

The Bay Area After-School All-Stars (ASAS) work closely with partner LEAs to ensure not only quality program implementation, but accurate program compliance as well. To that end, we are happy to include any reasonable, relevant contract provisions the LEA may require. Additionally, we suggest the following provisions also appear in every MOU we sign with an LEA, in whatever format the LEA prefers:

1. Invoicing
 - a. Detailed expectations of information to be included in, and the layout of, the invoice provided by ASAS
 - b. Explicit reimbursement timeline from the LEA (preferably one-week from receipt/approval)
 - c. Explicit date for final year-end invoicing
2. Grant Reporting
 - a. Detailed responsibilities of ASAS to support LEA in grant reporting
 - b. Detailed responsibilities of the LEA in completing the grant reporting
 - c. General timeline and dates for report completion
3. Fees & Program Costs
 - a. Exact annual totals allowable for ASAS 7.5% administration/management fee
 - b. Exact annual totals allowable for 85% program portion of the grant
 - c. A and B listed as separate amounts within MOU
 - d. Detailed listing of each school to receive ASAS programming
4. Staff & Program Requirements
 - a. Detailed listing of any required trainings (snack service, district policies, etc.) and dates
 - b. Specific outlines of program requirements (curriculum, alignment, etc.)
5. Communications
 - a. Explicit direction of communications protocol
 - b. Explicit listing of contacts within district