

2011-2012 ABC Grant RENEWAL Application Instructions

Before beginning the application process, there are a few steps to take in order to ensure correct auto population in COPA.

Run the following reports to verify agency, site and staff information.(Update data in COPA to reflect the 2011-2012 program year.)

- 970- Grantee/Agency Profile
- 971 – Site Profile
- 601 – Staff Information

Log into COPA using your current username/password. (Only users with HRM access will be able to access the grant application). The [Grant Application](#) link is located at the top of the [Sites](#) screen. Click on the [Grant Application](#) sub tab to access the application.



The grant application is separated into various sections. Complete all required sections of the application that are not automatically populated.

1. Complete the Agency and Sites screen.
2. Enter staff, screening, ABC and match justification.
3. The budget page will auto populate from data entered on the ABC and Match Justification pages..
4. Enter Activities.
5. Summary page is an aggregate summary of all data entered. Print, scan or send to eDocs the signed grant application page.

Step 1 - AGENCY

1. Select the [Agency](#) tab.
2. Select your [Agency Name](#) at the top of the screen using the drop down arrow; this allows COPA to auto populate with data already collected in COPA.
3. Click on pencil icon to edit and/or add any information. 
4. **Save the data by clicking on the Update Agency button at bottom of screen.**

Update Agency Information

Application for Grant Funds 2011-12
Agency Information

 **HELP?**

Agency Name:		Tax I.D. Number: <i>Must match Agency Name in IRS database</i>	
FACILITY TYPE:	<input type="checkbox"/> Center <input type="checkbox"/> Lic. Family Home <input type="checkbox"/> PAT <input type="checkbox"/> HIPPY	APPLICATION TYPE:	<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Expansion
Mailing Address:		Phone:	Fax:
City		Zip	County:
Time/Hours of Operation			
ABC Coordinator Name:		ABC Coordinator Email:	
ABC Financial Contact Name:		Financial Contact Email:	
ABC COPA Contact Name:		COPA Contact Email:	

# of Renewal ABC Pre-K Slots: (0)		
Infant Slots	Toddler Slots	Preschool Slots
# of Expansion ABC Slots: (0)		
Infant Slots	Toddler Slots	Preschool Slots

Core Curriculum Used in ABC Program

Adventures in Learning Creative Curriculum Core Knowledge Comprehensive Preschool Program Curiosity Corner DLM Early Childhood Express
 Harcourt Preschool Programs High Reach High Scope HIPPY Houghton Mifflin Pre-K Investigator Club Montessori Opening the World of Learning
 PAT Pebble Soup Preschool First Project Approach Reggio Emilia Scholastic Early Childhood All About Preschool

What other funding sources does your agency receive?

Vouchers Title I Medicaid Special Ed AmeriCorps Foundations Private pay Other NSLA

How will agency pay for meals / snacks in ABC?

Department of Education CACFP (Special Nutrition Program) Agency Funds (cash) Other

Agency Type:

Public School Coop Head Start Non-profit For-profit Faith-based College/Univ Other

Management Type:

School Board Board of Directors Sole Proprietorship Partnership Other type corporation

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Agency Name/TAX ID – These fields will automatically populate once Agency name is selected from drop down menu.

Facility Type – How are you currently licensed?

Application – Only renewal applications may be submitted online.

Mailing Address – Current mailing address.

Phone/Fax- These fields will auto populate, if these fields do not auto populate contact your data specialist.

City, Zip, County- These fields will auto populate, if these fields do not auto populate contact your data specialist.

Time/Hours of Operation – What are your ABC hours of operation?

ABC Coordinator Name/Email- Who is the person responsible for handling ABC matters?

Agency Financial Contact/Email- Who is the person that handles all ABC Financial matters?

ABC COPA Contact Name- Who is the person responsible for updating COPA and receiving updates?

Number of Renewal ABC PreK Slots – Enter the requested number of slots for renewal.

Number of ABC Expansion Slots– Enter number of slots requested should funds become available.

Core Curriculum – Select curriculum used. More than one may be selected.

Funding – What funding source does your agency use? More than one may be selected.

Meals/Snacks – How does your agency pay for meals/snacks? More than one may be selected.

Agency Type- Select your agency type.

Management Type- Select your management type.

Step 2 - SITES

1. Select the **Sites** tab.
2. Click the pencil icon to edit and/or add any information. 
3. If a site is **NOT** returning next year, un-check the box next to Site Name to remove site from list.
4. **Save your data by clicking on the update site button at bottom of screen.**

Update Site Information

Application for Grant Funds 2011-12											
Site Information 											
Name of Site License #	Address City, Zip, County (physical not po box)	School Districts Served	Site Contact Name Site Contact Phone/Email	# ABC Classroom	# ABC Slots	# non ABC Classroom	# non ABC Slots	TOTAL CLASSROOM	TOTAL SLOTS	Better Beginnings	Education Services COOP or LEA
Total:											

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Name of Site/License # - Name of physical site and site license number.

Address/City/Zip – Physical address of site.

School Districts Served – List of school districts that particular site serves.

Site Contact Name/Phone/Email: person responsible for site information including phone and email.

of ABC Classrooms – Number of ABC classrooms at the site.

ABC Slots – Number of slots at the site.

of non-ABC Classrooms – Number of non ABC classrooms at the site.

of non ABC slots – Number of non ABC slots at the site.

Total Classrooms – This field is auto calculated with totals number of classrooms per site.

Total Slots – This field is auto calculated with total number of slots per site.

Better Beginnings – Select the current level of BB for each site.

Education Service Coop or LEA – Select the entity responsible for providing special services to children at each site.

Step 3 - STAFF JUSTIFICATION

1. Select the **Staff Justification** tab.
2. This screen will auto populate from the HR section in COPA. If any data is incorrect, log into COPA with your HRM password and correct on appropriate screen.

Application for Grant Funds 2011-12									
Staff Justification 									
WELL-QUALIFIED AND COMPENSATED STAFF (ALL INFORMATION REQUESTED MUST BE COMPLETED)									
Name of Staff	Position	Site	Classroom	TAPP Registry # (Employee ID)	Yrs. Exp	Degree and Major/Credential (highest level of education completed)	Salary	Fringe	

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Name of Staff - Name of each staff member.

Position - Name of position staff member holds.

Site - Name of physical site staff person is employed.

Classroom - Which classroom is staff person teaching in?

TAPP Registry # - What is the staff person's TAPP Registry number?

Yrs. Exp. - How many years experience does the staff member have with current degree?

Degree & Major - What degree or credential does the staff person have and what is their major?

Salary - How much is their salary?

Fringe - How much is the fringe for their salary?

Step 4 - SCREENING JUSTIFICATION

1. Select the **Screening Justification** tab.
2. Data in this section should reflect ABC funds only.
3. Click the pencil icon to edit and/or add any information. 
4. **Save the data by clicking on the Update Information button at bottom of screen.**

Update Screening Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)						
Screening Justification 						
Screening 						
Screening ID	Type	Screening Agency	Screening Tool Used	# Of Children	Cost Per Child	Total Cost
1						
2						

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Type –Which type of screening? (Developmental or Health/EPST)

Screening Agency - Who will complete the screening?

Screening Tool Used - Which tool will be used for screenings?

of Children –Number of children to be screened?

Cost per child – Amount projected per child.

Step 5 - MATCH JUSTIFICATION

1. Select the **Match Justification** tab.
2. Click the pencil icon to edit. 
3. Select match category/item from drop down menu.
4. Enter the Description, Cost, Match Type and Source.
5. Well Qualified & Compensated staff: Total the match amount of each position (ie: teacher, paraprofessional, etc.) from staff justification tab.
6. **Click on update button at bottom of screen to update.**

Update Match Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)					
Match Justification 					
Match ID	Budget Category / Item	Description	Cost	Match Type	Match Source
1					
2					
3					
4					
5					

- **THIS DATA WILL AUTO POPULATE TO THE BUDGET.**
- **Total of required Match should follow this formula: (ABC Grant Amount X 2) ÷ 3 = Required Match Amount**

Step 6 - ABC JUSTIFICATION

1. Select the **ABC Justification** tab.
2. Click the pencil icon to edit and/or add any information. 
3. Well Qualified & Compensated staff: Total the ABC amount of each position (ie: teacher, paraprofessional, etc.) from staff justification tab.
4. **Save the data by clicking on the Update Information button at bottom of screen.**

Update ABC Justification

Application for Grant Funds 2011-12 (ABC Portion ONLY)		
ABC Justification 		HELP?
Administrative Costs		
Item	Description / Justification	ABC Cost
Administrative Salaries		0.00
Maintenance		0.00
Office Supplies		0.00
Other		0.00
Rent/Mortgage/Insurance		0.00
Utilities		0.00
Administrative Costs Total		0.00
Well Qualified & Compensated Staff		
Item	Description / Justification	ABC Cost
Administrative Assistant		0.00
Fringe Benefits		0.00
Home Visiting Coordinator		0.00
Home Visitor		0.00
Paraprofessionals (AA, CDA)		0.00
Program Coordinator		0.00
Substitutes		0.00
Teachers (AA/AS/BA/P-4)		0.00
Well Qualified & Compensated Staff Total		0.00
Nutrition		
Item	Description / Justification	ABC Cost
CACFP or Dept of Ed Reimbursement (\$4.88 per day/c)		0.00
Nutrition - Other		0.00
Snacks		0.00
Nutrition Total		0.00
Curriculum and Equipment (Approximatly \$275 per child for center / CCFH \$187 for HV)		
Item	Description / Justification	ABC Cost
Core Curriculum		0.00
Other Materials		0.00
Outdoor Play		0.00
Supplementary Curriculum		0.00
Therapy (\$550 per child)		0.00
Training/Coaches		0.00
Curriculum and Equipment Total		0.00
Parent Involvement		
Item	Description / Justification	ABC Cost
Meetings/Speakers		0.00
PI-Other		0.00
Parent Involvement Total		0.00
Transportation (Maximum match of \$5.50 per day / child)		
Item	Description / Justification	ABC Cost
Home Visit Travel		0.00
Parent Transportation		0.00
Van/Bus + Insurance		0.00
Transportation Total		0.00
Accountability		
Item	Description / Justification	ABC Cost
Financial Audit		0.00
Accountability Total		0.00

Professional Development (Approximately \$1650 per staff for center / HV \$2000 for CCFH)		
Item	Description / Justification	ABC Cost
PD - Other:		0.00
Staff Trainings		0.00
Staff Travel		0.00
Tuition and Testing		0.00
Professional Development Total		0.00
Screenings (Costs derived from Screening Justification section)		
Item	Description / Justification	ABC Cost
Developmental Screening		0.00
Health Screening		0.00
Screenings Total		0.00
Technology		
Item	Description / Justification	ABC Cost
Accessories and Supplies (ink, etc.)		0.00
Computers		0.00
Internet Access		0.00
Technology Total		0.00
GRAND TOTAL		0.00

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- THIS DATA WILL AUTO POPULATE TO THE BUDGET.
- See budget for category descriptions.

7 - BUDGET

1. Select the **Budget** tab.
2. The Budget screen is auto populated from the data entered in the ABC and Match justification tabs.
ABC JUSTIFICATION AND MATCH JUSTIFICATION MUST BE ENTERED BEFORE DATA WILL AUTOPOPULATE TO BUDGET SCREEN

Application for Grant Funds 2011-12					
Budget					
Administrative Costs					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Administrative Salaries			0.00	0.00	
Maintenance			0.00	0.00	
Office Supplies			0.00	0.00	
Other			0.00	0.00	
Rent/Mortgage/Insurance			0.00	0.00	
Utilities			0.00	0.00	
Administrative Costs Total			0.00	0.00	

Well Qualified & Compensated Staff						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
Administrative Assistant			0.00	0.00		
Fringe Benefits			0.00	0.00		
Home Visiting Coordinator			0.00	0.00		
Home Visitor			0.00	0.00		
Paraprofessionals (AA, CDA)			0.00	0.00		
Program Coordinator			0.00	0.00		
Substitutes			0.00	0.00		
Teachers (AA/AS/BA/P-4)			0.00	0.00		
Well Qualified & Compensated Staff Total			0.00	0.00		
Nutrition						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
CACFP or Dept of Ed Reimbursement (\$4.88 per day/c			0.00	0.00		
Nutrition - Other			0.00	0.00		
Snacks			0.00	0.00		
Nutrition Total			0.00	0.00		
Curriculum and Equipment (Approximatly \$275 per child for center / CCFH \$187 for HV)						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
Core Curriculum			0.00	0.00		
Other Materials			0.00	0.00		
Outdoor Play			0.00	0.00		
Supplementary Curriculum			0.00	0.00		
Therapy (\$550 per child)			0.00	0.00		
Training/Coaches			0.00	0.00		
Curriculum and Equipment Total			0.00	0.00		
Parent Involvement						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
Meetings/Speakers			0.00	0.00		
PI-Other			0.00	0.00		
Parent Involvement Total			0.00	0.00		
Transportation (Maximum match of \$5.50 per day / child)						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
Home Visit Travel			0.00	0.00		
Parent Transportation			0.00	0.00		
Van/Bus + Insurance			0.00	0.00		
Transportation Total			0.00	0.00		
Accountability						
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total	
Financial Audit			0.00	0.00		
Accountability Total			0.00	0.00		

Professional Development (Approximately \$1650 per staff for center / HV \$2000 for CCFH)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
PD - Other:			0.00	0.00	
Staff Trainings			0.00	0.00	
Staff Travel			0.00	0.00	
Tuition and Testing			0.00	0.00	
Professional Development Total			0.00	0.00	
Screenings (Costs derived from Screening Justification section)					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Developmental Screening			0.00	0.00	
Health Screening			0.00	0.00	
Screenings Total			0.00	0.00	
Technology					
Item	ABC Description / Justification	Match Description / Justification	ABC Cost	MATCH	% of Total
Accessories and Supplies (ink, etc.)			0.00	0.00	
Computers			0.00	0.00	
Internet Access			0.00	0.00	
Total			0.00	0.00	
GRAND TOTAL			0.00	0.00	

- Total of required Match should follow this formula: (ABC Grant Amount X 2) ÷ 3 = Required Match Amount
- Grand Total ABC Column should equal number of ABC slots X \$4860.00 (center based) or \$1750.00 (home-visiting)

Administrative Costs (Admin cost shall not exceed 15% of total budget)

Administrative Salaries - Salary budgeted for principal/owner, counselor, nurse & custodian.

Maintenance - Amount budgeted for maintenance, ground keeping & minor repairs.

Office Supplies - Amount budgeted for office supplies.

Other - Amount budgeted for building/property taxes, business tax, and lease/purchase of copier, licensing fees, and bookkeeper.

Rent/Mortgage/Insurance - Amount budgeted for rent, mortgage and property insurance.

Utilities - Amount budgeted for electricity, gas, water, phone, etc.

Well Qualified Staff

Administrative Assistant - Salary budgeted for Administrative Assistant.

Fringe Benefits- Amount budgeted for Fringe Benefits such as employer paid taxes, FICA, insurance, any retirement, bonuses, free/reduced child care.

Home Visiting Coord - 20% of salary budgeted for HIPYPY or PAT Coordinator.

Home Visiting Educator/Parent Educator - Salary budgeted for HIPYPY Home Visitor or PAT Parent Educator.

Paraprofessional - Salary budgeted for Paraprofessionals or Aides.

Program Coordinator - 20% of salary budgeted for Program Coordinator/Director.

Substitutes - Salary budgeted for substitutes.

Teachers - Salaries budgeted for Lead Teachers and Other Classroom Teachers.

Nutrition

CACFP or Dept of Ed - Amount budgeted as match for reimbursement from USDA or Dept of Ed for meals and snacks.

Nutrition (other) - Amount budgeted for paper goods, salary budgeted for cook.

Snacks - Amount budgeted for snacks.

Curriculum/Equipment

Core Curriculum - Amount budgeted for core curriculum.

Other Materials - Amount budgeted for classroom consumables (crayons, glue, scissors, paper, etc.).

Outdoor Play - Amount budgeted for outdoor play equipment and supplies.

Supplementary Curriculum - Amount budgeted for any supplemental curriculum.

Therapy (\$550/child) - Amount budgeted as match for therapy or specialized instruction.

Training Coaches - Amount budgeted for curriculum training or salaries for curriculum coaches.

Parent Involvement

Meetings/Speakers - Amount budgeted for dinners & open houses, speakers at parent meetings, translators/interpreters at functions, and field trip fees for parents who attend.

Other - Amount budgeted for parent education kits & newsletters, cost of t-shirts (children's week, etc.) for children & parents who attend field trips or events. Parents/grandparents who assist w/light duties may be counted as match #hours x min wage. Other activities and ideas can be considered.

Transportation

Home Visitor/Parent Educator travel - Amount budgeted for home visitors/parent educators traveling for their assignment. Does not include travel from home to the employee's regular work site.

Parent Transportation - Amount budgeted as match for parents transporting children 5.50/child x 178 days.

Van/Bus Insurance - Amount budgeted if children are transported by ABC program (payment for van or bus lease/purchase, insurance, fuel, driver and maintenance).

Accountability

Financial Audit - Amount budgeted for the cost of the required annual audit. Bookkeeper salary should not be included in this section.

Professional Development

PD Other - Amount budgeted for substitutes while staff are at trainings.

Staff Trainings - Amount budgeted for conferences relating to ABC staff job function. Amount budgeted as match for free trainings up to \$150 per day.

Staff Travel - Amount budgeted to reimburse for mileage, food and lodging for staff attending trainings.

Tuition and Testing - Amount budgeted for staff attending classes to obtain CDA, or degree related to their job, books, testing fees etc.

Screenings

Developmental - Amount budgeted as match up to \$50 per child for developmental screening or may count up to \$50 per child in ABC if program itself performs screenings and must purchase materials and pay staff.

Health - Amount budgeted as match up to \$50 for health screenings if paid for by AR Kids or other insurance. Program must pay clinic or health provider if child is not covered by AR Kids or private health insurance.

Technology

Accessories & Supplies - Amount budgeted for printer, scanner, digital camera, paper, ink.

Computers - Amount budgeted for computers (PC or laptop).

Internet - Amount budgeted for internet service.

Step 8 - ACTIVITIES

1. Click the **Activities** tab.
2. Click on pencil icon to edit and/or add information. 
3. Type in text box here **OR** copy and paste from another program such as Word, Notes, etc.
4. **Save data by clicking on the update activity button at bottom of screen.**

Update Activity Information

Application for Grant Funds 2011-12

 HELP?

Additional Required Information

Parent Involvement Activities

List and describe the activities and strategies used by the ABC program to engage families. Be sure responses address the following:

Does the program provide any info./resources on parent ed.? If so, what?

How are unmet family needs resolved?

Methods for allowing families input into ABC program.

Methods to encourage families to participate in their child's education.

Methods to inform families of child's progress, concerns.

Collaboration / Community Involvement Activities

List and describe the ways the ABC program collaborates and partners with other programs in your local early childhood community. Be sure responses address the following:

How does the ABC prog. make sure all needs of children/families are met?

How does the ABC program partner/collaborate with those listed above?

How does the ABC program provide community resources to families?

sample collaboration / community Involvement Activity

What resources are shared with families?

Who does the ABC program partner/collaborate with?

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Parent Involvement – (minimum of 5) Describe the activities and strategies used by your program to engage families.

Collaboration/Community Involvement Activities – (minimum of 5) List and Describe the ways your program collaborates and partners with others in your local early child hood community.

Final Step - SUMMARY

1. Submit summary page with signatures by using one of the following methods

- Mail to: Division of Child Care/ABC Unit
700 Main Street, Slot S160
Little Rock, AR 72201
Fax: 501-683-0971
Email to: Jamie Morrison
Jamie.Morrison@arkansas.gov

OR

- Fax: 501-683-0971 Attn: Jamie Morrison

OR

- Email to: Jamie.Morrison@arkansas.gov

OR

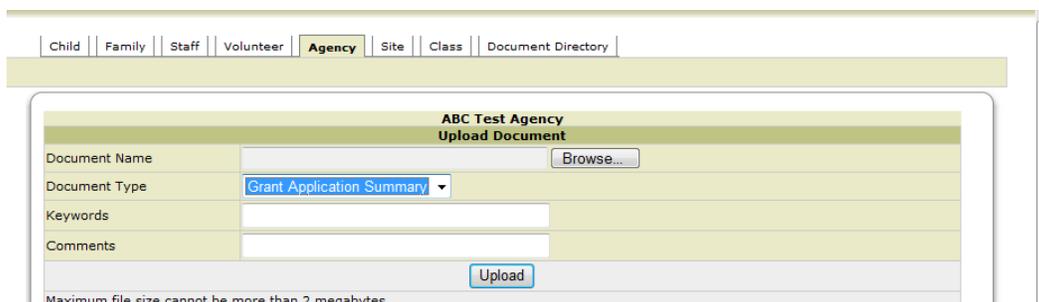
- Upload to eDocs* (via COPA- see instructions below)

The application is not complete until the signature page is received by the ABC Unit.

*Uploading Documents to eDocs

To use this feature you must have scanned document saved on your computer.

1. Click on eDocs tab.  (If you do not see eDocs tab contact your data specialist for access)
2. Click on the **Agency** link.
3. Click on your Agency ID number.
4. To select the document click the Browse button. Find the saved document to upload. Select document and click on Open to attach document.
5. Click on Grant Application Summary from the document type drop down menu.
6. Click on the Upload button to send Summary page to Division for approval.
7. Document information will be listed as pending until Division has approved the grant application.



The screenshot shows a web interface for uploading a document. At the top, there is a navigation bar with tabs for Child, Family, Staff, Volunteer, Agency (selected), Site, Class, and Document Directory. Below this is a form titled "ABC Test Agency Upload Document". The form has the following fields:

- Document Name: Browse...
- Document Type: **Grant Application Summary** (dropdown menu)
- Keywords:
- Comments:

At the bottom of the form is an "Upload" button. Below the form, a note states: "Maximum file size cannot be more than 2 megabytes."