

# ***Joint Use Agreement (JUA)***



**2018-2019**

## **Fall Release Grant Guidelines**

**Deadline: Wednesday, January 9, 2019**

***Faxes or electronic submissions will not be accepted.  
Applicants must read the grant guidelines before attempting to  
complete this application.***

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*The Arkansas Department of Education reserves the right to make necessary state policy changes after proposals are submitted.*

**ARKANSAS DEPARTMENT OF EDUCATION  
JOINT USE AGREEMENT GUIDELINES  
2018-2019**

**PURPOSE**

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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 opportunity for physical activity. This 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. These funds are not intended to create new programs, but rather to increase access to existing recreational facilities.

Joint use is the practice of allowing use of public school buildings and/or grounds by non-public school entities and/or vice versa. A JUA is a school, agency, organization, city or county agreement of collaboration 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**

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All Arkansas public school districts including charter schools 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 its 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.

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

<b>Number of students in applying district</b>	<b>Maximum Number of awards per grant year</b>
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 proposed partnerships must be 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 joint use partnership in perpetuity.

### **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. Grantees will be required to submit a copy of the adopted policy to the ADE.

**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: Joint Use School Board Policy Planning and Adoption**

The grantee must do the following 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 ADE.

## **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: Joint Use Implementation**

The grantee must do the following in Phase II:

- Convene partners/advisory board on a regular basis;
- Develop a formal written joint use agreement between agencies to address such areas as program costs, liability, maintenance and operation costs, etc.;
- Submit a copy of the approved formal written agreement to the ADE;
- Implement the joint use project;
- Include the efforts of the joint use project with the district's wellness committee goals and objectives.
- Participate in the State JUA program evaluation; and
- Submit a financial expenditure report generated from the Arkansas Public School Computer Network (APSCN), at the end of the grant cycle.

## **SUBMISSION GUIDELINES**

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The following grant preparation guidelines are to be followed:

- Follow the grant application outline/template provided.
- The "Applicant Information" should appear as the first page in the submitted proposal. All information should be complete and legible.
- The application should be typed using 12-point Arial.
- The application should have 1" margins.
- Limit the narrative and questionnaire section of the application to ten pages or less (excluding forms appearing in the Appendix).
- Draft a project description that provides a detailed account of the information requested in the bulleted list of the application. The project description should be single spaced and is limited to four pages.
- Answer all questions in the questionnaire section in detail. Responses should be single spaced, and the length of the questionnaire response section is limited to six pages.
- Number ALL pages of the submission.
- Include the completed appendix form documents in the appendix section of the submission, along with the following information: school support letter; partner support letter; aerial map; proof of 501(c)3 non-profit status of the partnering agency, and existing joint use school board policy (if applicable).
- Submit the original application and three copies to the Arkansas Department of Education no later than 4:00 p.m. on Friday, November 16, 2018.

## **PRIORITY**

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

- Prevalence of poverty among students based on the applying school's free and reduced lunch counts;
- Prevalence of childhood obesity based on the applying school's BMI reports;
- Current limited community recreational facilities due to rural location or due to lack of available space because of dense population;
- Evidence of prior existing joint use efforts; and
- Evidence of proposed project sustainability.

*(These areas have more heavily weighted point values and are indicated on the application template with the (\*) symbol.)*

- Located in an Arkansas Department of Health designated "Red County"
- Serving students population of 80% or greater Free and Reduced Lunch Rate

## **SELECTION PROCESS**

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Proposals 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 rank proposals. Each applicant considered for funding may be subject to a site visit as part of the review process. All grantees will be required to provide a financial expenditure report at the end of the grant period.

## **REPORTING & EVALUATION REQUIREMENTS**

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All joint use grantees will be required to set goals and objectives and participate in the joint use evaluation. During the grant period, grantees will receive additional information about the evaluation.

## **FUNDING TERMS AND CONDITION**

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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 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 may begin upon receipt of funds or grantees may delay implementation until Phase I is completed. Grantees will have one year to fully implement the joint use project and expend all grant funds, Grantees must report expenditures for the grant funds at the end of the funding cycle (June 30<sup>th</sup>).

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 previous funded joint use project or the project site/facility is different from the previous funded joint use project.
- The awarded district is within the maximum number of grants available in one single grant year (*See table provided on page 2*).

## **SECTION IA: APPLICANT INFORMATION**

Applicant must provide school information and award amount requested.

## **SECTION II: PROJECT DESCRIPTION**

The district must provide a narrative explaining the description of the project to be funded with the grant. Provide single spaced description/overview, of no more than four (4) pages, that responds to each of the following:

- Describe the proposed JUA project.
- Discuss needs and barriers that exist in the school/community related to physical activity and/or the proposed partnership.
- Describe how the project will reduce obesity by supporting a healthier community and increasing opportunities for physical activity. Evidence should be provided to show how partnering entities have collaborated to determine and meet student/community needs.
- Describe the expected student/community impact from this project.
- Describe how this project/partnership will help to overcome the identified needs and barriers.

### **Project Description Support Documents**

- A letter of support from the partner
- A letter of support from the district's superintendent
- A letter of support from a board member.
- Provide an aerial map of the target community depicting the proposed JUA site and all recreational spaces available in the area. (Include the map in the appendix section of the submission.)

## **SECTION III: PROJECT PERFORMANCE OBJECTIVE**

All grant applications must provide a description of how the project will be evaluated for effectiveness. 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.

Depending on the type of project being proposed, applicants must choose one of the two state performance goals to impact. Must set at least two objectives for the chosen goal.

#### **SECTION IV: PROJECT BUDGET & BUDGET NARRATIVE**

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 “**ADE Grant Budget and Budget Narrative Form**” as part of the grant application. Applicant budgets must provide sufficient detail for the ADE 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 recipients 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**

The district must provide a narrative describing their 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 and 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 their existing written financial management policies and procedures in order to meet this requirement.

## **BUDGETING GUIDELINES**

All applicants must submit a proposed budget form and budget narrative. Grantees must use grant funds to support activities related to the joint use policy and costs incurred with the additional facility use in the creation of the partnership. All funds must be directly related to increasing opportunity for physical activity.

All funds must be used appropriately, as required by the grant guidelines, and must support the activities proposed in the application as approved by the Arkansas Department of Education. All funded projects will be required to report expenditures at the end of the funding cycle, June 2019. If funds are remaining at the end of the funding cycle, grantees may submit a proposed carry-over budget. Additional information and documents will be provided to grantees during the funding cycle.

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 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 drafting policy support, 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 the project planning), stipend to compensate personnel responsible for gaining 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.

\*NOTE: if the project has a program aspect, instructional support and supplies related to programming should be provided by the agency offering the program. These funds are not intended to 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 outside agencies, compensation for additional operating utilities cost, 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 amount 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)**

Instate

**Equipment** (more than \$1,000)

**Contract** (HVAC, Asphalt, concrete, etc.)

### **Allowable/Unallowable Expenses**

Expenditures must follow State guidelines and must be clearly tied to goals and objectives of the JUA. Supporting documentation for expenditures is required. Examples of such documentation may include an APSCN (Arkansas Public School Computer Network) generated 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 of 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 ADE GPC. All costs must be budgeted in the grant recipients 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-J)**

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

- A. Co- Applicant Agreement
- B. Questionnaire-Provide a brief, but descriptive answer to each question in Part I-VI of the application template. The questionnaire section may not exceed six (6) pages. Responses to this section should be single spaced.
- C. Facility, Health, and Safety Assurances
- D. Joint Use Advisory Board
- E. Partner Profile, 501c3 (if applicable)
- F. Joint Use Agreement Certificate of Assurance
- G. Grant Award Agreement
- H. Copy of existing stand-alone Joint Use School Board Policy (If applicable)

**The Arkansas Department of 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 ADE 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.**

Proposals must be received at ADE by 4:00pm on Wednesday, January 9, 2019.

***Applications may not be faxed or emailed.***

Submit the completed and signed **ORIGINAL** application packet and three copies to:

**Brittany Rogers, Grant Manager  
Office of School Health Services  
Arkansas Department of Education  
Four Capitol Mall, Mail Slot #14  
Little Rock, AR 72201**