

Nita M. Lowey 21st Century Community Learning Centers WISEgrants Budget Submission Guidelines

Introduction

As the fiscal agent for a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant, you will use WISEgrants to submit an annual budget, complete any necessary budget revisions, and submit fiscal reimbursement claims. Below you will find step-by-step directions for submitting an initial 21st CCLC budget to the Wisconsin Department of Public Instruction (DPI) for review and approval. Please work with your Business Office to complete any financial submission in WISEgrants, including the initial budget. It is recommended that you review the [Allowable Costs Associated with the 21st CCLC Grant](#) document, and the guidelines and key terms below, prior to submitting a budget.

Information for Districts and Local Education Agency Grantees

21st CCLC staff whose grants are administered by a district or local education agency (LEA) can only be granted the appropriate access to view and work with WISEgrants by their agency. This means that you should contact your district business office if you believe you need access to WISEgrants on behalf of your program. You may also [request access to WISEgrants using this link](#), but please note that local security administrators, not DPI, grant their staff roles using WISEsecure. For more information about WISEhome and WISEsecure, refer to the [WISEhome and WISEsecure Information webpage](#).

Note that unlike the other Title programs, the Private School Affirmation for the 21st CCLC grant is not submitted via WISEgrants. Any and all Private School Affirmations related to the 21st CCLC grant program should be submitted via the form and link available here:

<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f9580-iv-b-psa.pdf>.

Information for Non-Local Education Agency Grantees

21st CCLC staff whose grants are administered by non-LEA organizations must have a Web Access Management System (WAMS) Wisconsin User identification (ID) associated with their work email address before they are able to request access to the WISEgrants system (you will receive DPI communication to the email address associated with this account). If you do not have a WAMS ID yet, follow [these instructions](#). Please note that you will need to complete an email verification to activate your account. You also need to complete a "Data Access Request for Training/Limited Use" form by contacting [Mary Croy](#).

How To Submit an Initial Budget

1. [Log in to WISEgrants](#).
2. If applicable: follow prompts to complete notifications.
3. On the WISEgrants Landing Page (click "Home" in upper left corner if you are not yet on the WISEgrants Landing Page).



4. Scroll down to Grants Management Panel and click “Title IV Part B – Nita M. Lowey 21st Century Community Learning Centers.”

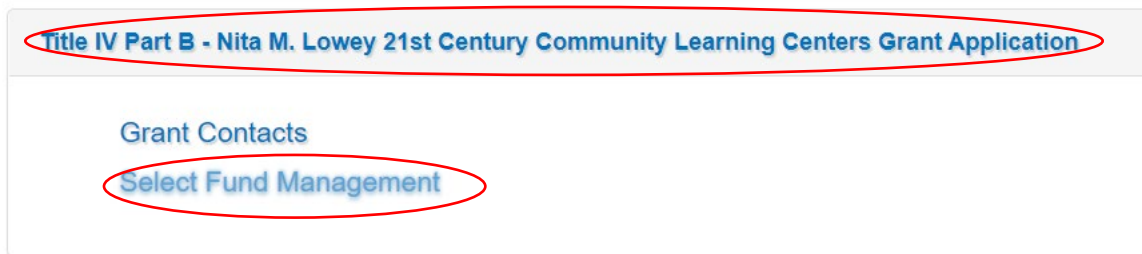
Grant Summary

Grant	Allocation Amount	Public Carryover Amount	Private Carryover Amount	Fund Management Selection
Carl Perkins CTE	\$87,258.00	\$0.00	N/A	Consortium - Cooperative Ed Serv Agcy 06
Elementary and Secondary School Emergency Relief Fund II	\$5,971,967.00	\$0.00	N/A	Manage Own
Enhancing Social and Emotional Skills in Students with IEPs	\$24,000.00	\$0.00	N/A	
IDEA - Flow-through	\$2,287,806.00	\$0.00	N/A	
IDEA - Preschool	Not Available Yet	Not Available Yet	N/A	
Title I-A	\$1,914,047.00	\$0.00	N/A	
Title II-A	\$345,009.00	\$0.00	N/A	
Title IV Part B - Nita M. Lowey 21st Century Community Learning Centers	\$400,000.00	\$0.00	N/A	

5. Verify that you are working with the 21st CCLC grant in WISEgrants by looking the title in the upper left of your screen.



6. Scroll down to “Title IV Part B – Nita M. Lowey 21st Century Community Learning Centers Grant Application” and click “Select Fund Management.”



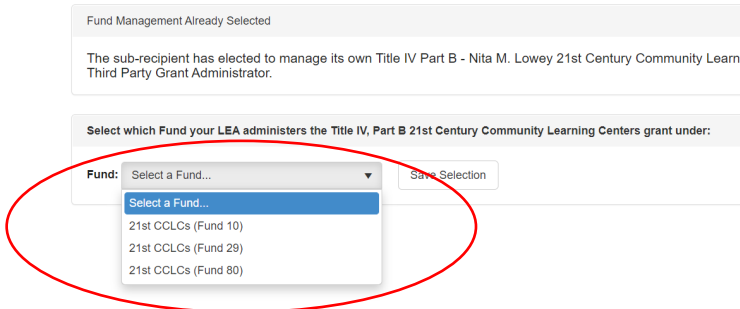
7. Click “Manage Own Funds” then “Submit Selection.”

Fund Management Selection Title IV Part B - Nita M. Lowey 21st Century Community Learning Cente

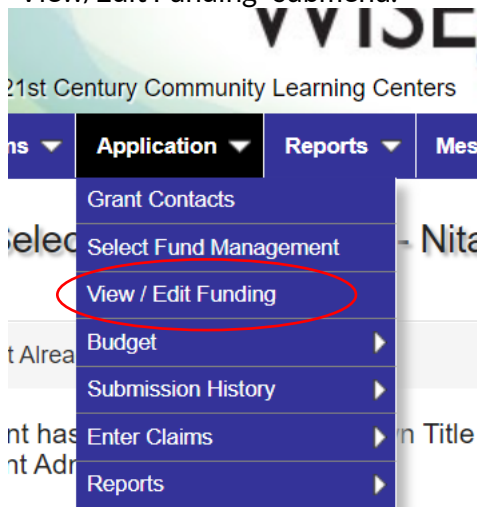
Select one of the following methods to manage your Title IV Part B - Nita M. Lowey 21st Century Community Learning Centers funds:

Manage Own Funds
 Surrender Funds to DPI
 Submit Selection

8. Select the fund under which your LEA manages the 21st CCLC funds, then click “Save Selection.” If the grantee is a non-LEA, select Fund 10. If the grantee is an LEA and is unsure under what Fund the 21st CCLC grant is administered, contact your Business Office.



9. If necessary, confirm funding level by clicking on the “Application” menu, then the “View/Edit Funding” submenu.



10. To begin the budget, click on the “Application” menu, “Budget” submenu, and the appropriate fund you selected in step 8 above.



11. Choose the budget subarea you want to complete by clicking on the appropriate tab.

Submission **Personnel** Purchased Services Non-Capital Objects Other Objects Indirect Subcontractor Budget Detail View All Sections

12. Add a budget item by either a) using the search feature (it will only display budget items available under the subarea you have selected) or b) use a combination of the dropdown menus.

Search for Budget Combinations

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

coordinator

Program Type	Position Label	Area Label	Position Activity	Function	Object
Nita M. Lowey 21st CCLCs	21st Century Community ...	CLC Site Coordinator	Site Coordinator	239000 - Other General A...	200 - Employee Benefits
Nita M. Lowey 21st CCLCs	21st Century Community ...	CLC Academic Enrichme...	Academic/Content Coordi...	239000 - Other General A...	200 - Employee Benefits

a.

Personnel

Program Type: Nita M. Lowey 21st CCLCs

Position: Select a Position Label...


Area: Select an Area Label...

Position Activity: Select a Position Activity...

Function: Select a Function Label...

Object: Select an Object Number...

b.

13. Complete all required fields (marked with ) as necessary. One of the fields grantees are required to complete is the name of the site to which the budget item applies. Costs assigned to a particular 21st CCLC site must not exceed the total amount awarded to that site.

Note: If a fiscal agent has more than one site, you will be required to select the site for which you are budgeting. This option will only appear after you add a budget item.

14. Complete the “General Ledger” field if necessary. It may be used to cross reference your own budgeting system.

General Ledger Account:

15. Complete the “Vendor” field if necessary (see Guidelines and Key Terms below).

Vendor:

Detailed Description:

16. Complete the “Detailed Description” field if necessary (see Guidelines and Key Terms below).

Vendor:

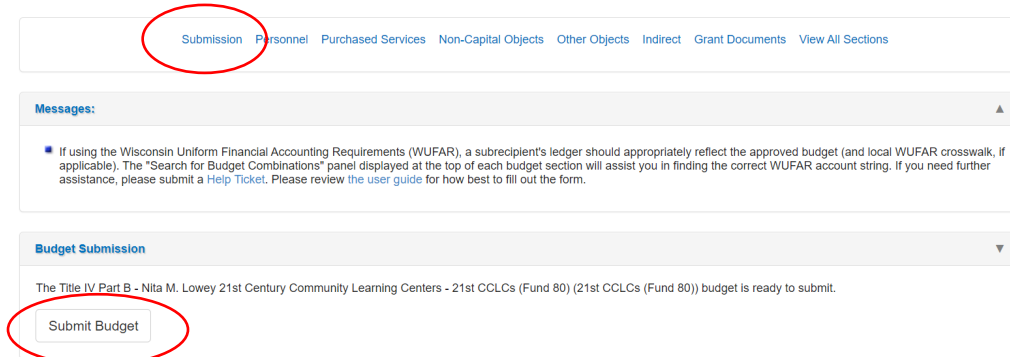
Detailed Description:

17. Click “Save” when complete. (Use the “Save and Repeat Combo” if you want the same line item repeated and just want to change the non-required fields.)

18. To edit a line item, scroll down and click the pencil icon, edit, then click “Save.”
19. To delete a line item, scroll down and click the trash icon.
20. Use the “View All Sections” tab to view entire budget at one time. For those organizations that manage more than one 21st CCLC program, this tool may be particularly helpful in terms of ensuring that total costs being budgeted for that site do not exceed that site’s allocated amount.



21. Click on the “Submission” tab when all line items are complete, then click “Submit Budget.”



Guidelines and Key Terms

This section includes some budgeting guidelines related to Wisconsin’s 21st CCLC programs. It also includes some key terms from the Wisconsin Uniform Financial Accounting Requirements (WUFAR) manual that are used in the WISEgrants system. [The WUFAR manual](#) presents a uniform financial fund accounting system for all school districts in the state of Wisconsin as required by [Wis. Stats. § 115.28\(13\)](#). The guidelines and terms in this section are organized according to budget subarea. For an explanation of the types of costs encompassed by each of the subareas, please see [Allowable Costs Associated with the 21st CCLC Grant](#) document.

Personnel

- If you do not use the “Search for Budget Combinations” field, you will be asked to choose between the following Position Categories: 21st CCLC, Other Support Staff, and Staff. Select “21st CCLC” for leadership positions (e.g., CLC Academic Enrichment Coordinator, CLC Program Director/Assistant Director, CLC Program Leader, CLC Site Coordinator). Select “Other Support Staff” for specialized support positions (e.g., Bus Driver, Clerical Support Staff, Research/Analyst). Select “Staff” for Activity Funding for Multiple Staff or Student Workers.
- CLC Program Director/Assistant Director: Use this personnel Position Activity to indicate the staff member(s) who manages multiple 21st CCLC sites.
- CLC Site Coordinator: Use this personnel Position Activity to indicate the staff member(s) who manages day-to-day programming, coordinates partnerships, manages line staff, coordinates program activities, and ensures grant requirements are met at a specific 21st CCLC site.
- Program Leader: Use this personnel Area Label to indicate any frontline staff member who assists with program delivery, or program evaluation/assessment.
- Student Workers: Use this personnel Area Label to indicate any youth/student workers.
- Program Delivery: Use this Personnel Detail for any personnel costs associated with implementing program services for students and families.

- Program Evaluation/Assessment: Use this Personnel Detail for any personnel costs associated with evaluating or assessing the program (i.e., data collection and analysis).
- Detailed Description: In this field, indicate the number of positions, as well as the number of weekly hours and weeks per year associated with position (required).

Purchased Services

- Program Delivery: Use this Purchase Item Detail for any contracted costs associated with implementing program services for students and families.
- Software as a Service: Use this Purchase Item for general software, data storage services, cloud-based computing arrangements, and monthly or annual technology “term license” and/or fee-based software and services. Could also include subscriptions, e-books, and apps.
- For some WUFAR combinations, you will be asked to choose between two Functions: Co-curricular or Pupil Services. Select the Co-curricular Function if the cost is associated with student programming. Select the Pupil Services Function if the cost is associated with family engagement events.

The [WUFAR manual](#) provides additional guidance:

- 160000 Co-Curricular Activities Instructional activities under the guidance and supervision of school staff designed to provide students such experiences as motivation, enjoyment and improvement of skills. Co-curricular activities supplement the regular instructional activities and include such activities as band, chorus, speech and debate, athletics.
- 219000 Other Pupil Services Other support services for students not required to be accounted for elsewhere. Cost of services provided non special education students pursuant to a 504 Plan are recorded here (using Fund 10 in most cases).
- Detailed Description: In this field, list the specific service(s) being purchased.
- Vendor: In this optional field, include the company or organization providing the contracted service.
- Note: No more than 95 percent of the 21st CCLC award may be given to a subcontractor. If subcontracting with a single agency for 25 percent or more of the award, grantees must provide a detailed budget of those expenses. See below for details.

Non-Capital Objects

- Program Delivery: Use this Purchase Item Detail for any costs associated with implementing program services for students and families.
- Technology Equipment: Use this Object for technology hardware (e.g., computers, iPads, printers, etc.) below the capitalization threshold (i.e., less than \$5,000 per item). If this Object is selected, you will see an assurance about the use of these items which you agree to when you submit the budget. 21st CCLC grantees are no longer required to submit a separate Technology Request Form for these items.
- Technology Supplies: Use this Object for technology-related hardware (i.e., cords, camera, headphones, etc.) with a small unit cost (items less than the district’s capitalization threshold) that makes it infeasible to maintain property records on an individual item basis.
- Instructional Media: Use this Object for instructional materials that are not classified as textbooks or workbooks, supplies, equipment, or technology related (e.g., science kits, math manipulatives, games, puzzles, etc.).
- Non-Capital Equipment: Use this Object for items that have the characteristics of equipment but with a small unit cost (items less than the district’s capitalization threshold) that makes it

infeasible to maintain property records on an individual item basis. Included here are containers, desks and other building furnishings, measuring devices, tools, equipment, etc.

- For some WUFAR combinations, you will be asked to choose between two Functions: co-curricular or pupil services. Select the co-curricular Function if the cost is associated with student programming. Select the pupil services Function if the cost is associated with family engagement events.
- Detailed Description: In this field, include the specific items to be purchased. If purchasing more than one of a particular item, also include the cost for one unit, along with the number of units being purchased. Or include general categories and amounts (e.g., art supplies \$500; gym equipment \$650; etc.) for bulk non-capital objects with a small unit cost that makes it infeasible to maintain records on an individual basis. Provide enough detail so that the DPI reviewer can determine whether the proposed cost is reasonable and necessary and aligned with the approved program plan.
- Vendor: In this optional field, include the name of the company from which the non-capital objects will be purchased.

Other Objects

- Detailed Description: In general, the only budget items categorized as “Other Objects” for 21st CCLC programs are admission fees and other types of fees. In this field, specify what the fee is for. If paying a fee for more than one person, the cost of a single fee, as well as the number of fees being paid, should be included.
- Vendor: In this optional field, include the name of organization collecting the fee (e.g., museum, zoo, athletic facility, etc.).
- Note: For more information on “Other Objects,” including the types of fees that are an allowable use of grant funds, please refer to the [Allowable Costs Associated with the 21st CCLC Grant](#) document.

Indirect Costs

- Note: If claiming indirect costs, grantees must use the pre-approved restricted rate (or less than the restricted rate) negotiated with the DPI. To claim less than the pre-approved restricted rate, enter the new amount in “Amount to budget for indirect cost recovery” (grantees may not enter a lower percent).

If the applicant does not have a [DPI approved rate](#), the grantee may use their federally-negotiated rate (if applicable). If the grantee does not have a DPI-approved rate or a federally-negotiated rate, they may claim up to 10 percent in indirect costs.

Subcontractor Budget Detail

- Note: If a grantee subcontracts with a single agency for 25 percent or more of the 21st CCLC award, grantees must provide a detailed budget of those expenses by using the “Subcontractor Budget Detail” tab. This section will only appear if you budget 25 percent or more for a contract. You may upload a Google link (or other URL) to the [Budget Detail for Subcontractors form](#) previously used in the 21st CCLC program, or you may upload a link to another form of documentation that details how the subcontracted monies will be expended (e.g., Excel spreadsheet).