretion of the ADE.

9.03 The ADE reserves the right to access any materials and/or products created as a result of the Intervention Block Grant for the purpose of training, dissemination, and/or replication.