


Date: November 20, 2013
To: Robert Baldwin, City Manager 
From: Colin Donnelly, Assistant City Manager
Subject: Fiscal Agent – Time for Kids afterschool program

The City is in the last year of a five year grant from the Florida Department of Education that funds afterschool and summertime activities for the children of Collins Elementary School. The City has been using the vendor ASP, Inc., for the past seven years to administer the program and do much of the reporting and compliance. The City supports ASP' s programming by acting as the fiscal agent for the grant.

The Children's Forum has recommended that the City turn over the responsibility of the fiscal agent to ASP, Inc. for the last year of the grant. The Finance Department is supportive of the proposed change in fiscal agents for the grant. The change in fiscal agent status is a benefit for the City for the following reasons:

- ASP expends 99% of the grant funds. ASP, Inc. would be able to bill directly the Department of Education for their own reimbursement and be responsible for any disallowed expenses.
- The City's liability in compliance matters would lessen.
- Monitoring ASP's compliance with grant rules is very time consuming for staff. ASP would assume compliance, thus freeing City staff of this task.
- This change would be invisible to the children and would not be detrimental to the program
- The City would save on the administrative fee that we pay ASP annually for servicing the grant

To effect the change, the Department of Education requires a written request by both the City of Dania Beach and ASP, Inc. to make the change. ASP, Inc. is supportive of the change. ASP, Inc. has several 21st CCLC grants, including an active grant at Dania Elementary, where they are the fiscal agents.

To assure the City shares some oversight with the Time for Kids afterschool programs at Collins Elementary School, a memorandum of understanding (MOU) would be

developed that outlines the city's role in the program. The agreement would contain elements of the relationship that are in practice today:

- The Grant Advisory Board continue to participate in the parents advisory committee
- ASP advises the City of any curriculum changes
- City participate in the selection process of the independent program evaluator
- ASP develops programs for city events such as the MLK event and sea oat planting at the beach
- City may provide access to CW Thomas Park when Collins Elementary is not available (typically on Fridays)

If the change in fiscal agents is made, a written request must be made from both the City and ASP, Inc. to the Florida Department of Education for their approval.

Attachment: Correspondence from ASP, Inc.

Re: The City of Dania Beach:

TAP # 11BO17

Project # - 06E-2445A-4PCC1

Dear Ms. Lingo:

This letter acknowledges that After School Programs, Inc. will accept the fiscal responsibility for the 21st Century Community Learning Center grant from the City of Dania Beach for the remainder of the grant period.

We look forward to our continued partnership with the City of Dania Beach and the Florida Department of Education's 21st CCLC team.

Best Regards,