

July 1, 2016

Dear ACDS State Council Member,

The Department of Health and Human Resources and ACDS is now providing mini-grants of up to \$150 to ten local ACDS Councils to assist with individualized needs that are not met by other resources. Some ways this money may be used are: to help pay travel expenses for new instructors to attend the Instructor's Academy, buy pins for graduation, provide textbooks for needy students, help pay graduation expenses, pay travel for instructors to attend updates, or buy subscriptions to professional journals for apprentices. It is suggested that if you pay travel expenses for instructors that they agree to teach in the upcoming year or they will have to reimburse the council.

Please meet with your local council and instructors to determine what your local needs are and complete the attached mini-grant application. The application is due September 2, 2016. If you received a grant in the past year, but did not file a final report on how the funds were spent, you are not eligible for this grant unless that report is filed.

At your local meeting, this would be a good time to choose instructors for next semester and set a date for the start of the semester. This is an exciting opportunity! I hope you will take advantage of this effort to help enhance the ACDS program in your county.

Please call me if you have any questions.

Sincerely,

Sherrie Myers
ACDS State Coordinator
304-523-0433

ACDS MINI-GRANT APPLICATION

FOR OFFICE USE ONLY:

- Currently offering ACDS in county
- Actively participates in State ACDS Council
- Approved
- Not Approved

Date Due: September 2, 2016
 Submit To: River Valley Child Development Services
 c/o Sherrie Myers, ACDS State Coordinator
 611 7th Avenue, Suite 208
 Huntington, WV 25701
 Fax: 304-697-6613

Council Members Name _____ County _____

Number of ACDS Classes to be served _____ Number of ACDS Students to be served _____

The money from this grant will be used for what purpose?

How will the grant benefit the ACDS program in your county?

TOTAL REQUESTED FUNDS: _____

Payable To: _____

Tax ID or FEIN number: _____

Phone Number: _____

Address: _____

City/State/ZipCode: _____

Certification of Compliance with Environmental Tobacco Smoke/Pro Children Act of 1994: Grantee certifies compliance with Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the Grantee certifies that it will comply with the requirements of the Act.

Certifications Related to Lobbying: Grantee shall not endorse or support any candidate running for partisan political office. No federal or state funds under this Grant Agreement shall be expended to support any legislative lobbying efforts of Grantee related to specific legislation. Grantee shall certify that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, Grantee shall immediately complete and submit a disclosure form to report lobbying.

I understand that by accepting the Grant, I am obligated to comply with the above certifications and to spend the money in the manner listed here and approved by the ACDS Coordinator. Should I need to make any changes, I will request the changes in writing. I understand that a final report is due to the ACDS State Coordinator by June 16, 2017. Please sign and date below.

Signature of person requesting grant

Signature of ACDS Council Representative

*Grant Funds must be spent by May 31, 2017 unless special permission is granted.

*The Final Report is due June 16, 2017.

*Failure to turn in a final report could result in loss of future opportunities to receive a mini-grant for your local county.