

Joint Use Agreement (JUA)

2023-2024

Grant Guidelines



Deadline: Friday, January 5, 2024

Applicants must read the grant guidelines before attempting to complete this application.

**School Health Services
Division of Elementary and Secondary Education
Four Capitol Mall, Mail Slot #14
Little Rock, AR 72201
Phone: 501-683-3604**

The Arkansas Department of Education Division of Elementary and Secondary Education (DESE) reserves the right to make necessary policy changes after proposals are submitted.

**DESE
JOINT USE
AGREEMENT**

PURPOSE **GUIDELINES 2023-2024**

Joint Use Agreements (JUA) are formed to meet the shared goals and needs of the school and community while focusing on maximizing resources and increasing opportunities for physical activity. This concept affords schools and communities unique opportunities for children and adults to be healthier individuals. A JUA refers to a school forming an ongoing partnership with one or more entities, organizations, or city leaders to share indoor or outdoor space to meet shared goals and community needs. Through the shared use of space, schools and communities see a fiscal benefit while providing added amenities and services for both students and other community members.

Joint use is the practice of allowing the use of public school buildings and/or grounds by non-public school entities and/or vice versa. A JUA is a collaborative agreement between a school and local government or non-profit entity setting forth the terms and conditions for shared use of public property/facility. JUAs can range in scope from relatively simple written agreements, such as opening school playgrounds to the community outside of school hours where both agencies agree to maintain and support the space, to complex collaborations, such as a district allowing community individuals and groups to access all school recreation facilities or allowing schools to access all city or county recreation facilities.

ELIGIBLE APPLICANTS

All Arkansas public school districts are eligible to apply. To be eligible for funding, the joint use partnership must be between an individual school district and a local government agency or non-profit organization. The school/district and joint use partner(s) must show proof that each will contribute resources and long-term stability to the proposed project and facility. All projects should focus on increased physical activity. These funds are not intended to create new programs, but rather to increase access to existing recreational facilities.

To be eligible, districts must be in compliance with all previous grant awards received from the DESE School Health Services office. Districts are eligible to receive grants according to the district enrollment per fiscal year. The following guidelines will be followed:

Number of students in applying district	Maximum number of awards per grant year
0-1,000	2 Awards
1,001-5,000	4 Awards
5,001-30,000	6 Awards

GRANT / AWARD GUIDELINES

The JUA grant funds must be used to assist schools and communities in achieving collaborative partnerships to improve the overall health status of students and/or other community members by increasing opportunities for physical activity. Grants are available for schools/districts to partner with a local government agency or non-profit organization. The public school district **must** act as the fiscal agent of the grant funds.

GRANT REQUIREMENTS

All projects must focus on increasing physical activity for students and/or the community through the joint use of a recreational facility. The school district's wellness committee is strongly encouraged to act as the advisory board for the joint use project, as the committee consists of district officials, community members, students, and parents.

All funded partnership agreements must be valid for at least two years, with the JUA advisory board revisiting the agreement annually. Schools may partner with one or more agencies/organizations in order to fulfill project and community needs. All partners must benefit from the creation of the partnership. All partners must provide ongoing resources, personnel, and financial assistance to support and continue the sustainability of the joint use partnership.

Phase I: School Board Policy Development and Adoption

Upon approval of funding, first-time awarded districts receiving the JUA grant will be required to adopt a stand-alone joint use agreement school board policy. This is intended to be a long-standing policy to provide the district with guidelines for sharing facilities for use by the community, with the intent of addressing collective school and community needs through increased healthy opportunities for students and others in the community. As part of the funding requirements, grantees will be required to submit a copy of the adopted policy to the DESE.

A stand-alone joint use agreement school board policy is not required to be developed and adopted until after the district has been awarded the grant. The district's joint use advisory board should develop the policy to serve as a guiding principle to influence future decisions and actions of the local school board. The policy should generate guidance for the board to address student health needs, as well as ways to address the needs of different constituents of the school community (e.g., students, teachers and other personnel).

Phase I: Requirements

The grantee must accomplish the following benchmarks in Phase I:

- Notify the public of the receipt of the grant and the proposed activities;
- Develop and adopt a stand-alone JUA school board policy to allow the district to establish and convey a goal which consists of impacting community health through joint use of school facilities; and
- Submit a copy of the adopted policy and board minutes showing the approval to DESE by March 01, 2024.

Phase II: Joint Use Implementation

Upon approval of funding, all proposed partnerships must draft a formal written joint use agreement (JUA) between partners to outline the project and partnership details, roles, and responsibilities.

Phase II Requirements:

The grantee must accomplish the following benchmarks in Phase II:

- Convene partners/advisory board on a regular basis;
- Develop a formal written joint use agreement between partners to address such areas as program costs, liability, maintenance, and operation costs, etc.;
- Submit a copy of the approved formal written agreement to the DESE, by March 01, 2024;
- Implement the joint use project; and
- Submit required year-end reports.

SUBMISSION GUIDELINES

The following grant preparation guidelines must be followed:

- Follow the grant application outline/template provided.
- The Section I Applicant Information form should appear on the first page of the submitted proposal. All information should be complete and legible.
- The Section II Program Description portion of the application should be typed single-spaced using 11-point Calibri font and 1" margins. The program description may not exceed four (4) pages.
- Answer all questions in Appendix B: Questionnaire section in detail. Responses should be single-spaced and may not exceed six (6) pages.
- Number ALL pages of the submission.
- Include the completed appendix documents in the appendix section of the submission, along with the following information:
 1. A letter of support from the district's superintendent
 2. A letter of support from the school board
 3. A letter of support from partnering organization's administration
 - a. An aerial map of the target community depicting the proposed JUA site and all recreational spaces available in the area. Clearly label the aerial map to identify the JUA location and other recreational spaces.

Submit completed applications as a **single** PDF file to ade.schoolhealthservices@ade.arkansas.gov. Applications must be received on or before January 5, 2024.

PRIORITY

Priority points will be given to those proposed projects which document:

- Prevalence of childhood obesity based on the applying school's BMI report;
- Evidence of limited community recreational facilities due to a rural location or due to lack of available space because of a dense population;
- Evidence of prior existing joint use efforts;
- Evidence of proposed project sustainability;
(These areas have more heavily weighted point values on the scoring rubric and are indicated on the application questionnaire with the () symbol.)*
- The target JUA site is designated as an underutilized facility through DESE Facilities and Transportation. https://dpsaft.ade.arkansas.gov/Files/Unused%20Underutilized%20110723_231107081248.pdf

SELECTION PROCESS

Applications will be subject to internal and external reviews. The internal review will assess completeness, eligibility, and technical merit. The review criteria outlined in the Joint Use Agreement Guidelines will be used by the external objective review committee to review and score eligible applications. Each applicant considered for funding may be subject to a site visit as part of the review process.

REPORTING & EVALUATION REQUIREMENTS

All joint use grantees will be required to set goals and objectives. All grantees will be required to provide a financial expenditure report at the end of the grant period.

Those reports include, but are not limited to:

- Year-end Financial Report
- Project Performance Report

FUNDING TERMS AND CONDITIONS

Schools/Districts may apply for a maximum of \$30,500 to assist with efforts in joint use policy adoption and project implementation. Upon an application being selected for funding, the partnering entities must complete the two required phases to meet the criteria for funding.

- Phase I will require the district to develop and adopt a stand-alone joint use school board policy. Awardees may receive up to \$500 for Phase I activities.
- Phase II will require the district and the partnering entity to draft and adopt a formal written agreement and implement the proposed joint use of space. Awardees may receive up to \$30,000 for Phase II activities. Phase II project implementation must begin upon receipt of award. Grantees must report expenditures for the grant funds at the end of the funding cycle (June 30th). All grant funds will be issued on a reimbursement basis.

Reapplying districts who have been awarded a JUA grant previously, may apply for continued support for joint use activities within the district via a reapplication process. However, reapplying districts are eligible for the maximum amount available for Phase II funding only. Reapplying grantees must comply with the following additional guidelines:

- Previously funded grantees may receive funding only if the proposed project has identified a different partner than in the previously funded joint use project or the project site/facility is different from the previously funded joint use project.
- The awarded district is within the maximum number of grants available per fiscal year (*See table provided on page 2*).

SECTION IA: APPLICANT INFORMATION (3 points)

The applicant must provide requested information.

SECTION II: PROJECT DESCRIPTION (40 points)

The district must provide a narrative explaining the description of the project. Provide a single-spaced description, of no more than four (4) pages, which responds to each of the following items:

1. Describe the proposed JUA project and location.
2. Discuss the needs and barriers, that exist in the school/community related to physical activity and/or the proposed partnership.
3. Using the identified barriers. How will this project/partnership help overcome those needs and barriers?

4. Describe how the project will support a healthier community and increase opportunities for physical activity. Evidence should be provided to show how partnering entities have collaborated to determine and meet student/community needs.
5. Describe how the project and use of the proposed joint use space falls within the purview of the partnering organization.

Project Description Support Documents (15 points)

The application submission must include a letter of support from each entity involved in the project proposal. Each letter of support should include the school or partner’s commitment of resources to the project and how the project will benefit the organization. *The following documents should appear after the questionnaire portion of the submission.*

- A letter of support from the district’s superintendent.
- A letter of support from the school board.
- A letter of support from the partnering organization’s administration.
- An aerial map of the target community depicting the proposed JUA site and all recreational spaces available in the area. Clearly label the aerial map to identify the JUA location and other recreational spaces.

SECTION III: PROJECT PERFORMANCE OBJECTIVE (30 points)

All grant applications must provide a description of how the project will be evaluated for effectiveness. Generally, one or more project performance measures should be established for each objective that demonstrates whether the recipient is making progress towards meeting each project goal/objective listed in **Section II, Project Description**. For each performance measure, a target level of performance must be established to compare to actual performance data to demonstrate the recipient’s progress towards meeting or exceeding their target level of performance.

The applicant must choose one of the two state level goals to set measurable performance objectives for the proposed project. State Goal 1 focuses on increasing the hours a space is available and State Goal 2 focuses on increasing the number of users accessing the space. Choose the goal that most appropriately fits the proposed project. Applicants must set at least one objective for the chosen goal.

SECTION IV: PROJECT BUDGET & BUDGET NARRATIVE (10 points)

All grant applications must include a project budget and budget narrative. The budget narrative should explain in detail what will be purchased with grant funds. The applicant must complete the “**DESE Grant Budget and Budget Narrative Form**” as part of the grant application. Applicant budgets must provide sufficient detail for the DESE program staff to conduct a cost analysis of the applicant’s budget.

The amount of the budget must match the amount of grant funds requested in the application. Line-item budget changes that exceed 10% of the total grant award amount must be pre-approved in writing by the program manager. All costs must be budgeted in the grant recipient’s approved application to be eligible to be charged to the grant. Only costs included in the approved budget will be reimbursed.

SECTION V: FINANCIAL MANAGEMENT SYSTEM NARRATIVE (5 points)

The district must provide a narrative describing the accounting system and financial management system that the recipient has in place in order to properly administer grant funds. As a recipient, you must have a financial management system in place that is able to record and report on the receipt,

obligation, and expenditure of grant funds. In your description of your accounting system, please provide a description of the following:

- Internal controls - Your system should allow you to exercise effective control and accountability for all cash, real and personal property, and other assets. As a grant recipient, you must adequately safeguard all such property and assure that it is used solely for authorized purposes.
- Budget controls - Your system must allow for the comparison of expenditures with budget amounts for each grant award.
- Allowable costs - Your system must provide procedures for determining the reasonableness, allowability, and allocability of costs.
- Source documentation - Your system must require records that identify the source and application of grant funds. These records must contain detail regarding the obligation of funds, unobligated balances, assets, expenditures, income, interest, and be supported by adequate source documentation.
- Cash management – An adequate system will require you to minimize the time between the receipt and the expenditure of grant funds when funds are received in advance.

*NOTE: The District may provide the existing written financial management policies and procedures in order to meet this requirement. Grant recipients must demonstrate the responsibility, financial management capacity, and fiscal integrity necessary to adequately and appropriately manage awarded funds.

BUDGETING GUIDELINES

All applicants must submit a proposed budget form and budget narrative. Grantees must use grant funds to support activities related to joint use policy development and costs incurred with the shared-use facility. All funds must be directly related to increasing opportunities for physical activity.

All funds must support the activities proposed in the application as approved by the DESE. All funded projects will be required to report expenditures at the end of the funding cycle, June 2024. If funds remaining at the end of the funding cycle, grantees may submit a proposal to extend the use of the funds through October 01, 2024. Additional information and documents will be provided to grantees during the funding cycle. Grant funds will be issued to the grantee on a reimbursement basis.

All JUA expenditures will be recorded and monitored through the Arkansas Public School Computer Network (APSCN). Indirect/administrative costs may not be charged to this grant. Expenses incurred prior to the award may not be charged to this grant.

Phase I Budgeting

Districts must use Phase I funding to support the costs incurred in the process of development and adoption of the joint use policy. Awardees may receive up to \$500 for Phase I activities. These funds may be used for support of planning meetings, materials, and supplies, minimal travel (related to the project planning), stipend to compensate personnel responsible for gaining the support of the development of the project and school board policy.

Phase II Budgeting

Districts must use Phase II funding to support the costs incurred in the actual implementation of the joint use project/partnership. Awardees may receive up to \$30,000 for Phase II activities. Up to 10% of the Phase II grant funds may be used toward program supplies.

If the project has a program aspect, instructional supports, and supplies related to programming should be provided by the agency offering the program. These funds are not intended to support or create new programs, but rather to increase access to recreational facilities. Funds must be used for minor site preparations/renovations (if applicable), stipends for supervision of the facility while in use by an outside agency, compensation for increased operating costs, JUA signage to identify shared use, and maintenance services incurred due to the additional use of the facility. Travel may not be charged to this phase of the grant.

For proposed construction/renovation projects that involve all grant funds being used for one expense other than “building operation,” both partners must provide a 50% match of the grant funds requested in order to be eligible for funding. These matching funds may include in-kind contributions. For projects which target the community as a whole, a local government agency must act as a lead community partner.

BUDGET CATEGORIES

Salary

Stipends (for supervision of the shared facility)

Operations expenses

General Supplies

Remodeling cost (maintenance department, supplies needed) utilities, etc.)

Travel Expenses (PHASE I ONLY)

Equipment (more than \$1,000 per on single item)

Contract (HVAC, Asphalt, concrete, etc.)

Allowable/Unallowable Expenses

Expenditures must follow state guidelines and must be clearly tied to the goals and objectives of the JUA project. Supporting documentation for expenditures will be required of grantees. Examples of such documentation may include an APSCN (Arkansas Public School Computer Network) generated Board Report, Expenditure Audit Trail Report, purchase orders, invoices with check numbers, payroll records, bank statements, etc.

Some examples of non-allowable expenditures are:

- New construction, although basic development green space and minimum remodeling may be allowed at the discretion of the grant review committee;
- Personnel stipends for program instructors or coaches;
- Supplanting public school state requirements;
- Legal fees;
- Administrative costs;
- Equipment rental/acquisition costs above \$1,000.00 without grant application approval;
- Electronics; and
- Other costs, as deemed reasonable and necessary by the grant review committee.

Some examples of allowable expenditures are:

- Custodial or security services;
- Utilities and other building operating costs related to the extra use of the facility;
- Contract labor or equipment rental;
- Minimal program and activity supplies (10% of total Phase II award);

- Personnel stipends for supervision of the shared facility;
- Basic or minimum remodeling projects; and
- Other expenses, as deemed reasonable and necessary by the grant review committee.

***NOTE: This is NOT an all-inclusive list of allowable and non-allowable expenses.**

Changes that result in a 10% or greater deviation from any budgeted line item must be pre-approved in writing by the DESE GPC. All costs must be budgeted in the grant recipient’s approved proposal to be eligible to be charged to the grant. Only costs included in the approved budget will be reimbursed.

APPENDIX FORMS/ DOCUMENTATION (APPENDIX A-H)

The district must include the following forms and signatures on appropriate pages in order to be eligible for funding:

- A. Co-Applicant Agreement (2 pts.)
- B. Questionnaire-Provide a brief, but descriptive answer to each question. The questionnaire section may not exceed six (6) pages. Responses to this section should be single-spaced. (141 pts.)
- C. Facility, Health, and Safety Assurances (2 pts.)
- D. Joint Use Advisory Board (2 pts.)
- E. Partner Profile, 501c3 (if applicable) (5 pts.)
- F. Joint Use Agreement Certificate of Assurance (2 pts.)
- G. Copy of existing stand-alone Joint Use School Board Policy (if applicable)
- H. Copy of the APSCN BMI Student Cognos report for the applying LEA

The Division of Elementary and Secondary Education will convene a committee to review and score the grant applications based on a point system for each required section of the application and the appendix. The recommendation of the committee will be presented to the DESE Assistant Commissioner for consideration. Any section not completed or missing components will not be scored or will result in minimum point scoring as designed by the scoring rubric.

School districts should submit applications to Ade.schoolhealthservices@ade.arkansas.gov. Applications should be submitted as a single PDF file attachment. The email subject line should reference the “2023-2024 Joint Use Agreement Grant Application”. Applications must be received by the DESE on or before Friday, January 5, 2024.

For questions related to this request for applications, please contact the School Health Services office at 501-683-3604.